

**TOWNSHIP OF TOMS RIVER  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
2020 PROGRAM YEAR APPLICATION  
FOR PERIOD 7/1/2020 THRU 6/30/2021**

- Public Service                       Public Facilities                       Creating Affordable Housing
- Economic Development                       Housing Rehabilitation (nonprofits only)

**A. APPLICANT/AGENCY:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_  
**CONTACT PERSON:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
**EXECUTIVE DIRECTOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_

- B. TYPE OF AGENCY:**
- 501(c)3 Non-Profit                       Government/Public Agency                       For-Profit
- Other (specify) \_\_\_\_\_

**C. PROJECT INFORMATION**

**PROPOSED PROJECT TITLE:** \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_

**PROJECT WILL BENEFIT:**

Income eligible low/moderate income clientele \_\_\_\_\_ Target areas \_\_\_\_\_ Presumed benefit clientele \_\_\_\_\_

Will you be assisting Households \_\_\_\_\_ or Individuals \_\_\_\_\_

How many households or individuals do you expect to benefit \_\_\_\_\_

**PROJECT COMPLIES WITH THE FOLLOWING FEDERAL AND LOCAL REGULATIONS AND GOALS\***

Insert HUD matrix code and federal regulation your project is complying with: \_\_\_\_\_

Insert national objective your project is complying with: \_\_\_\_\_

Insert Consolidated Action Plan Goal complying with: \_\_\_\_\_

**\*See Federal Regulation and Consolidated Plan Goals Attachments to assist with completing this section (Attachment C)**

**NEED/PROBLEM TO BE ADDRESSED**

[Empty box for describing the need or problem to be addressed]

**PROJECT SCOPE OF WORK** (EX. HOUSING REHABILITATION, PROVIDING FOOD)

[Empty box for describing the project scope of work]

**TASKS TO BE PERFORMED TO COMPLETE PROJECT – HOW WILL YOU SPEND THE FUNDING?** (EX. TRAIN STAFF/VOLUNTEERS, SALARIES FOR STAFF, PURCHASE MATERIALS)

TASK 1	
TASK 2	
TASK 3	

**OUTCOME OF PROJECT (QUANTITY OF SERVICE)** (EX. FEED 100 INDIVIDUALS, REHAB. 40 HOUSING UNITS)

**D. FY 2020 CDBG FUNDING REQUEST:**

**TOTAL COST OF PROJECT:** \$ \_\_\_\_\_

**FUNDS TO BE LEVERAGED**  
(funds organization will utilize from non-CDBG sources)

Private Funds provided (donations, etc.)	\$
State Funds	\$
Other Federal Funds	\$
<b>Total Private, State &amp; other Federal Funds</b>	<b>\$</b>

**CDBG FUNDS BEING REQUESTED FROM TOMS RIVER TOWNSHIP** \$ \_\_\_\_\_

**HAS PROJECT RECEIVED CDBG FUNDING IN PRIOR YEARS:** \_\_\_\_\_

If so – When: \_\_\_\_\_ How Much? \_\_\_\_\_

Balance Remaining: \_\_\_\_\_

**PLEASE COMPLETE THE ATTACHED BUDGET SHEET AND INCLUDE WITH APPLICATION (Attachment A)**

**E. AGENCY INFORMATION:**

**Background/Program Experience**

Include the length of time the agency has been in operation, the date of incorporation, the purpose of the agency, and the type of corporation. Describe the type of services provided, the agency's capabilities, the number and characteristics of clients served, and license to operate (if appropriate).

**Personnel/Staff Capacity**

Briefly describe the agency's existing staff positions and qualifications, its capacity to carry out this activity, and state whether the agency has a personnel policy manual with an affirmative action plan and grievance procedure.

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to provide the details requested in the text above, such as staff positions, qualifications, capacity, and the presence of a personnel policy manual.

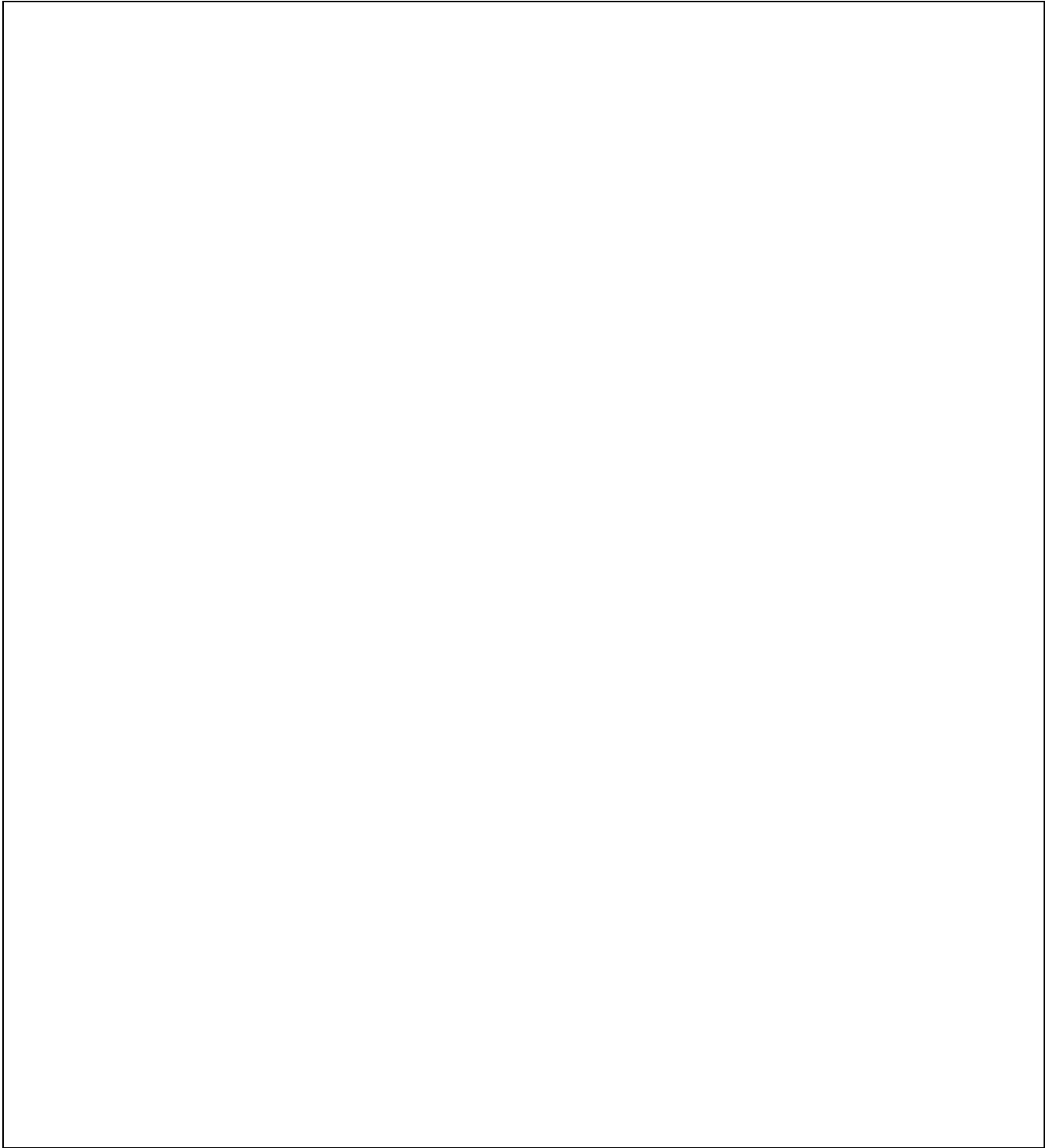
**Financial Capacity**

Describe the agency's current operating budget, itemizing revenues and expenses for Fiscal Year 2020 (provide on attached budget sheet). Identify commitments for ongoing funding. Describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.



**Monitoring**

Briefly describe how you will monitor progress in implementing the program. Attach copies of all data collection tools that will be used to verify achievement of program goals and objectives. Describe who will be responsible for monitoring progress.



F. **ATTACH** all documents found on “Application Checklist Items”.

G. **APPLICATION CERTIFICATION:**

I hereby certify that all of the above information is accurate to the best of my knowledge.

Prepared By: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit application no later than FRIDAY, FEBRUARY 7, 2020 to:**

Township of Toms River  
Department of Community Development  
33 Washington Street  
PO BOX 728  
Toms River, NJ 08754-0728  
Attn: Kimberly Bauer

Any questions regarding this application should be referred to Kimberly Bauer, (732) 341-1000, EXT. 8351



## Application Checklist Items

### ATTACH THE FOLLOWING REQUIRED DOCUMENTS:

Application

**Audit Requirements**

In accordance with the Office of Management and Budget Circular A-133, the Federal Government requires that organizations expending \$300,000 or more in Federal financial assistance in a fiscal year must secure an audit. Agencies requesting \$300,000 or more must choose one of the three ways of meeting this requirement and state which method they choose.

1. If your agency already conducts audits of all its funding sources including CDBG, the agency must submit a copy of its most recent audit, and may, at its discretion, include the CDBG portion of the audit cost in its CDBG project budget.
2. If your agency already conducts audits of its other funding sources but has neither received nor included CDBG in the past, the scope of the audit would be modified to incorporate CDBG audit requirements. The associated cost of the augmentation could then be included in the CDBG project budget, accompanied by the auditor's written cost estimate.
3. If your agency does not have a current audit process in place, your agency will be required to include a 10-percent set aside in the CDBG project for the provision of an audit.

**ENVIRONMENTAL REVIEW:**

**PLEASE COMPLETE THE ATTACHED ENVIRONMENTAL REVIEW AND SUBMIT WITH APPLICATION (Attachment B)**

Articles of Incorporation

Non-profit tax-exemption determination letters from the Federal Internal Revenue Service and the State Franchise Tax Board

List of the Board of Directors – list of current board members and their contact information (telephone number, address, occupation or affiliation)

Organizational Chart

Authorization to Request Funds – resolution from Board of Directors

Designation of Authorized Official – resolution from Board of Directors

Resumes of Chief Program Administrator and Chief Fiscal Officer (or their equivalencies)

Financial Statement and Audit

**Attachment A**  
**BUDGET SHEET**

**FISCAL YEAR 2020 BUDGET (July 1, 2020 - June 30, 2021)**

Line Item	Toms River CDBG Funds	Leveraged Amount (Other CDBG funds, Grant, and Donations)
Salaries		
Fringe		
Office Space (Program Only)		
Utilities		
Communications		
Reproduction/Printing		
Supplies and Materials		
Mileage		
Audit		
Other (Specify)		
Other 2		
Indirect Costs (Specify)		
Total:		

\*Please identify source of CDBG funds under leverage amount column if applicable (ex: Brick CDBG, Ocean County CDBG, etc.)

**Attachment B**  
**Federal Environmental Review Record**

**Toms River Township Community Development Block Grant Program  
Federal Environmental Review Record**

**Subgrantee Name:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

**1. EXEMPT ACTIVITY (58.34) OR CONTINUED RELEVANCE (complete 58.6 document requirement)**

A. \_\_\_\_\_ Project activity is deemed exempt and environmental review is NOT required

B. \_\_\_\_\_ Project activity is a continued activity, which previously addressed the environmental review requirement (see attached completed previous ERR)

**II. CATEGORICALLY EXCLUDED NOT SUBJECT TO 58.35 (complete 58.6 document requirement)**

A. \_\_\_\_\_ Project activity is deemed except and environmental review is NOT Required.

**III. CATEGORICALLY EXCLUDED (58.35)**

A. \_\_\_\_\_ Project activity is deemed categorically excluded. The statutory checklist found in the suggested format for Categorically Excluded Projects subject to federal regulation 58.5 has been completed and included with the application packet.

B. \_\_\_\_\_ Consultation and documentation with SHPO is required and was completed on \_\_\_\_\_.

**IV. Environmental Assessment (58.36)**

A. \_\_\_\_\_ Environmental Assessment has been completed and an Environmental Impact Statement is NOT Required.

B. \_\_\_\_\_ Project involves a historically registered property, and a consultation and documentation with SHPO was completed on \_\_\_\_\_.

C. \_\_\_\_\_ Environmental Assessment has been completed and an Environmental Impact Statement is Required.

**V. ENVIRONMENTAL IMPACT STATEMENT (EIS)**

A. \_\_\_\_\_ Environmental Impact Statement (EIS) has been prepared and submitted. A copy has been sent to TR Division of Community Development.

**DATE:** \_\_\_\_\_

**COMPLETED BY (Print Name & Title):** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

## Exempt Activities – Federal Environmental Regulations

### 58.34 Exempt Activities

Except for the applicable requirements of 58.6, the responsible entity does not have to comply with the requirements of this part or undertake any environmental review, consultation or other action under NEPA and the other provisions of law or authorities cited in 58.5 for the activities exempt by this section or projects consisting solely of the following exempt activities. The recipient remains **responsible for** carrying out any **applicable requirements under 58.6**, which can be met by completing the following form found on [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/comm\\_planning/environment/review](http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/environment/review).

1. Environmental and other studies, resource identification and the development of plans and strategies
2. Information and financial services
3. Administrative and management activities
4. Public services that will not have a physical impact or result in any physical changes including but not limited to services concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs
5. Inspections and testing of properties for hazards or defects
6. Purchase of insurance
7. Purchase of tools
8. Engineering or design costs
9. Technical assistance or training
10. Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair, or restoration activities necessary only to control or arrest the effects from disasters or imminent threats to public safety including those resulting from physical deterioration
11. Payment of principal and interest on loans made or obligations guaranteed by HUD
12. Any of the categorical exclusions listed in 58.35:
  - (a) Provided that there are no circumstances which require compliance with any other Federal laws and authorities cited in 58.5
  - (b) A recipient does not have to submit an RROF and certification, and no further approval from HUD or the STATE will be needed by the recipient for the drawdown of funds to carry out exempt activities and projects. However, the responsible entity must document in writing its determination that each activity or project is exempt and meets the conditions specified for such exemption under this section.

### 58.35 CATEGORICALLY EXCLUDED NOT SUBJECT TO 58.35

HUD has determined that the following categorically excluded activities would not alter any conditions that would require a review or compliance determination under the Federal laws and authorities cited in 58.5. When the following kinds of activities are undertaken, the responsible entity does not have to publish a NOI/RROF or execute a certification and the recipient does not have to submit a RROF to HUD (or the State) except for those mentioned in the circumstance requiring NEPA review paragraph. Following the award of the assistance, no further approval from HUD or the State will be needed with respect to environmental requirements. **The recipient remains responsible for carrying out any applicable requirements under 58.6**, which can be met by completing the following form found on [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/comm\\_planning/environment/review](http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/environment/review).

1. Tenant-based rental assistance
2. Supportive services including, but not limited to, health care, housing services, permanent housing placement, daycare, nutritional services, short-term payments for rent/mortgage/utility costs, and assistance in gaining access to local, State, and Federal government benefits and services;
3. Operating costs including maintenance, security, operation, utilities, furnishings, equipment, supplies, staff training and recruitment and other incidental costs;
4. Economic development activities, including but not limited to, equipment purchase, inventory financing, interest subsidy, operating expenses and similar costs not associated with construction or expansion of existing operations;
5. Activities to assist homebuyers to purchase existing dwelling units or dwelling units under construction, including closing costs and down payment assistance, interest buy-downs, and similar activities that result in the transfer of title.
6. Affordable housing pre-development costs including legal, consulting, developer and other costs related to obtaining site options, project financing, administrative costs and fees for loan commitments, zoning approvals, and other related activities which do not have a physical impact.
7. Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under this part, if the approval is made by the same responsible entity that conducted the environmental review on the original project and re-evaluation of the environmental findings is not required under 58.47

**Circumstances requiring NEPA review.** If a responsible entity determines that an activity or project listed above, because of extraordinary circumstances and conditions at or affecting the location of the activity or project, may have a significant environmental effect, it shall comply with all of the requirements of the categorically excluded subject to 58.5 or an Environmental Assessment.

## **58.35 CATEGORICALLY EXCLUDED SUBJECT TO 58.35**

The Statutory Checklist must be completed for all projects identified as categorically excluded subject to 58.35. Please complete the Statutory checklist and include with your application packet. The statutory checklist can be downloaded from: <http://www.hud.gov/offices/cpd/environment/review/exclusionsuggestedformat.doc>

Categorical exclusion refers to a category of activities for which no environmental impact statement or environmental assessment and finding of no significant impact under NEPA is required, except in extraordinary circumstances in which a normally excluded activity may have a significant impact. Compliance with the other applicable Federal environmental laws and authorities listed in 58.5 is required for any categorical exclusion listed below.

1. Acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements (other than buildings) when the facilities and improvements are in place and will be retained in the same use without change in size or capacity of more than 20 percent. (e.x. replacement of water or sewer lines, reconstruction of curbs and sidewalks, repaving of streets)
2. Special projects directed to the removal of material and architectural barriers that restrict the mobility of and accessibility to elderly and handicapped persons.
3. Rehabilitation of buildings and improvements when the following conditions are met:
  - (i) In the case of a building for residential use (with one to four units), the density is not increased beyond four units, the land use is not changed, and the footprint of the building is not increased in a floodplain or in a wetland.

- (ii) In the case of multifamily residential buildings:
    - A. Unit density is not changed more than 20 percent
    - B. The project does not involve changes in land use from residential to non-residential; and
    - C. The estimated cost of rehabilitation is less than 75 percent of the total estimated cost of replacement after rehabilitation.
  - (iii) In the case of non-residential structures, including commercial, industrial, and public buildings:
    - A. The facilities and improvements are in place and will not be changed in size or capacity by more than 20 percent; and
    - B. The activity does not involve a change in land use, such as from nonresidential to residential, commercial to industrial, or from one industrial use to another.
4. (i) An individual action on up to four dwelling units where there is a maximum of four units on any one site. The units can be four one-unit buildings or one-four unit building or any combination in between; or (ii.) An individual action on a project of five or more housing units developed on scattered sites when the sites are more than 2,000 feet apart and there are not more than four housing units on any one site. (iii.) paragraphs i and ii mentioned in this section do not apply to rehabilitation of a building for residential use (with one to four units)
  5. Acquisition (including leasing) or disposition of, or equity loans on an existing structure, or acquisition (including leasing) of vacant land provided that the structure or land acquired, financed, or disposed of will be retained for the same use.
  6. Combination of the above activities

## **58.36 ENVIRONMENTAL ASSESSMENTS**

If a project is not exempt or categorically excluded under 58.34 or 58.35, the responsible entity must prepare an Environmental Assessment (EA) in accordance with requirements found at 24CFR 58.36.

### **Suggested Environmental Format:**

#### **NEPA Environmental Assessment checklist & Environmental Assessment Worksheet**

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/comm\\_planning/environment/review](http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/environment/review)

## **58.37 ENVIRONMENTAL IMPACT STATEMENT (EIS)**

In rare instances where the complexity of the project exceeds the scope of an EA, an **Environmental Impact Statement** may be required according to [24 CFR 58.37](#). If it is evident without preparing an EA that an Environmental Impact Statement (EIS) is required under 58.37, the responsible entity should proceed directly to an EIS. The Council on Environmental Quality's regulation at 40CFR 1502.10 has prepared a recommended format at <http://ceq.hss.doe.gov/nepa/regs/ceq/1502.htm>.



**Attachment C**  
**Federal Regulations & 3-Year Consolidated Plan Objectives**

## Federal Regulations

### Public Services

Public Service activities are funded with up to 15% of the Township’s annual CDBG allocation. The Township is not permitted to exceed the 15% allocation as per HUD Regulations. Eligible public service projects are listed below. CDBG funds may be used to pay for labor, supplies, and materials as well as to operate and/or maintain the portion of a facility in which the public service is located. This includes the lease of a facility, and other property needed for the public service. Income payments are payments to an individual or family, which are used to provide basic services such as food, shelter (including payment for rent, mortgage, and/or utilities) or clothing. Income payments are ineligible CDBG activities, and no application with such activities will be funded.

#### Eligible Public Service Activities

HUD Matrix Code	Federal Regulation	Eligible Activity	National Objective
05A	570.201(e)	Senior Services	Low/Mod. Limited Clientele (LMC)
05B	570.201(e)	Handicapped Services	Low/Mod. Limited Clientele (LMC)
05C	570.201(e)	Legal Services	Low/Mod. Limited Clientele (LMC)
05D	570.201(e)	Youth Services	Low/Mod. Limited Clientele (LMC)
05E	570.201(e)	Transportation Services	Low/Mod. Limited Clientele (LMC)
05F	570.201(e)	Substance Abuse Services	Low/Mod. Limited Clientele (LMC)
05G	570.201(e)	Battered and Abused Services	Low/Mod. Limited Clientele (LMC)
05H	570.201(e)	Employment Training	Low/Mod. Limited Clientele (LMC)
05I	570.201(e)	Crime Awareness	Low/Mod. Limited Clientele (LMC)
05J	570.201(e)	Fair Housing Activities (subject to Public Services Cap)	Low/Mod. Limited Clientele (LMC)
05K	570.201(e)	Tenant/Landlord Counseling	Low/Mod. Limited Clientele (LMC)
05L	570.201(e)	Child Care Services	Low/Mod. Limited Clientele (LMC)
05M	570.201(e)	Health Services	Low/Mod. Limited Clientele (LMC)
05N	570.201(e)	Abused and Neglected Children	Low/Mod. Limited Clientele (LMC)
05O	570.201(e)	Mental Health Services	Low/Mod. Limited Clientele (LMC)
05P	570.201(e)	Screening for Lead Based Paint/Lead Hazards	Low/Mod. Limited Clientele (LMC)
05Q	570.201(e)	Subsistence Payments	Low/Mod. Limited Clientele (LMC)
05V	570.201(e)	Neighborhood Cleanups	Low/Mod. Limited Clientele (LMC)
05W	570.201(e)	Food Banks	Low/Mod. Limited Clientele (LMC)
05Z	570.201(e)	Public Services (general)	Low/Mod. Limited Clientele (LMC)

#### Housing Assistance that qualifies under Public Service Assistance:

05R	570.201(e)	Homeownership Assistance (not direct)	Low/Mod. Household (LMH)
05S	570.201(e)	Rental Housing Subsidies	Low/Mod. Household (LMH)
05T	570.201(e)	Security Deposit	Low/Mod. Household (LMH)
05U	570.201(e)	Housing Counseling	Low/Mod. Household (LMH)
05X	570.201(e)	Housing Information & referral services	Low/Mod. Clientele (LMC)
05Y	570.201(e)	Housing Counseling under 24CFR supporting homebuyer down payment assistance (05R)	Low/Mod. Household (LMH)

## Public Facility Improvements

Public facilities and public improvements are interpreted to include all facilities and improvements that are publicly owned, or that are owned by a nonprofit and open to the general public. The acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements are eligible activities under CDBG and can be carried out by a grantee, subrecipient, or other nonprofit. Eligible costs associated with eligible activities may include energy efficiency improvements, handicapped accessibility improvements, and architectural design features and other treatments aimed at improving aesthetic quality. If the facility is owned by a nonprofit, regulations stipulate that the facility must be open to the public during normal working hours.

### Public Facility eligible activities:

HUD Matrix Code	Federal Regulation	Eligible Activity	National Objective
03A	570.201(c)	Senior Centers	Low/Mod. Limited Clientele (LMC)
03B	570.201(c)	Handicapped Centers	Low/Mod. Limited Clientele (LMC)
03C	570.201(c)	Homeless Facilities(not operating costs)	Low/Mod. Limited Clientele (LMC)
03D	570.201(c)	Youth Centers	Low/Mod. Limited Clientele (LMC)
03E	570.201(c)	Neighborhood Facilities	Low/Mod. Limited Clientele (LMC) and Low/Mod. Area Benefit (LMA)
03F	570.201(c)	Parks, Recreational Facilities	Low/Mod. Limited Clientele (LMC) and Low/Mod. Area Benefit (LMA)
03G	570.201(c)	Parking Facilities	Low/Mod. Limited Clientele (LMC) and Low/Mod. Area Benefit (LMA)
03H	570.201(c)	Solid Waste Disposal Improvements	Low/Mod. Limited Clientele (LMC) and Low/Mod. Area Benefit (LMA)
03I	570.201(c)	Flood Drainage Improvements	Low/Mod. Limited Clientele (LMC) and Low/Mod. Area Benefit (LMA)
03J	570.201(c)	Water/Sewer Improvements	Low/Mod. Limited Clientele (LMC) and Low/Mod. Area Benefit (LMA)
03K	570.201(c)	Street Improvements	Low/Mod. Limited Clientele (LMC) and Low/Mod. Area Benefit (LMA)
03L	570.201(c)	Sidewalks	Low/Mod. Limited Clientele (LMC) and Low/Mod. Area Benefit (LMA)
03M	570.201(c)	Child Care Centers	Low/Mod. Limited Clientele (LMC)
03N	570.201(c)	Tree Planting	Low/Mod. Limited Clientele (LMC)
03O	570.201(c)	Fire Station/Equipment	Low/Mod. Limited Area Benefit (LMA)
03P	570.201(c)	Health Facilities	Low/Mod. Limited Clientele (LMC) and Low/Mod. Area Benefit (LMA)
03Q	570.201(c)	Abused and Neglected Children Facilities	Low/Mod. Limited Clientele (LMC)
03R	570.201(c)	Asbestos Removal	Low/Mod. Limited Clientele (LMC) and Low/Mod. Area Benefit (LMA)
03S	580.201(c)	Facilities for AIDS Patients (not operating costs)	Low/Mod. Limited Clientele (LMC)
03T	580.201(c)	Operating Costs Homeless/AIDS patients	Low/Mod. Limited Clientele (LMC)
03Z	570.201(c)	Other public improvements not listed in 03A-03S	Low/Mod Clientele (LMC)
11	570.201(1)	Privately Owned Utilities	Low/Mod. Limited Clientele (LMC) and Low/Mod. Area Benefit (LMA)

The following activities are not eligible:

- The maintenance and repair of public facilities and improvements is generally ineligible (ex. filling potholes, repairing cracks in sidewalks, mowing grass, replacing street light bulbs, etc.)
- Operating costs associated with public facilities or improvements are ineligible unless part of a CDBG-assisted public service activity

## Housing Rehabilitation/Creating Affordable Housing

Homeowner rehabilitation includes emergency repair programs, spot rehabilitation, or full house rehabilitation. Homeowner rehabilitation may include assisting existing homeowners with the repair, rehabilitation, or reconstruction of owner-occupied units. Funds may be utilized for energy efficiency programs aimed at improving the energy efficiency of homes through additional insulation, new windows and doors and other similar improvements. Funds may also be utilized for handicapped accessibility programs through which improvements, such as installation of ramps and grab bars, are made to homes of persons with disabilities to make the home more accessible. In addition Emergency repair programs, weatherization programs, and reconstruction of an existing housing unit are also eligible. Reconstruction means demolishing and rebuilding a housing unit on the same lot in substantially the same manner and includes replacing an existing substandard manufactured housing unit with a new or standard manufactured housing unit. CDBG funds may be used to rehabilitate rental housing and conversion of a closed building from one use to residential use.

CDBG eligible costs include: labor and materials, replacement of principal fixture and components of existing structures, water and sewer connections, installation of security devices, including smoke detectors, initial homeowner warranty premium, hazard insurance premium, flood insurance premium, conservation costs for water and energy efficiency, landscaping, sidewalks, garages, and driveways when accompanied with other rehabilitation needed on the property, and evaluating and treating lead-based paint.

HUD Code	Matrix	Federal Regulation	Activity	National Objective
12		570.201(m)	Construction of Housing	Low/Mod. Household
13		570.201(n)	Direct Homeownership Assistance	Low/Mod. Household
14A		570.202	Rehab. Single Unit Residential	Low/Mod. Household
14B		570.202	Rehab. Multi-Unit Residential	Low/Mod. Household
14C		570.202	Public Housing Modernization	Low/Mod. Household
14F		570.202	Energy Efficiency Improvements	Low/Mod. Household
14G		570.202	Acquisition for Rehabilitation	Low/Mod. Household
14H		570.202	Rehabilitation Administration	Low/Mod. Household
14I		570.202	Lead/Based Paint/Hazards Test/Abatement	Low/Mod. Household
16A		570.202(c)	Residential Historic Preservation	Low/Mod. Household

The following housing activities are not eligible for funding:

- CDBG funds cannot be used to subsidize or assist the new construction of housing, unless carried out by a Community Based Development Organization (CBDO), as part of certain kinds of projects. Note that activities, which support the development of housing for LMI persons (ex. Clearance, site improvements, and public facilities), are eligible for CDBG assistance under other eligibility categories.
- CDBG may not be used to guarantee mortgage financing directly, and grantees may not provide such guarantees directly.
- CDBG funds may not be used to provide on-going income payments such as paying for a tenant's rent or a household's mortgage. The only exceptions to this are:
  - Income payments that are provided as a loan; or
  - Income payments that are emergency in nature and do not exceed three consecutive months

As per HUD Newark, such services may only be provided as a Public Service and not under the category of Affordable Housing Assistance

- The purchase of construction equipment is generally ineligible. However, the purchase of tools to be part of a "tool lending" rehabilitation program is eligible. Note: this may also fall under the category of Public Services.

## **Economic Development**

### **Micro-Enterprise Assistance**

Microenterprise development: These are activities designed to foster the development, support, and expansion of Microenterprise businesses. Microenterprise businesses must be owned by a low/moderate income owner or 51% of the owners must be low/moderate income owners or employ low/moderate income workers (51% or greater of all staff).

A microenterprise is defined as a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise.

Eligible microenterprise activities include the provision of:

1. Grants, loans, loan guarantees and other forms of financial support, for the establishment, stabilization, and expansion of microenterprises;
2. Technical assistance, advice, and business services to owners of microenterprises including child care, transportation, counseling and peer support groups; and
3. General support to owners of microenterprises and persons developing microenterprises including child care, transportation, counseling and peer support groups; and
4. Training and technical assistance or other support services to increase capacity of grantees or sub recipients to carry out microenterprise activities.

**Please note that the Township favors grant programs that cover financial support and technical assistance over other eligible activities.**

<b>HUD Matrix Code</b>	<b>Federal Regulation</b>	<b>Eligible Activity</b>	<b>National Objective</b>
18C	24 CFR Part 570.201(0)	Microenterprise Assistance	LMH (low moderate income household ) & LMCSV (low/mod limited clientele, job service benefit)

## **Toms River Township 5 Year Consolidated Plan Objectives**

The Township of Toms River has modified its 5-year objectives to include priorities identified in its Impediments to Fair Housing and priorities established by the Mayor's Affordable and Fair Housing Committee:

### **Housing Needs Ranking:**

#### High Priority Housing Activities include:

- Residential energy efficient emergency improvements
- Owner-occupied housing rehabilitation
- Emergency housing for homeless
- Accessibility improvements ADA (handicapped ramps)
- First-time homebuyer assistance
- Permanent housing for homeless

#### Medium Priority Housing Activities include:

- Fair Housing
- Rental Assistance
- Residential lead based pain testing/removal

### **Neighborhood Improvements:**

#### High Priority Activities include:

- Infrastructure (street, drainage, sidewalk improvements)
- ADA Accessibility to public facilities
- Economic Development

#### Medium Priority Activities include:

- New or renovated playgrounds in low/mod areas only

### **Public Service Ranking:**

#### High Priority Activities include:

- Abused, abandoned & neglected children services
- Youth services
- Transportation services
- Senior Services

#### Medium Priority Activities include:

- Substance abuse services
- Battered and abused spouses services
- Food banks
- Child care services
- Homeless services
- HIV/AIDS services