

RESOLUTION 2023-4-19

**RESOLUTION AUTHORIZING SUBSTANTIAL AMENDMENT OF THE
CDBG 2019-2022 ANNUAL ACTION PLANS**

WHEREAS, the Township is an Entitlement community under the CDBG program and receives annual allocations of funding from HUD, which may be used for various eligible activities, as authorized by Title 1 of the Housing & Community Development Act (HCDA) of 1974, as amended; and

WHEREAS, the Township proposes minor and substantial amendments to its 2019 -2022 Annual Action Plans; and

WHEREAS, the Township has received program income in 2022 and 2023 from deferred loan repayments and the Township desires to allocate this amount to the 2021 Public Facilities activity; and

WHEREAS, the Township has received program income in 2022 from refunds to the Rental and Mortgage Assistance Program and the Township desires to allocate this amount to the Covid-19 Non-Profit Support activity; and

WHEREAS, the Township funds a CDBG Home Improvement Program (HIP) that is implemented by the Camden County Improvement Authority (CCIA), and the CCIA has a HOME- funded program that is also available to Township residents and accordingly, the Township desires to reduce the amount of funds assigned to the local HIP program; and

WHEREAS, the Township has budgeted for several small Public Facilities projects and the costs of the federal grant compliance requirements (i.e., environmental review record, procurement and labor standards oversight, and financial management) will exceed the amounts of the grants, the Township desires to pool those activities into one or more larger public facilities projects; and

WHEREAS, the Township originally allocated \$451,585.00 of 2019 CDBG- CV CARES Act funds to the Covid-19 Emergency Rental and Mortgage Assistance Program and the Township has expended \$289,963.79 implementing the program to date; and the Township desires to reprogram the balance of the Covid-19 Emergency Rental and Mortgage Assistance Program to the 2019 Covid-19 Non-Profit Support activity, anticipated for the Cherry Hill Food Pantry, which has experienced a greater and/or changed demand for services related to the pandemic; and

WHEREAS, from time to time, the Township receives deferred loan repayments upon the sale of owner-occupied properties that received HIP funds through the CDBG program, resulting in program income. The Township seeks the option to convert some or all of the remaining HIP deferred loan repayments to grants, so that they are forgivable with no expectation of repayment. The loan cancellation will benefit low and moderate income families, possibly result in the creation of additional affordable housing units, and streamline the management of this CDBG program; and

WHEREAS, the Township conducted a public hearing on February 28, 2023 to obtain comments on the proposed Substantial Amendments , and received no public comments from interested parties; and

WHEREAS, Substantial Amendments must be approved by Township Council and submitted to the Department of Housing and Urban Development after considering all public comments received; and

NOW, THEREFORE, BE IT RESOLVED:

1. That Council has reviewed and approved the CDBG Substantial Amendment to the 2019- 2022 Annual Action Plans (attached hereto as Exhibit "A"), which shall be submitted to HUD along with all required documentation; and that in accordance therewith,
2. \$101,806.00 in Program Income received in 2022 and 2023 shall be allocated to Program Income 2021 Public Facilities, IDIS Activity #370.
3. \$9,442.00 in Program Income from refunds to the Rental and Mortgage Assistance Program shall be allocated to Program Income 2019 Covid-19 Non-Profit Support, IDIS Activity #375.
4. \$100,000.00 allocated to the 2021 Housing Activities Single Family Rehab (B-24-56-850-221-039) shall be reprogrammed to 2021 Public Facilities (B-24-56-850-221-030).

5. \$54,500.00 programmed for various types of public facility activities, as set forth below, shall be reprogrammed to 2021 Public Facilities (B-24-56-850-221-030):
- | | | |
|-------------|---|-------------------------------|
| \$ 1,500.00 | 2020 Public Facilities Activity | Account # B-24-56-850-220-030 |
| \$ 1,500.00 | 2020 Public Facilities Area Benefits Activity | Account # B-24-56-850-220-031 |
| \$ 1,500.00 | 2021 Public Facilities Area Benefits Activity | Account # B-24-56-850-221-031 |
| \$50,000.00 | 2022 Public Facilities – ADA Sidewalks/Curbs | Account # B-24-56-850-222-030 |
6. \$161,621.21 allocated to the 2019 Covid-19 Rental and Mortgage Assistance Program (B-24-56-850-219-202) shall be reprogrammed to 2019 Covid-19 Non-Profit Support (B-24-56-850-219-201).
5. \$59,137.50 allocated to the 2019 Covid-19 Rental and Mortgage Assistance Program Administration (B-24-56-850-219-203) for program delivery costs shall be reprogrammed to 2019 CARES Act Administration Costs (B-24-56-850-219-204) for the purpose of project delivery costs associated with the public services non-profit activity.

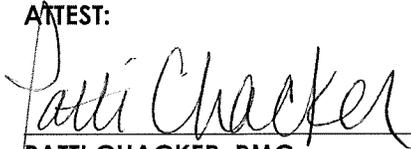
BE IT FURTHER RESOLVED, that the Mayor or his or her designee is hereby authorized to take any all steps necessary to effectuate the purpose of this Resolution.

ADOPTED: APRIL 24, 2023



COUNCIL PRESIDENT

ATTEST:



PATTI CHACKER, RMC
MUNICIPAL CLERK

Township of Cherry Hill

Community Development Block Grant Program
Substantial Amendment of 2019-2022 Annual Action Plans

I. Introduction

This document serves as the Substantial Amendment to the 2019-2022 Township of Cherry Hill Annual Action Plans previously approved by the U.S. Department of Housing and Urban Development. The Township seeks to: (1) assign Program Income received to projects; (2) transfer funds between CDBG programs; (3) transfer funds between CARES Act programs, and (5) amend the Housing Improvement Program policy guide to allow existing deferred loans to be converted to grants.

II. Assign Program Income Received to Projects

The Township has received **\$101,806** in Program Income from Single Family Housing Rehabilitation (HIP) Loan Paybacks. Those funds are being committed to 2021 Public Facilities, known in IDIS as Activity #370, which allows for a flexible variety of public facility activities.

Additionally, the Township received **\$9,442** in Program Income from refunds to the Rental and Mortgage Assistance Program. Those funds are being committed to the 2020 COVID-19 Non-Profit Support Project, known in IDIS as Activity #375.

ASSIGNMENT OF PROGRAM INCOME						
RECEIPT		LOCAL	IDIS			
DATE	DESCRIPTION	REFERENCE	RECEIPT #	AMOUNT	IDIS #	PROJECT
7.26.22	HIP Repayment	CP-22-00848	5385042	\$ 27,605.00	370	2021 Public Facilities
7.26.22	HIP Repayment	CP-22-00847	5385040	\$ 13,666.00	370	2021 Public Facilities
9.8.22	HIP Repayment	CP-22-00958	5384976	\$ 19,285.00	370	2021 Public Facilities
3.17.23	HIP Repayment	CP-23-00238	5398245	\$ 41,250.00	370	2021 Public Facilities
			TOTAL	\$ 101,806.00		
2.28.22	CARES Act Refund	CR 13739	5393488	\$ 6,280.00	375	Covid-19 2020 Non-Profit Assistance
3.31.22	CARES Act Refund	CR 13807	5393488	\$ 3,162.00	375	Covid-19 2020 Non-Profit Assistance
			TOTAL	\$ 9,442.00		

III. Transfer Funds between Existing CDBG Projects

A. Transfer of Single Family Housing Improvement Program (HIP) Funds to Public Facilities Activities

This Substantial Amendment transfers \$100,000 from the 2021 Single Family Housing Improvement Program (HIP), IDIS Activity #373, to the 2021 Public Facilities Activity, IDIS Activity #370, as set forth in the table below. The intent is to conserve resources and eliminate duplication of efforts since the County

has a similar HIP program that is available to Township residents through its HOME program. It is anticipated that most single family housing improvement projects in the future will take place through the County’s HOME program. However, a reserve amount of CDBG funds will remain available for projects that, for some reason, do not meet HOME funding requirements.

TRANSFER OF FUNDS BETWEEN CDBG ACTIVITIES						
TRANSFERRED FROM			AMOUNT	TRANSFERRED TO		
PROJECT	BUDGET ACCOUNT	IDIS ACTIVITY		PROJECT	BUDGET ACCOUNT	IDIS ACTIVITY
2021 Single Family Rehab (HIP)	221-039	373	\$100,000.00	2021 Public Facilities	221-030	370

B. Transfer of Smaller Public Facility Projects into One Larger Public Facility Project

In prior years, The Township has budgeted for small grants for Public Facilities projects. However, the associated costs and resources complying with federal grant compliance requirements (i.e., environmental review record, procurement and labor standards oversight, and financial and accomplishments management) can be cost prohibitive for smaller grants. Therefore, the Township desires to pool those resources into one larger public facilities project, rather than several small public facility projects.

Specifically, the Township seeks to cancel and transfer funds from some of the 2020- 2022 Public Facilities projects to 2021 Public Facilities, IDIS as Activity #370, which allows for a flexible variety of public facility activities. This would involve a cancellation of IDIS Activities #359, #360, #368, and #382, and a transfer of funds to 2021 Public Facilities, IDIS Activity #370, as set forth in the table below.

PROJECTS CANCELLATION AND TRANSFER OF FUNDS						
TRANSFERRED FROM			AMOUNT	TRANSFERRED TO		
PROJECT	BUDGET ACCOUNT	IDIS ACTIVITY		PROJECT	BUDGET ACCOUNT	IDIS ACTIVITY
2020 Public Facilities	220-030	359	\$ 1,500.00	2021 Public Facilities	221-030	370
2020 Public Facilities Area Benefit	220-031	360	\$ 1,500.00	2021 Public Facilities	221-030	370
2021 Public Facilities Area Benefit	221-031	368	\$ 1,500.00	2021 Public Facilities	221-030	370
2022 Public Facilities - ADA Sidewalks/Curbs	222-030	382	\$ 50,000.00	2021 Public Facilities	221-030	370

IV. Transfer Funds between Existing CDBG-CV Projects

A. Transfer of Funds From Rental and Mortgage Assistance Program to Non-Profit Assistance

The Township originally allocated \$601,585 of 2019 CDBG-CV funds to the Covid-19 Rental and Mortgage Assistance Program, IDIS Activity #363. Currently, there is approximately \$161,621.21 remaining for the Rental and Mortgage Assistance Program activity (Account # 219-202), and approximately \$59,137.50 left for project delivery implementation (Account # 219-203). As unemployment due the COVID-19 pandemic has slowed, and many persons who have been affected by COVID-19 have already received emergency rental or mortgage assistance from the program and/or outside sources, the Township desires to reprogram some of the funds to public services, for a non-profit which has experienced a greater and/or changed demand for services related to the pandemic.

TRANSFER OF FUNDS BETWEEN EXISTING PROGRAMS						
TRANSFERRED FROM			AMOUNT	TRANSFERRED TO		
PROJECT	BUDGET ACCOUNT	IDIS ACTIVITY		PROJECT	BUDGET ACCOUNT	IDIS ACTIVITY
Rental & Mortgage Assistance Program	219-202	363	\$161,621.21	Covid 19 Non-Profit Support	219-201	375
Rental & Mortgage Assistance Program Admin.	219-203	363	\$59,137.50	CARES Act Administration Costs	219-204	362

V. Change Home Improvement Program Policy Manual

From time to time, the Township receives deferred loan repayments upon the sale of owner-occupied properties that received HIP funds through the CDBG program, resulting in program income. Program income is challenging and complex to manage on both the local level and in IDIS (the Integrated Disbursement and Information Systems). The Township seeks to simplify the management of this CDBG program by having the option to convert any remaining deferred repayment loans to grants, so that they are forgivable with no expectation of repayment.

VI. Summary of Substantial Amendment

This substantial amendment: (1) commits Program Income received; (2) transfers funds from the 2021 Single Family Housing Improvement Program (HIP) to the 2021 Public Facilities Activities; (3) transfers funds from smaller Public Facility Projects to a larger Public Facility project; (4) transfers funds between CARES Act programs; and (5) amends the HIP Program policy guide to allow the Township the option to convert existing deferred loans to grants.

VII. Stakeholder Consultation & Citizen Participation

The stakeholder and general public consultation and citizen participation process for this Substantial Amendment will conform to the Township's updated Citizen Participation Plan.

Citizens will be provided with reasonable notice and opportunity to comment on proposed amendments. This will be accomplished through notification of a public hearing in the non-legal section of a newspaper with general circulation within the Township and notification on the Township website. These notices have been published *at least ten days* prior to the hearing. Citizens will have not less than 30 days to make comments about the proposed amendment(s) prior to any amendment implementation.

As per the Township's Citizen Participation Plan, a public hearing was conducted on February 28, 2023 to allow interested citizens an opportunity to comment on community needs for the Substantial Amendment. Given the public health concerns, this hearing was held in a hybrid manner. Participants had the option to appear in person or via remote access. The log on information was posted on the Township's website at <https://www.cherryhill-nj.com/152/Community-Development-Block-Grant-CDBG>.

This Substantial Amendment was made available to the public for review and comment for 30 days from March 1, 2023 through March 31, 2023 per HUD requirements via the Township of Cherry Hill website. Comments were received during that time frame from staff and incorporated herein. Specifically, the substantial amendment recognizes additional program income received during the comment period, and

maintains the local HIP program, at a reduced funding level, rather than cancelling the program as originally proposed.

General questions regarding this Plan or proposed programming as well as requests for special assistance related to limited English proficiency or disabilities should be directed to Mara Wuebker, PP/AICP, Community Development Deputy Director at MWuebker@chnj.gov (856) 488-7870.