

2024 Annual Action Plan



CHERRY HILL TOWNSHIP
COMMUNITY DEVELOPMENT BLOCK GRANT
JULY 1, 2024 - JUNE 30, 2025 ANNUAL ACTION PLAN
ADOPTED ON MAY 28, 2024



Cherry Hill Township
Department of Community
Development
820 Mercer Street
Cherry Hill, New Jersey 08002

Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

This 2024 Annual Action Plan for Cherry Hill Township was adopted on May 28, 2024 via Council Resolution 2024-5-24.

The Cherry Hill Township Community Development Block Grant (CDBG) Program strives to ensure decent affordable housing, suitable living environments, and the provision of services to the most vulnerable in our community.

Cherry Hill is considered by HUD as an Entitlement Community. Entitlement Communities are comprised of central cities of Metropolitan Statistical Areas (MSAs); metropolitan cities with populations of at least 50,000; and qualified urban counties with a population of 200,000 or more (excluding the populations of entitlement cities). As an Entitlement Community, Cherry Hill receives an annual allocation from HUD, based on a formula comprising of several measures of community need, including the extent of poverty, population, housing overcrowding, age of housing, and population growth lag in relationship to other metropolitan areas.

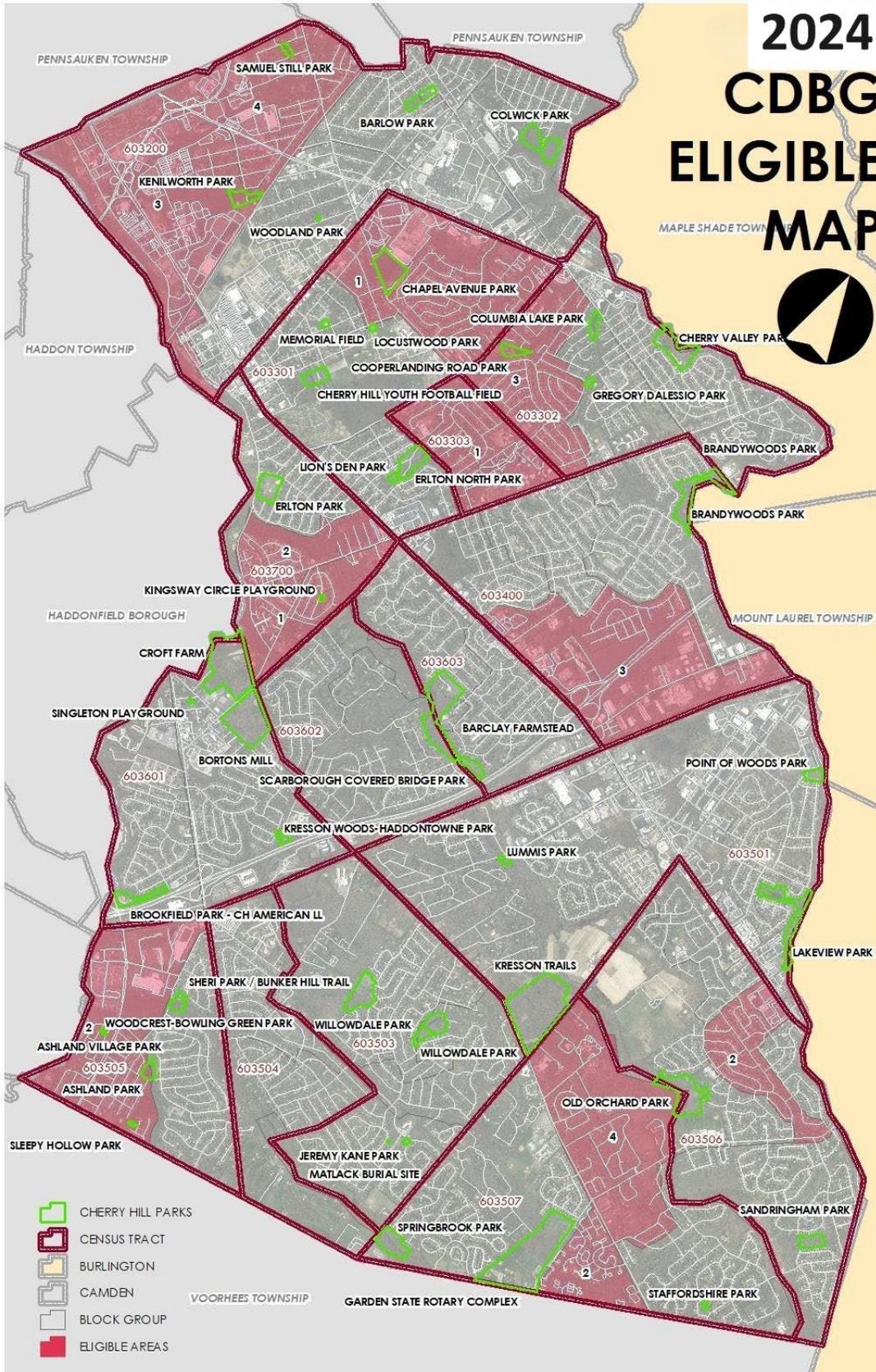
As a condition of receiving these funds, the Township is required to develop a 5-Year Consolidated Plan that articulates the community development goals on which it will focus these funds. The most recent Consolidated Plan covers the period from July 1, 2020 through June 30, 2025. The Consolidated Plan is carried out through Annual Action Plans, which provide a summary of the objectives, projects, and resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan and documents the citizen participation process. For this 2024 Annual Action Plan, July 1, 2024-June 30, 2025, the Township has been allocated **\$411,647** from Community Development Block Grant (CDBG) funding.

In addition to CDBG funds, the Township is a participant in the Camden County HOME Investment Partnership Program (HOME). Cherry Hill Township, Gloucester City and Gloucester Township have entered into a consortium with Camden County to administer the HOME allocation. HOME funds are provided to private and non-profit developers through a competitive annual application. These funds are used to help meet goals and objectives established by both the County's and Township's 5-Year Consolidated Plan.

Additionally, the Township collects development fees that are deposited into an Affordable Housing Trust Fund (AHTF) that is used to create or maintain affordable housing for low- and moderate-income

households and to develop and implement affordability assistance programs, in furtherance of the Township's Housing Element and Fair Share Plan.

2024 CDBG ELIGIBLE MAP



SOURCE: 2011-2015 5-YEAR ESTIMATES AMERICAN COMMUNITY SURVEY (2015 ACS) LOW & MODERATE INCOME SUMMARY DATA (LMISC)

Annual Action Plan

2024

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Suitable Living Environment. In 2024, the Township seeks to ensure the stability and vitality of existing low- and moderate-income neighborhoods, as well as increase the accessibility of the physical environment for senior and disabled residents, by:

- improving the safety and quality of life in eligible neighborhoods;
- eliminating blighting influences and the deterioration of property and facilities;
- increasing access to quality public and private facilities and services;
- providing accessibility improvements to public facilities and infrastructure;
- revitalizing deteriorating neighborhoods.

The Township plans to accomplish these objectives in 2024 through public facilities and infrastructure projects that could include: park, playground, sidewalk, street, utility, streetscape, and/or stormwater management improvement projects in eligible neighborhoods; removal of architectural barriers in eligible neighborhoods and/or in township-wide locations.

Provide Services to Low-and Moderate-Income persons and families. In 2024, the Township seeks to provide social and economic services to low and moderate income persons and families, including, but not limited to:

- continued access and/or increased services for victims of domestic violence;
- continued access and/or increased services to seniors and disabled residents;
- provide continued or new services to low and moderate income persons and families, such as food pantry assistance and counseling services (such as credit, housing, benefits, etc.).

The Township plans to accomplish these objectives in 2024 through allocating funding to public and/or non-profit organizations that provide social and economic services to low- and moderate-income residents in Cherry Hill Township, including, but not limited to an allocation of funding for one-on-one counseling for victims of domestic abuse. The Township senior bus service will predominantly utilize unexpended CDBG public services funds and other available resources. The Township intends to explore opportunities for counseling services by public and/or non-profit organizations during 2024 grant year.

Additional public service activities consistent with these objectives may be implemented if the public services cap can be met.

Decent Housing. The Township maintains its commitment to making decent housing more available, affordable, accessible, and sustainable for low- and moderate-income residents, including:

- increasing and maintaining the availability of safe, affordable, quality, permanent, and fair housing to low- and moderate-income families, including minorities;
- providing affordable housing so that it is accessible and in proximity to job opportunities and employment centers;
- providing housing that conforms to the American Disabilities Act (ADA) that includes structural features and services to enable persons with special needs to live in dignity and independence; and
- increasing the supply of supportive housing.

The Township plans to accomplish these objectives in the 2024 Plan by funding housing activities, including, but not limited to, the Handy Helper Home Repair program. The Township intends to explore opportunities for expanding the program to include assistance to all low and/or moderate- income owner-occupied households in the Township. Currently, the program is offered exclusively to seniors and disabled owner-occupied households.

Additionally, the Township will be utilizing its Affordable Housing Trust Fund (AHTF) to create new affordable units, maintain its existing stock of affordable units, as well as to develop new affordability assistance programs, in accordance with the Township’s Housing Element and Fair Share Plan.

The Township will also continue participation in the Camden County Home Improvement Program (HIP) for low- and moderate-income homeowners through the HOME program.

Additional housing activities consistent with these objectives may be implemented.

Program Planning & Administration. The Township is committed to resourcing Planning & Administration at a level that supports the time and expertise needed for effective implementation of the CDBG Program by predominantly using unexpended CDBG funds from prior plan years for this purpose. The 2024 plan supplements the existing planning and administration budget.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Historically, CDBG funds have been targeted primarily toward acquisition and rehabilitation of affordable

housing, removal of architectural barriers, small park improvements in eligible neighborhoods, and access to public services (senior bus and side by side program). More recently, there has been a shift in the Township's approach to its CDBG program, based on various factors.

In the past, the Township focused its CDBG funds predominantly on the Housing Activities program that allowed the Township to purchase and rehab housing units for conversion to income qualified rental units or modest priced housing units for purchase. However, the Township has a sizeable Affordable Housing Trust Fund (AHTF) that has amassed due to the collection of mandatory residential and non-residential development fees for affordable housing and payments in lieu of constructing affordable units on sites zoned for affordable housing. Therefore, it is anticipated that housing acquisition and rehabilitation activities for affordable housing will be pursued with AHTF. The expenditure of AHTF dollars on housing activities allows the Township to concentrate more of its CDBG funding on public facilities and infrastructure projects in eligible neighborhoods, removal of architectural barriers, as well as housing activities that serve low and moderate income residents who do not occupy deed-restricted housing.

Additionally, some activities are not being budgeted for in the 2024 plan, as there is existing unexpended CDBG funds allocated for these purposes. Specifically, this year no senior bus activity will be included in the 2024 CDBG Plan and there will only be a small supplemental budget for planning and administration.

Lastly, in an effort to address timeliness, the Township is not funding activities that have experienced an extended period of inactivity, such as the CDBG-funded HIP program that was being facilitated by the Camden County Improvement Authority (CCIA). Therefore, in 2024, the Township is not planning for the HIP program with CDBG funds. This may change in the future. For now, the Township's residents will be able to take advantage of the home rehabilitation program through the County's HOME funded HIP program.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The Township anticipated it would receive a formula allocation from HUD for the 2024 Annual Action Plan (Program Year 2024) of approximately \$411,647, based on the Township's 2023 allocation. Planning began with this anticipated allocation and, as noted in the public notice, once the official allocation amount is announced, the Township Annual Plan budget lines will be increased or decreased from the estimated funding levels to match actual allocation amounts.

The Township posted its Public Notice in the regional/area newspaper on February 11, 2024, which was more than ten days prior to the public hearing held on February 22, 2024 to announce key public participation dates for the Township's Community Development Block Grant (CDBG) 2023 Annual Action Plan (AAP). It was also provided at the Cherry Hill library, at the Township Clerk's office, and on the Township website.

Additionally, prior to initiating the 2024 planning process, the Township updated its Citizen Participation Plan and Four Factor Analysis and Language Assistance Plan (LAP) documents in an effort to increase

public participation and to ensure compliance with HUD regulations. They are attached to this Plan in the Appendix.

PUBLIC HEARINGS

Cherry Hill Township conducted its first public hearing on the Township's 2024 Annual Action Plan on February 22, 2024 at 3pm. The purpose of this hearing was to: (1) provide a general overview of the CDBG Program; (2) review the performance of current and past CDBG activities and receive comments on program performance; (3) gather input on community development and housing needs, particularly of low and moderate- income residents and targeted populations under the program; and (4) gather input and ideas from citizens, local public and non-profit agencies, and other interested groups in the development of the 2024 Annual Action Plan. In addition to Township Community Development staff and consultants, the hearing was attended by the Director of the Cherry Hill Food Pantry, ARHAT's housing coordinator, Side by Side Domestic Violence Program Coordinator, and the Director of St. Joseph's Carpenter Society, a local non-profit organization that promotes affordable housing and neighborhood development.

Cherry Hill Township held its second public hearing on the Township's Draft 2024 Annual Plan on March 20, 2024 at 3pm. The purpose of this hearing was to provide an overview of the proposed draft 2024 Annual Action Plan, and to allow stakeholders to offer comments on the proposed plan, including the annual budget. In addition to the Township Community Development staff and consultants, the hearing was attended by ARHAT's housing coordinator, Side by Side Domestic Violence Program Coordinator, the Director of Camden County Community Development, and the Director of the Cherry Hill Food Pantry.

Both hearings were held as hybrid in-person and virtual public hearings. The in-person location was at the Township Municipal Building and the virtual link was through the Zoom online meeting platform. Members of the public were given the opportunity to speak during this hearing to verbally submit their public comment. The log-in information for the Virtual Public Hearings was posted on the Township's website at the following address: <https://www.chnj.gov/152/Community-Development-Block-Grant-CDBG>. All interested individuals and organizations were invited and encouraged to attend these public hearings in person or virtually.

PUBLIC REVIEW

The 2024 Annual Action Plan was placed on public review on the Township's website, in the Community Development and Clerk's office, and library from March 20, 2024 – April 19, 2024. All resident and interested parties were encouraged to submit questions and/or public comment. No questions or public comments were received.

CONSULTATION

Township Community Development Office and its CDBG- advisor consulted with the Township Business Administrator, Mayor's Chief of Staff, and Township Departments to gather input on the current needs

of the Township and proposed projects and activities for consideration in the 2024 Annual Action Plan. The Mayor and Township administration desire to conduct community outreach with property owners and community members in several eligible neighborhoods to determine needs and discuss desired public facility and improvement activities.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Minutes of the first public hearing held on February 22, 2024 are attached herewith. The public comments portion of the meeting primarily revolved around community needs and potential programs to provide assistance to low and moderate income residents. Specifically, decent and affordable family housing for low income residents continues to be a significant need in the Township and the region. The Director of the Cherry Hill Food Pantry gave an example of families that are raising children in motels. The ARHAT Housing Coordinator advised that even in situations where there is available housing, many low-income families struggle with low credit scores because their financial hardships have made it difficult to pay bills in a timely manner, so the residents don't qualify for available housing. Potential programs to assist low and moderate residents were discussed, such as credit counseling. The director of a local non-profit organization discussed willingness to explore partnership opportunities in housing rehabilitation or lead-based paint hazard mitigation with the Township in the future. The Food Pantry expressed appreciation of the assistance that the Township is providing to it via the CDBG program.

A second Public Hearing was held on March 20, 2024 to discuss and solicit comments on the draft Annual Plan and budget. The public comments portion of the meeting involved the County HIP program and anticipated improvements to the application intake process and more robust recruitment efforts to solicit contractors in the future. There was a discussion of credit counseling type of services being funded through the County's programs in the past, but there has not been as much interest recently by subrecipients. The Food Pantry Director suggested that if counseling is being considered for CDBG funding, to consider benefits counseling, as the Food Pantry most often receives beneficiary assistance inquiries from food pantry clients. There was a brief discussion of the IMPACT program between the Police Department and Volunteers of America with regard to homeless outreach and mental health services. Minutes of the second public hearing held on March 20, 2024 are attached herewith.

6. Summary of comments or views not accepted and the reasons for not accepting them

No comments or views were not accepted.

7. Summary

The Township made every effort to advertise and encourage public participation and received participation from Township administration, various Township departments, as well as several non-profit organizations. The Township did not receive additional comments from other members of the public on the draft plan.

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	CHERRY HILL TOWNSHIP	
CDBG Administrator	CHERRY HILL TOWNSHIP	Department of Community Development

Table 1 – Responsible Agencies

Narrative

The Department of Community Development serves as the administrative agency for the Cherry Hill Township CDBG programs. As the responsible entity, the Department of Community Development reviews the performance of sub-recipients and monitors the overall program delivery structure to ensure coordination and compliance.

As the entitlement grantee for the CDBG program, the Cherry Hill Township Department of Community Development is the lead agency for the development of the 5-Year Consolidated Plan, as well as the Annual Action Plans that outline the proposed projects, activities, and expenditures under the Plan. The Department oversees planning, zoning, community development, affordable housing, rental inspections, the rent review board, and various activities for the Township.

The Department coordinates several public and private agencies that administer programs and activities under the plan, which include the following:

- Cherry Hill Township Department of Public Works & Engineering (Local Government)

- Cherry Hill Township Department of Parks and Recreation (Local Government)
- Cherry Hill Township Finance Department (Local Government)
- Cherry Hill Township Police Department (Local Government)
- Camden County Department of Community Development (Regional Government)
- Habitat for Humanity of Camden County (Non-profit)
- Affordable Rental Housing at Tavistock (ARHAT) (Non-profit)
- Cherry Hill Food Pantry (Non-profit)

The following individuals are ultimately responsible for the implementation and oversight of the CDBG Program:

David Fleisher, Mayor of Cherry Hill Township

Kathy Cullen, Director of Department of Community Development, Cherry Hill Township

Mara Wuebker, PP/AICP, Deputy Director of Department of Community Development, Cherry Hill Township

Consolidated Plan Public Contact Information

For any information concerning the Cherry Hill Township CDBG program, contact Mara Wuebker, Deputy Director of Community Development, Cherry Hill Township, 820 Mercer Street, Cherry Hill, New Jersey 08002. Phone: (856) 488-7870 Email: MWuebker@chnj.gov .

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

The Township encourages on-going participation from residents, community service providers, and existing and potential community development partners. The participation process included public notices; a 30-day public comment period; public hearings; and consultation with non-profits, Township staff, elected officials, and affordable housing providers. The Township sought discussions and exchange of information regarding: Lead-based paint hazards (St. Joseph's Carpenter Society who manages programs for the State Department of Community Affairs); Homelessness (Volunteers of America); Housing stock (ARHAT Housing Coordinator and Habitat for Humanity). Specific outreach was made to Township departments and local agencies resulting in participation by the Cherry Hill Food Pantry, St Joseph's Carpenter Society, ARHAT, Domestic Violence Side by Side Program, the Finance Director, the Parks and Recreation Director, and Township Administration.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

Cherry Hill Township developed institutional structures to enhance coordination between public and private housing and social service agencies, and foster assisted housing improvements and resident initiatives. Each year, the Township utilizes a network of referrals, contacts and partnerships to implement the strategies outlined in the Consolidated Plan. Additionally, the Township provides a list of affordable housing providers on its website as well as links to State, Regional, and County housing and social resources.

Most recently, the Cherry Hill Police Department partnered with Volunteers of America - Delaware Valley, through the IMPACT Program. IMPACT, or Immediate Mobilization of Police Assisted Crisis Teams, provides communities with social services assistance at any point of contact with law enforcement. This includes a friendly outreach encounter to calls for service, arrest, crisis hospitalization or incarceration. The Cherry Hill Police Department and VOADV staff work side by side, 40 hours a week, at the department. IMPACT staff assist walk-in service requests at headquarters and respond jointly to meet the needs of the community wherever they may be. Police officers are now, through the VOA tools, able to contact Oaks Integrated Crisis Screeners remotely for a tele-evaluation. This expedites the process of "mobile outreach" evaluations. This allows those in need of mental health services to spend less time waiting and receive the appropriate level of treatment sooner than through traditional means. IMPACT staff are available 24/7/365 to assist with immediate needs, including emergency housing.

The Township also continues to build its relationship with local housing providers such as nonprofit developers. Specifically, the Department of Community Development participated in several meetings with Habitat for Humanity to discuss means of partnering together on future housing projects. The Township also continue to build relationships with other non-profit agencies, to ensure that limited

housing resources are utilized in the most efficient and effective manner possible. Finally, the Township, in partnership with the County, will continue to work jointly to meet the housing needs of Cherry Hill Township's very low-income populations.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The Township coordinates with the Southern New Jersey Four County Continuum of Care, Camden County Homeless Network Planning Committee and Camden County HOME Consortium, who conducts ESG needs assessments and planning for the entire County. Also, as described above, the recent IMPACT partnership between the Cherry Hill Police Department and Volunteers of America – Delaware Valley provides social services linkage to those most in need. IMPACT staff are available 24/7/365 to assist with immediate needs including emergency housing.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The Township does not receive ESG funding, nor is subject to the reporting requirements outlined in 91.220(l)(1); 91.220(l)(3); or 91.220(l)(4). However, the Township continues to work with the Southern New Jersey Four County Continuum of Care, Camden County Homeless Network Planning Committee and Camden County HOME Consortium, who conducts ESG needs assessments and planning for the entire County.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	CHERRY HILL TOWNSHIP
	Agency/Group/Organization Type	Other government – Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Non-Homeless Special Needs Anti-poverty Strategy Lead-based Paint Strategy Public Facilities
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Department of Community Development engaged those sub grantees who currently administer the Township's programming, including the Department of Public Works and the Department of Recreation, the Police Department, and the Finance Department.
2	Agency/Group/Organization	ARHAT
	Agency/Group/Organization Type	Housing Services – Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-Poverty Strategy Public Services
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	ARHAT representatives participated in the public hearing and in ongoing communication with the Community Development Department.
3	Agency/Group/Organization	Cherry Hill Food Pantry
	Agency/Group/Organization Type	Services-homeless Food Pantry

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Food Pantry representatives participated in the public hearings and in ongoing communication with the Community Development Department.

4	Agency/Group/Organization	St Joseph's Carpenter Society
	Agency/Group/Organization Type	Housing Lead-based paint strategy
	What section of the Plan was addressed by Consultation?	Services- Housing
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Non-profit representative participated in the public hearing and in ongoing communication with the Community Development Department.

Identify any Agency Types not consulted and provide rationale for not consulting

The Township is regularly in contact with all known agencies and organizations involved in activities that are relevant to CDBG activities and programs.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Camden County	Both serve to provide Decent Housing, Suitable Living Environment and Economic Development
Camden County 2020-2024 Consolidated Plan	Camden County	Both serve to provide Decent Housing, Suitable Living Environment and Economic Development
Cherry Hill Township Master Plan	Cherry Hill Township	Both serve to provide Decent Housing, Suitable Living Environment and Economic Development

Table 3 - Other local / regional / federal planning efforts

Narrative

The Township has shifted its relationship with the Camden County Improvement Authority (CCIA) with regard to the Housing Improvement Program (HIP). Previously, the CCIA implemented the Township’s HIP Program using Township CDBG funds. The County Department of Community Development now utilizes its CDBG and HOME funds to implement the HIP Program for Cherry Hill residents (which is implemented by the CCIA). Additional coordination with the County will occur as the Township seeks HOME funds through the HOME Consortia.

AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Prior to initiating the 2024 planning process, the Township updated its Citizen Participation Plan and Four Factor Analysis and Language Assistance Plan (LAP) documents in an effort to increase public participation and to ensure compliance with HUD regulations. They are attached to this Plan in the Appendix. The Citizen Participation Plan establishes procedures for obtaining the views of citizens, public agencies and other interested parties regarding the use of CDBG funds. Of particular importance are the views of persons of low- and moderate-income, who are intended to be the principal beneficiaries of the CDBG program, and residents of areas where activities are expected to take place. The participation of all Township residents is encouraged, especially HUD's protected classes, which include minorities, senior citizens, non-English speaking persons, female-headed households and persons with disabilities.

Citizen input is essential in the following areas of the CDBG process:

- 1) Identification of housing and community development needs;
- 2) Development of the Consolidated Plan;
- 3) Development of the Annual Action Plan;
- 4) Development of the Citizen Participation Plan;
- 5) Substantial amendments to the Consolidated Plan or the Annual Action Plan; and
- 6) Annual performance report.

To provide various avenues of citizen participation, hybrid in-person and virtual public hearings are being held via the Zoom online meeting platform and in-person at the Township. Members of the public were given opportunities to speak during the hearings to verbally submit their public comment. The log-in information for the Virtual Public Hearings was posted on the Township's website.

Township residents and organizations were invited and encouraged to attend these public hearings and submit comments at the virtual public hearings or by writing to the Cherry Hill Township Department of Community Development, 820 Mercer Street, Cherry Hill, NJ 08002. The deadline for written comments was April 19, 2024. No written comments were submitted.

Cherry Hill Township conducted its first public hearing on the Township's 2024 Annual Action Plan on February 22, 2024 at 3pm. The purpose of this hearing was to: (1) provide a general overview of the CDBG Program; (2) review the performance of current and past CDBG activities and receive comments on program performance; (3) gather input on community development and housing needs, particularly of low and moderate-income residents and targeted populations under the program; and (4) gather input and ideas from citizens, local public and non-profit agencies, and other interested groups in the development of the 2024 Annual Action Plan. In addition to Township Community Development staff and consultants, the following persons attended the meeting: the Director of the Cherry Hill Food Pantry, ARHAT's housing coordinator, Side by Side Domestic Violence Program staff, and the Director of St. Joseph's Carpenter Society, a regional non-profit organization that promotes affordable housing and neighborhood development.

Cherry Hill Township held its second public hearing on the Township's Draft 2024 Annual Plan on March 20, 2024 at 3pm. The purpose of this hearing was to provide an overview of the proposed draft 2024 Annual Action Plan, and to allow stakeholders to offer comments on the proposed plan, including the annual budget. In addition to the Township Community Development staff and consultants, the hearing was also attended by ARHAT's housing coordinator, Side by Side Domestic Violence Program Coordinator, the Director of Camden County Community Development, and the Director of the Cherry Hill Food Pantry.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
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1	Public Hearing	Non-targeted/broad community	Announcements of the two public hearings to solicit comments were advertised in the Township paper of record- the Camden Courier Post- and posted on the municipal website site, clerk's office, as well as the library. No general members of the public attended the meeting, however the Cherry Hill Food Pantry Director, St. Josephs' Carpenter Society Director, ARHAT Housing Coordinator, and the Side by Side program	For first public hearing, attendees discussed the need for low-income family housing, and the complexity of addressing housing needs even when housing is available. There was discussion about planning for public improvements in area benefit neighborhoods, and whether certain activities are considered eligible for the CDBG program. For the second public hearing, public comments involved efforts	N/A	https://www.chnj.gov/152/Community-Development-Block-Grant-CDBG
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
			coordinator did attend.	to improve the HIP program, the suggestion for benefits counseling if counseling services are considered for public services in the future, and there was an overview of the IMPACT program.		

2	Email Solicitation of Participation	Township-wide	Public notice announcements of the two public hearings were advertised in the Camden Courier Post and posted on the municipal website, clerk's office, and the library. Also, email announcements soliciting input were sent to non-profits, Township departments, and interested residents. No general members of the public attended the meeting, however the Cherry Hill Food Pantry Director, St. Joseph's Carpenter Society Director, ARHAT	None, but there was attendance and participation at public hearings.	N/A	
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
			Coordinator and the Side-by-Side program coordinator did attend.			
3	Public Review	Non-targeted/broad community	The Township noticed and posted the draft Annual Plan for public review for no less than 30 days.	None received. However, Community Development made changes to reflect anticipated PI and to correct mathematical error.	N/A	
4	Public Meeting	Non-targeted/broad community	The proposed 2024 Action Plan was reviewed and approved at a Township Council meeting on May 28, 2024 via Resolution 2024-5-24.	None received.	N/A	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

The Township anticipates receiving \$411,647 for its fifth and final year of the 2020-2024 Consolidated Plan, based on last year’s allocation, and anticipates \$5,210 in program income. Once the official allocation amount is announced, the Township Annual Plan budget lines will be increased or decreased from the estimated funding levels to match actual allocation amounts.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Admin/Planning Housing Public Improvements Public Services	\$411,647	\$5,210		\$416,857	0	PY 2024 is the final year of the Con Plan.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

For program year 2024, the Township is receiving one (1) entitlement grant from HUD in the amount of \$411,647 and anticipates \$5,210 in program income. The Township will be leveraging approximately \$100,000 in County HOME funds through the Home Improvement Program this program year.

Additionally, the Cherry Hill Affordable Housing Trust Fund currently has approximately \$3,420,000 of unencumbered funds to create and maintain affordable housing in the Township, as well as implement affordability assistance programs. Affordable housing trust funds may consist of mandatory residential and non-residential development fees, payments in lieu of constructing affordable units on sites zoned for affordable housing, recapture funds, proceeds from the sale of affordable units, rental income, repayments from affordable housing program loans, and any other funds collected by the municipality in connection with its affordable housing programs. The Township received a Judgement of Repose of its Housing Element & Fair Share Plan (HEFSP) in order to expend these funds. Trust Fund dollars allow the Township to concentrate its CDBG funding on infrastructure, public facilities and public services; and support a comprehensive approach to community development and revitalization. Any required matching requirements for housing activities, such as through the HOME program, will be satisfied with Affordable Housing Trust Funds.

The Township continues to receive and apply for Federal, State, and County funds to leverage projects that benefit HUD's three (3) national objectives. Several other funding streams, such as Low-Income Housing Tax Credits, NJDCA Lead Grant Assistance Program (LGAP), and other funds will be examined to increase the leverage of the Township's federal and local funds.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Most of the Township's publicly owned park and recreation land is deed restricted through the New Jersey Green Acres Program. The Township participates in the planning incentive program under the New Jersey Green Acres Program, which requires acquisition and planning for open space and recreation, so these sites are generally not available to meet affordable housing needs. Although this publicly owned land would not be available for CDBG-related housing activities, it is possible that park facilities that may be located on this land will be renovated utilizing CDBG dollars.

Additionally, this plan intends to improve low- and moderate-income neighborhood conditions by making improvements in the Township right of way (i.e. sidewalks, ADA curb ramps, utilities, etc.), as well as improvements to existing parks and playgrounds, etc. The Township is also exploring the potential for improvements to school park facilities that serve the required threshold of low- and moderate-income students.

Discussion

The Township will invest these resources in projects that can maximize impact in the community. For public facilities and infrastructure projects, it may leverage other funding resources, such as municipal capital improvement funds, DOT funds, or County recreation grants. For housing acquisition projects, the Township is leveraging its Affordable Housing Trust Fund. The expenditure of AHTF dollars on housing activities allows the Township to concentrate more of its CDBG funding on public facilities and infrastructure projects in eligible neighborhoods, removal of architectural barriers, as well as housing activities that serve low and moderate income residents who do not occupy deed-restricted housing. For public services, the Township prefers to provide gap financing to projects, and find additional resources and partnerships to implement the program.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing Activities	2020	2024	Affordable Housing	Township-wide	Handy Helper	CDBG: \$110,000	Homeowner Housing Rehabilitated: 40 Household Housing Unit
2	Administration	2020	2024	Administration	Township-wide	Administration	CDBG: \$20,000	Other: 1 Other
3	Public Facilities	2020	2024	Non-Housing Community Development	Township-wide	Public Facilities	CDBG: \$276,857	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1109 Persons Assisted
4	Support public services	2020	2024	Non-Housing Community Development	Township-wide	Side By Side Domestic Violence Response Team Support public services	CDBG: \$10,000	Public service activities other than Low/Moderate Income Housing Benefit: 185 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Housing Activities
	Goal Description	The Township seeks to make decent housing more available, affordable, accessible, and sustainable for low- and moderate-income residents. Activities to include rehabilitation and/or minor repairs through Handy Helper Home Repair Program. This could also include other activities consistent with the identified goals.
2	Goal Name	Administration
	Goal Description	The Township seeks to resource Planning & Administration at a level that supports the time and expertise needed for effective implementation of the CDBG Program.
3	Goal Name	Public Facilities
	Goal Description	The provision of public facilities and Infrastructure to benefit low to moderate persons and/or areas through eligible activities. The Township seeks to ensure the stability and vitality of existing low- and moderate-income neighborhoods, as well as increase the accessibility of the physical environment for senior and disabled residents, by: improving the safety and quality of life in eligible neighborhoods; eliminating blighting influences and the deterioration of property and facilities; increasing access to quality public and private facilities and services; providing accessibility improvements to public facilities and infrastructure; revitalizing deteriorating neighborhoods. This could include (but is not limited to) improvements to: parks, playgrounds, sidewalks, streets, underground utilities, streetscape, and/or stormwater management improvement projects in eligible neighborhoods; removal of architectural barriers in eligible neighborhoods and/or township-wide locations. It could also include prevention/elimination of blight through acquisition, demolition, rehabilitation, façade improvements, etc.
4	Goal Name	Support public services
	Goal Description	The Township seeks to provide services to low and moderate income persons and families, including, but not limited to: continued access and/or increased services for victims of domestic violence, continued access and/or increased services to seniors and disabled residents; provide economic, housing, and social services to low and moderate income persons and families, such as housing, credit, or benefits counseling services, the food pantry, etc. This could also include other activities consistent with this identified goal.

AP-35 Projects - 91.420, 91.220(d)

Introduction

A listing of the 2024 projects is provided in Table 3 and with additional descriptions in the Project Summary Chart below.

#	Project Name
1	Public Facilities - 2024
2	Planning and Administration - 2024
3	Side-By-Side Domestic Violence Response Team - 2024
4	Handy Helper Home Repair - 2024

Table 7 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

In program year 2024, the Township will engage in community development activities through increasing the availability and quality of affordable housing (outside of CDBG), the delivery of social services, such as the side by side program for victims of domestic violence, investment in neighborhood facilities and infrastructure, as well as housing activities that provide home repairs for owner-occupied dwellings, ensuring decent, safe, accessible living conditions for low-and moderate income residents and enabling senior and disabled persons to live in dignity and independence.

Projects have been selected for inclusion in this Plan based on various factors, including the priorities identified in the 2020-2024 Consolidated Plan, as well as the Township Master Plan, which focuses on revitalizing existing neighborhoods and communities, and enhancing the infrastructure necessary to support existing residents. Additional factors include public input, existing unexpended allocated CDBG funds for identified projects/activities, concerns of timely expenditure of funds, as well as the availability of additional resources outside of the CDBG program for same type of activity. The Township balances the growing need for services and projects with HUD regulations and budget constraints. Therefore, as the Township has Affordable Housing Trust fund available for housing activities to/for deed restricted properties, the Township is attempting to use the limited federal dollars available in the most efficient manner, by using CDBG funds for other eligible activities.

AP-38 Project Summary
Project Summary Information

1	Project Name	Public Facilities – 2024
	Target Area	Township-wide Area Benefit Eligible
	Goals Supported	Public Facilities
	Needs Addressed	Architectural Barriers Area Benefit Eligible Public Facilities
	Funding	CDBG: \$276,857
	Description	The provision of public facilities and Infrastructure to benefit low to moderate persons and/or areas through eligible activities. This could include (but is not limited to) improvements to streets, sidewalks, utilities, stormwater management improvements, public right of ways, landscaping, park and playground improvements, streetscape improvements, and other neighborhood or public facility improvements. It could also include prevention/elimination of blight through acquisition, demolition, rehabilitation, building exterior improvements, etc and removal of architectural barriers.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 1109 households will benefit from the public facilities improvements.
	Location Description	Township-wide, primarily focused on low- and moderate-income neighborhoods
	Planned Activities	The provision of public facilities and Infrastructure to benefit low to moderate persons and/or areas through eligible activities. This could include (but is not limited to) improvements to streets, sidewalks, utilities, public right of ways, landscaping, park and playground improvements, and other neighborhood improvements. It could also include prevention/elimination of blight through acquisition, demolition, rehabilitation, façade improvements, etc.
2	Project Name	Planning and Administration -2024
	Target Area	Township-wide
	Goals Supported	The Township seeks to resource Planning & Administration at a level that supports the time and expertise needed for effective implementation of the CDBG Program.

	Needs Addressed	
	Funding	CDBG: \$20,000
	Description	Planning and administration for implementation of program.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	Township-wide
	Planned Activities	The Township is committed to resourcing the Planning & Administration at a level that supports the time and expertise needed for effective implementation of the CDBG Program. These funds will supplement existing unexpended CDBG funds for this purpose.
3	Project Name	Side-By-Side Domestic Violence Response Team - 2024
	Target Area	Township-wide
	Goals Supported	Support public services
	Needs Addressed	Side By Side Domestic Violence Response Team Support public services
	Funding	CDBG: \$10,000
	Description	Support network for victims of domestic abuse. Victims matched with a counselor who guides them through the process from one point of the initial incident through any legal process. This activity is administered by the Cherry Hill Township Police Department.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 154 individuals will benefit from the side-by-side counseling provided by the service providers through the Cherry Hill Township Police Department
	Location Description	Township-wide
	Planned Activities	Support network for victims of domestic abuse. Victims matched with a counselor who guides them through the process from one point of the initial incident through any legal process. This activity is administered by the Cherry Hill Township Police Department.

4	Project Name	Handy Helper Home Repair - 2024
	Target Area	Township-wide
	Goals Supported	Housing Activities
	Needs Addressed	Handy Helper Housing Activities
	Funding	CDBG: \$110,000
	Description	The Township's Handy Helper Home Repair Program provides assistance to income-qualified households that need minor home repairs, rehabilitation, accessibility, and/or energy efficiency.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 40 low and moderate income and/or senior households will be assisted.
	Location Description	Township-wide
	Planned Activities	The Township's Handy Helper Home Repair Program provides assistance to income-qualified senior citizens (62 years and older) and disabled individuals that need repairs related to accessibility, energy efficiency, and other minor home repairs. The Township will explore the opportunity of expanding the program to include assistance to all low moderate- income owner-occupied households in the Township.

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Low- and moderate-income residents are generally located in two general areas of the Township: 1) the western side of the Township where a majority of the older housing stock is located, and 2) a pocket of institutional senior housing located at two main campuses of the Jewish Community Center, Saltzman House, and St. Mary's convalescent home.

Geographic Distribution

Target Area	Percentage of Funds
EXCEPTION AREA/UPPER QUARTILE	20

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

HUD permits an exception to the LMI area benefit requirement that an area contain 51 percent LMI residents. This exception applies to entitlement communities that have few, if any, areas within their jurisdiction that have 51 percent or more LMI residents. These communities are allowed to use a percentage less than 51 percent to qualify activities under the LMI Benefit category. This exception is referred to as the "exception criteria" or the "upper quartile," which applies to Cherry Hill Township. Cherry Hill's 2023 exception rate is currently 27.38%. In such communities like Cherry Hill Township, activities must serve an area which contains a percentage of LMI residents that is within the upper quartile of all Census block groups within its jurisdiction in terms of the degree of concentration of LMI residents.

Most of the Township's planned improvements to community facilities, parks, and infrastructure improvement projects are located in these block groups. Particular public facility and infrastructure projects may be targeted to specific locations which are deemed by Township staff or from public input to be most in need of revitalization or public investment.

Discussion

Housing assistance programs, which benefit individual households are generally not targeted to specific areas but instead are provided on the basis of household need. Because low-income, elderly, disabled, and special needs residents are located throughout the Township, the Owner-Occupied Housing Rehabilitation Program and the Handy Helper Home Program are generally available Township-wide to eligible households with incomes under 80% of the area median income. In addition, financial assistance for Side-by-Side Domestic Violence Response Team (DVRT) and the Senior Bus is available Township-wide through CDBG funding. Public facilities and infrastructure improvements to remove architectural

barriers are not limited geographically within the Township. However, it is anticipated that public facilities and infrastructure improvements funded with 2024 CDBG funds will be limited to eligible neighborhoods. Homelessness and potential homelessness are community issues, and therefore services provided for these are located throughout the Township to provide maximum accessibility. In addition, assistance for special needs populations, including elderly persons, disabled persons, persons with drug/alcohol additions, persons with HIV/AIDS, and victims of domestic violence is provided Township-wide.

The racial and ethnic composure of the Township has diversified in recent years and this is expected to continue. A striking trend is the diversity of the Golden Triangle Census Designed Place (CDP) where areas of minority growth are expanding. This follows a national trend of immigrant population growth in inner-ring suburbs.

Allocation of Priorities. The Township has made estimated allocations for PY2024 based upon 1) the priorities of the 2020-2024 Consolidated Plan; 2) citizen and community input; 3) an analysis of prior budget and expenditures, and 5) Township Council suggestions.

Additional factors that contributed to targeting funds to specific areas of the Township or activities are:

- The stated needs, analysis, and objectives in the 2020-2024 Consolidated Plan;
- Priorities stated in each respective program's solicitation and award guidelines; and
- Compliance with HUD entitlement rules and regulations.

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

Cherry Hill is committed to removing or reducing barriers to affordable housing whenever possible. A variety of actions are contained in the Housing Element to address these issues.

Such actions include:

- Incentives for affordable development
- Establishment of a Housing Trust Fund (which has been completed)
- Rezoning of sites for multi-family development (which has been completed)
- Maintaining existing affordable housing
- Partnering with ARHAT to acquire, rehab, and deed restrict additional affordable housing units (ongoing)

Additionally, the Township continues to assess and address the outcomes and recommendations of the Township's 2020 Analysis of Impediments for Furthering Fair Housing. These actions include:

- Encourage redevelopment of existing structures and sites to provide affordable housing and employment in appropriate places.
- Seek additional funding whenever possible for disabled and senior subsidized apartments to expand the availability of affordable housing.
- Seek to stabilize neighborhoods by aggressive code enforcement activities.
- Encourage rehabilitation of the existing housing stock with state tax incentives and credit as provided by the New Jersey Housing and Mortgage Finance Agency.
- Promote County funding for home ownership (first-time home owner assistance) and State rental subsidies to provide additional affordable housing.
- Promote public transportation.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and

policies affecting the return on residential investment

The State of New Jersey has a constitutional obligation to provide affordable housing, as does each municipality. Cherry Hill Township, which received a Third Round Judgment of Repose from the Superior Court of NJ - Camden County in 2016, is currently implementing its Housing Element of its Master Plan to provide maintain, build and rehabilitate 2,829 affordable housing units prior to 2025.

There are initiatives to create 500+ NEW affordable housing unit opportunities between 2015 and 2025. Affordable housing opportunities are also captured through the collection of Housing Impact Fees and Non-Residential Development fees, for funding mechanisms (such as subsidies for market-to-affordable and 100% inclusionary developments). In conjunction with new construction, the Township has a widely successful intermediate (Handy Helper), whose purpose is to maintain and rehabilitate homes owned by low- and moderate-income populations. In addition to the reduced tax assessment given to deed-restricted units (State statute), the Township also uses an abatement program for all homeowners who have homes 20 years or older. This abatement encourages homeowners to invest in their homes, without being unduly taxed (for five years) for the improvements made to their property. Building code compliance and property maintenance provisions have been strengthened through local legislation, which requires all vacant and abandoned properties to register with the Township. All of these initiatives, in tandem, work to encourage residential investment and its ultimate return. The State of New Jersey has also implemented lead-safe rental housing requirements for municipalities.

Discussion

As noted in the 2020 Analysis of Impediments, Cherry Hill Township continues to take the following actions to address traditional and emerging barriers to affordable housing.

Affordability: Affordable older housing stock in the Cherry Hill Township is shrinking as housing market prices have risen in recent years. Property taxes, high maintenance costs of older housing structures, and lack of good credit will prevent many low-income families from becoming homeowners, and continual rent increases and a shortage of affordable rental units in the Township contribute as well. The affordability of both owner occupied and rental housing remain the highest priority housing needs. The Township will seek to increase subsidized disabled and senior, and family apartments.

Homeownership: The Township has taken a strong, aggressive role to promote homeownership throughout the Cherry Hill Township by the New Jersey Housing and Mortgage Finance Agency Live Where You Work Program (LWYW) and the Camden County's First Time Homebuyer

Down Payment Assistance program. The Township recently hired an affordable housing consultant to help develop and implement programs to preserve and expand its inventory of affordable owner-occupied units, and to develop and implement new affordability assistance programs.

Rental Units: The Township has had a rent control ordinance in effect since 1975, which regulates rent increases and decommissioning of units for certain properties within the Township. A staff member in the Department of Community Development serves as the rent review officer. The Township continually seeks to educate tenants and landlords to address issues that may arise in the community by conducting inspections of units prior to occupancy and maintaining regular contact with both landlord and tenant groups. Township's CDBG program has financed the acquisition and rehabilitation of ARHAT rental units over the years and will continue to do so through its Affordable Housing Trust Fund. Also, as noted above, the Township recently hired an affordable housing consultant to help develop and implement programs to preserve and expand the Township's inventory of affordable renter-occupied units, and to develop and implement new affordability assistance programs.

Accessibility: The Handy Helper program helps make senior housing more accessible so residents can age in place.

Homelessness: Through the Township's participation in the HOME Consortium, it is connected to the County efforts to address homelessness. The County participates in the Homeless Network Planning Committee and the Southern New Jersey Four County Continuum of Care. The services and resources available through these groups are available to Cherry Hill residents. Township and County staff are in communication to continue to improve on service connection for individuals and families that are both homeless and at-risk of homelessness.

General Fair Housing Issues: We have many ethnically diverse families move in to the Cherry Hill Township within the last several years, which brought many new homeowners, who rehabbed many older houses and improved neighborhoods. As the community grows and changes, various protected groups are moving to our Township and all over the region. Cherry Hill was recognized as having a diverse immigrant population and was part of a Data Series and Presentation on Immigrant populations through the Delaware Valley Regional Planning Commission (DVRPC).

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

The following narratives provide an overview for those other actions noted in 91.420 and 91.220(k).

Actions planned to address obstacles to meeting underserved needs

The primary obstacle to meeting underserved needs is the limited number of resources available that can be used for particular needs. There are increasing demands for emergency services by families whose income no longer provides for basic life necessities, which the Township has limited resources to respond to the needs of very low- and low-income, families in the Township.

Obstacles to addressing the growing need of underserved low- and moderate-income residents include:

- Prospective homebuyers lack substantial funds or access to credit to initiate homeownership (down payment/closing costs);
- The demand far surpasses the funding available for the various services required to adequately serve the needs of the region's low- and moderate-income individuals and neighborhoods;
- Households having difficulty meeting underwriting requirements (credit worthiness, bank accounts);
- The ability for prospective households to sustain necessary income for homeownership and current market rents;
- Fixed incomes (Social Security, Disability);
- Due to language barriers or low educational attainment, some residents are unaware of the services available to them; and
- Working families also encounter the unique challenge of often "making too much money" to qualify for various public services.

In order to mitigate language barriers, the Department of Community Development has recently updated its Language Assistance Plan. Pursuant thereto, it has translated documents, such as the Handy Helper Home Repair Application, and the Senior Bus Application into Chinese and Spanish. Public notices also include essential information in these languages.

The Township intends to explore the opportunity for credit, housing, and/or benefits counseling services this year for low and moderate income residents.

Actions planned to foster and maintain affordable housing

Cherry Hill Township's approach to fostering and maintaining affordable housing is to rehabilitate the

existing aging housing stock in order to create more quality affordable housing. This is done by:

- Leveraging HOME, CDBG, and Affordable Housing Trust funds to purchase and rehabilitate deteriorated properties;

Using an array of other Federal, State, local and private dollars to:

- Improve aging multi-family rental complexes and single-family homes;
- Acquiring and demolishing properties when rehabilitation is not feasible or desirable; and
- Replacing housing for more viable options through redevelopment and master planning.
- Supporting maintenance of existing affordable housing through the Township programs.

Fostering and maintaining affordable housing is a regional issue. Housing costs continue to increase throughout the Philadelphia Metropolitan Statistical Area. The severe shortage of affordable housing in jurisdictions impacts the schools and services in Cherry Hill Township.

The Township uses two main strategies for eliminating barriers to affordable housing and concentrations of poverty. The first strategy involves the preservation of sound housing stock and simultaneous acquisition and demolition of distressed properties, and the use of inclusionary zoning techniques for new development. The second strategy is the encouragement of de-concentration of low-income households through the issuance of housing vouchers issued through Camden County.

In addition, the Township supports the ongoing maintenance of affordable housing and resident housing stability through its Handy Helper Home Repair and the County's Single Family Rehabilitation program. The Township's Handy Helper Program provides financial assistance to income-qualified senior citizens (62 years and older) and disabled individuals that need minor home repairs, accessibility improvements, and energy efficiency improvements to the home. In order to be classified as income eligible to participate in the program, the household MUST meet the annually published U.S. Department of Housing and Urban Development's income limits based on household size. A household cannot exceed 80% of Area Median Income. The Township is exploring expanding this program to all low and moderate income owner-occupied units during the 2024 Grant Year.

The County Housing Rehabilitation Program has been designed to achieve to alleviate housing code violations for families of low- and moderate- income households; to provide financial assistance to families for housing repairs in the most cost-efficient manner; to prevent the decline of property values in neighborhoods throughout the Township; and to provide the means for income eligible households to make their home handicapped accessible if there is a need. Eligibility for assistance under this program MUST be met by two (2) criteria involving 1) the total gross income of the household; and 2) the nature of the repairs. The household MUST meet the annually published U.S. Department of Housing and Urban Development's income limits based on household size. A household's income cannot exceed 80% of Area Median Income. A property is classified as eligible to receive Housing Rehabilitation funds if at least one (1) major system of the property has failed or is in imminent danger of failure. The Township

partners with the County who utilizes County CDBG and HOME funding to support the program.

Actions planned to reduce lead-based paint hazards

Cherry Hill requires the use of lead-safe practices and other actions aimed at preventing lead poisoning. Contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities, and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination.

Cherry Hill provides the “Protect Your Family from Lead in Your Home” lead-based paint pamphlet. This pamphlet is provided to the applicant at the time he/she receives an application.

Also, Cherry Hill uses lead-hazard safety activities depending on the level of Federal assistance, in accordance with 24 CFR Part 35.

1) Up to and including \$5,000 per unit: (1) Conduct paint testing or presume the presence of lead-based paint. If paint testing indicates that the painted surfaces are not coated with lead-based paint, safe work practices and clearance are not required. (2) Implement safe work practices during rehabilitation work in accordance with § 35.1350 and repair any paint that is disturbed. (3) After completion of any rehabilitation disturbing painted surfaces, perform a clearance examination of the worksite(s) in accordance with § 35.1340. Clearance is not required if rehabilitation is *de minimis* and did not disturb painted surfaces of a total area more than that set forth in § 35.1350(d).

2) Greater than \$5,000 and up to \$25,000 per unit: Identify all lead hazards at the affected units and common areas servicing those units and exterior painted surfaces by performing a lead-based paint risk assessment. Perform interim controls in accordance with 35.1330(c)(1) & (2). In addition to training that meets the EPA's RRP Rule requirements, HUD-approved interim control training is required for contractors and workers.

3) Greater than \$25,000 per unit: Identify all lead hazards at the property by performing a risk assessment and then abate all the hazards, except that interim controls are acceptable on exterior surfaces that are not disturbed and those that are *de minimis* limits of 35.1350(d). This approach requires certified abatement contractors perform the abatement part of the job.

When lead-based paint hazard reduction work is being performed on properties, it may be necessary to relocate rehabilitation participants, especially those households with children ages 6 and under. Relocation, while costly, is a necessary step to protect the health of the occupants and comply with HUD regulations. The temporary location must be decent, safe, sanitary and free of any lead-based paint hazards. Should it become necessary to relocate any Single-Family Rehabilitation Loan Program participants in the future.

Also, under NJ law, homeowners must provide disclosure of known lead-based paint hazards to any

potential buyer and all pre-1978 rental dwelling units must be inspected for lead-based paint hazards (unless otherwise exempt under the law). In Cherry Hill, rental dwelling units falling under the scope of the statute shall be subject to a visual inspection of all interior spaces within dwellings, including common areas, such as hallways and basements. Non-exempt units shall be inspected for lead-based paint hazards every 3 years, or upon tenant turnover, whichever is earlier. However, an inspection upon tenant turnover is not required if the owner has a valid lead-safe certificate.

Actions planned to reduce the number of poverty-level families

Cherry Hill will continue to provide CDBG funds to a variety of anti-poverty public service programs that will assist low- and moderate-income residents. It is anticipated that the following programs will continue per the 2024 Annual Action Plan:

- Advocacy for victims of domestic violence;

Prior year program funds will be used for funding of transportation for senior and disabled residents, the Cherry Hill Food Pantry, and a Habitat for Humanity acquisition and rehabilitation project that will be sold to a qualified homeowner.

Actions planned to develop institutional structure

The Township of Cherry Hill will continue to utilize both CDBG and other municipal resources to support the provision of housing and services to low- and moderate-income households. In addition, Cherry Hill will seek to utilize not-for-profit agencies where appropriate to advance the Consolidated Plan Goals. As part of capacity-building, the Township recently hired an affordable housing consultant to help develop and implement programs to preserve and expand the Township's inventory of affordable units, and to develop and implement new affordability assistance programs.

Actions planned to enhance coordination between public and private housing and social service agencies

The Township of Cherry Hill will continue to utilize both CDBG and other municipal resources to support the provision of housing and services to low- and moderate-income households.

Discussion

The Township will explore strategies and actions during PY2024 to address identified obstacles to meeting underserved needs. As mentioned above, the Cherry Hill Police Department is now partnering with Volunteers of America, Delaware Valley, through the IMPACT Program. IMPACT, or Immediate Mobilization of Police Assisted Crisis Teams, provides communities with social services

assistance at any point of contact with law enforcement

The Township will work with the recently hired affordable housing consultant to help develop and implement programs to preserve and expand the Township's inventory of affordable units, and to develop and implement new affordability assistance programs, such as homebuyer assistance programs, security deposit assistance programs.

Explore available funding opportunities from federal, state, and private resources to address:

- needs of the underserved;
- Leverage resources across Township Departments to better match resources to needs;
- Work with the Department Public Works and Engineering to develop criteria when assessing CIP projects to better serve low- and moderate-income communities;
- Prioritize services to the elderly and special needs populations through the Handy Helper Home Repair program and senior bus;
- Improve direct Township outreach to those households in need through the Mayor's Citizens Advisory Committee, local Neighborhood Associations and organizations serving minority populations; and
- Include bilingual staff for as many interactions with low- and moderate-income individuals as possible.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

The Township's CDBG entitlement allocation for PY2024 is \$411,647.

The Township also does not have any updated reports on proceeds from Section 108 loan guarantees, as there are none; surplus funds from urban renewal settlement projects, as there are none; grant funds returned to a line of credit, as there are none; income from "float-funded" activities, as there are none; and urgent need activities, as there are none.

It is anticipated that 80% of CDBG funds will be utilized for activities that benefit persons of low- and moderate-income.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$5,210
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
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2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.

80.00%

Discussion

The Township has historically utilized a three (3) year period to determine the minimum overall benefit of 80% of CDBG funds for low- and moderate-income households. For the fifth Program Year, the Township will utilize years 2022, 2023 and 2024.

Attachments

1. Public Participation Documentation
 - a. Public Notice
 - b. Public Hearing #1 Presentation
 - c. Public Hearing #1 Minutes
 - d. Public Hearing #2 Presentation
 - e. Public Hearing #2 Minutes
2. HUD Forms and Certifications
3. Updated Language Assistance Plan
4. Updated Citizen Participation Plan

**PUBLIC NOTICE
TOWNSHIP OF CHERRY HILL
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
2024 ANNUAL ACTION PLAN**

The Township is beginning to prepare its Community Development Block Grant (CDBG) 2024 Annual Action Plan (AAP). HUD awards annual grants, on a formula basis, to entitlement communities to carry out a range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services, principally for the benefit of low- and moderate-income persons. Based on last year's allocation, the Township of Cherry Hill expects to receive approximately \$411,888 from HUD for the 2024 AAP (Program Year July 1, 2024- June 30, 2025). These funds may be used for eligible activities, as authorized by Title 1 of the Housing & Community Development Act (HCDA) of 1974, as amended.

PUBLIC HEARING 1

The Township of Cherry Hill will hold a hybrid (in-person and virtual) public hearing on **February 22, 2024 at 3pm** in the Cherry Hill Municipal Building, 820 Mercer Street, Conference Room 206, Cherry Hill, New Jersey 08002 and simultaneously via Zoom online platform. The log-in information for the hybrid public hearing will be posted on the Township's website at the following address: <https://www.chnj.gov/152/Community-Development-Block-Grant-CDBG> at least 48 hours prior to the hearing. The purpose of the hearing is to: (1) provide a general overview of the CDBG Program; (2) review the performance of current and past CDBG activities and receive comments on program performance; (3) gather input on community development and housing needs, particularly of low and moderate- income residents and targeted populations under the program; and (4) gather input and ideas from citizens, local public and non-profit agencies, and other interested groups in the development of the 2024 Annual Action Plan.

PUBLIC HEARING 2

The Township will hold a second hybrid (in-person and virtual) public hearing on a proposed draft 2024 Annual Action Plan on **March 20, 2024 at 3pm** in the Cherry Hill Municipal Building, 820 Mercer Street, Conference Room 206, Cherry Hill, New Jersey 08002 and simultaneously via Zoom online platform. The log-in information for the hybrid Public Hearing will be posted on the Township's website at the following address: <https://www.chnj.gov/152/Community-Development-Block-Grant-CDBG> at least 48 hours prior to the hearing. The purpose of the hearing will be to provide an overview of the proposed draft 2024 Annual Action Plan, and to allow stakeholders to offer comments on the proposed plan, including the annual budget. In the event that HUD has not yet announced 2024 CDBG Allocations, the Township will use an estimated allocation based off the previous year (\$411,888). Once the official allocation amount is announced, the Township Annual Plan budget lines will be proportionally increased or decreased from the estimated funding levels to match actual allocation amounts.

PUBLIC REVIEW & COMMENTS

The Township's proposed Draft 2024 Annual Action Plan will be available for a 30-day public review and comment period from **March 20, 2024 – April 19, 2024**. A hard copy of the plan will be available for public review in person at the Township Clerk's Office and the Township Community Development Office, both located at: 820 Mercer Street, Cherry Hill, New Jersey 08002, and at the Cherry Hill Public Library, 1100 Kings Hwy North, Cherry Hill, NJ 08034. The Draft plan will also be available online on the following website: <https://www.chnj.gov/152/Community-Development-Block-Grant-CDBG>. All interested individuals are encouraged to offer written comments by email to: mwuebker@chnj.gov, or by mail to: Attn: Mara Wuebker, PP/AICP, Township of Cherry Hill, Department of Community Development, 820 Mercer Street, Cherry Hill, NJ 08002. **Written comments must be received by April 19, 2024.**

GENERAL INFORMATION AND TRANSLATION SERVICES

All interested individuals and organizations are invited and encouraged to attend these public hearings. Persons interested in attending the hearings who require interpretive assistance (i.e. hearing impaired or non-English speaking), or other accommodations, shall notify the Department of Community Development at least five (5) working days prior to the meeting by contacting Mara Wuebker at 856-488-7870 or mwuebker@chnj.gov. Persons interested in reviewing the document who require translation assistance (i.e. visually impaired or non-English speaking), or other accommodations, shall notify the Department of Community Development by contacting Mara Wuebker at (856) 488-7870 or mwuebker@chnj.gov.

Todas las personas y organizaciones interesadas están invitadas a asistir a estas audiencias públicas. Las personas que deseen atender y requieran asistencia de interpretación (es decir, personas con problemas de audición o que no hablen inglés), u otras adaptaciones, deben notificar a Departamento de Community Development al menos cinco (5) días hábiles antes de la audiencia, comunicándose con Mara Wuebker al (856) 488-7870 o mwuebker@chnj.gov. Las personas que deseen revisar el documento y requieran asistencia de traducción (es decir, personas con discapacidad visual o que no hablen inglés), u otras adaptaciones, deben notificar a Departamento de Community Development comunicándose con Mara Wuebker al (856) 488-7870 o mwuebker@chnj.gov.

我们鼓励所有感兴趣的个人和组织参加这些公开听证会。任何有兴趣审查文件或参加听证会的人士，如果需要翻译和/或口译协助（即听力受损或不会讲英语的人士）或其他便利服务，请打电话 (856)488-7870 或发送电子邮件至 mwuebker@chnj.gov，联系 Mara Wuebker 来通知社区发展部。请至少提前五 (5) 个工作日提出申请，以便社区发展部获取笔译和/或口译服务资源。

Interested persons are able to view this Public Notice in languages other than English, by using Google Translate on the Township of Cherry Hill's Community Development Block Grant (CDBG) webpage at: <https://www.chnj.gov/152/Community-Development-Block-Grant-CDBG>.

Las personas interesadas pueden consultar este aviso público en idiomas distintos del inglés utilizando el Traductor de Google en la página web de la Subvención en Bloque para el Desarrollo Comunitario (Community Development Block Grant, CDBG) del municipio de Cherry Hill: <https://www.chnj.gov/152/Community-Development-Block-Grant-CDBG>.

感兴趣的人士可以查看本公告的非英语版本，方法是在切里希尔镇 (Township of Cherry Hill) 的社区发展整笔拨款 (CDBG) 网站上使用谷歌翻译 (Google Translate)，网址为: <https://www.chnj.gov/152/Community-Development-Block-Grant-CDBG>.

AFFIDAVIT OF PUBLICATION

Order Number : 9834149

STATE OF WISCONSIN
Brown County

Of the **Courier Post**, a newspaper printed in Cherry Hill, New Jersey and published in Cherry Hill, in State of New Jersey and Camden County, and of general circulation in Camden County, who being duly sworn, deposeseth and saith that the advertisement of which the annexed is a true copy, has been published in said newspaper in the issue:

02/11/2024

Legal Clerk



Notary Public State of Wisconsin County of Brown

1-7-25

My commission expires

KATHLEEN ALLEN
Notary Public
State of Wisconsin

Cherry Hill Township

Community Development Block Grant

Hybrid Public Hearing

2024 ANNUAL ACTION PLAN

FEBRUARY 22, 2024

WELCOME

➤ Purpose

- Gather input on community needs
- Review process for 2024 Annual Action Plan
- Review program performance
- Answer questions about CDBG funding
- Gather input on proposed activities to be included in 2024 Plan

➤ Format

- Hybrid Virtual/In-Person Public Hearing
- Short Presentation then Comments/Discussion

➤ Getting Started

- If in-person, please sign in if you haven't already done so.
- If online, please type your name and affiliation. If you're with an agency, please include your name and the agency's name.

AGENDA

- 1. CDBG Overview**
- 2. Review of Program Performance**
- 3. Explanation of 2024 Planning Process**
- 4. Discussion of community needs**
- 5. Comments/Discussion**

CDBG OVERVIEW

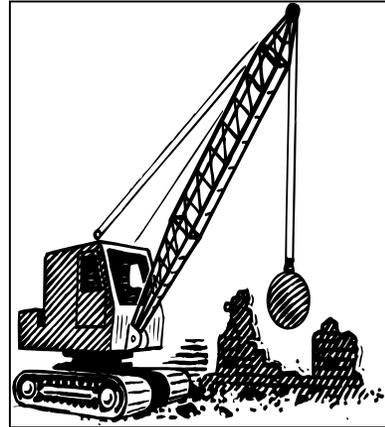
- Established 1974
- Annual grants on a formula basis to states, cities, and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.
- Five-Year Consolidated Plan, Annual Action Plans, CAPER are required

CDBG NATIONAL OBJECTIVES

Each activity must meet one of the
Three National Objectives



**Benefit Low &
Moderate
Income Persons**



**Prevent or Eliminate
Slum/Blight**



**Meet Urgent
Need**

ELIGIBLE ACTIVITIES

- Acquisition of Real Property
- Demolition of buildings and improvements
- Removal of environmental contaminants
- Rehabilitation (housing rehab, commercial façade improvement, removal of barriers that restrict mobility and accessibility)
- Construction of public facilities and improvements, such as water, sewer, streets, neighborhood centers
- Public services (within certain limits)
- Energy conservation activities
- job creation/retention activities

INELIGIBLE ACTIVITIES

- *NO* Political activities
- *NO* grants or non-emergency ongoing payments (more than 3 consecutive months) to individuals for food, clothing, rent, utilities, or income payments
- *NO* Construction of new housing units by a unit of local government
- *NO* Operation and maintenance of public facilities/improvements
- ***NO* General government expenses including construction or repairs of general government buildings like City Hall, public works garages and police stations**
- *NO* Purchase of equipment (except fire equipment)



LOW & MODERATE INCOME ELIGIBILITY

LIMITED CLIENTELE:

Income – Income limits established by HUD based on Area Median Family Income (AMFI)

- Low-moderate income household is 80% or less of AMFI
- Requires income documentation ---- UNLESS...

Presumed Benefit Groups:

Seniors

Battered spouses

Persons living with AIDS

Homeless persons

Illiterate adults

Abused children

Severely disabled **ADULTS**

Migrant farmworkers

AREA BENEFIT:

Must serve a **primarily residential** geographic area which is at least 51% low/moderate income persons per Census Bureau or a door-to-door survey. This percentage is less for Cherry Hill as an ‘exception’ community at 27.38% (2023).

EXAMPLES: Parks, fire stations, streets, possibly public services

LOW & MODERATE INCOME ELIGIBILITY

A minimum of 70% of funds
must go to benefit low-mod
income residents

2023 Income Limits for Cherry Hill

Family size	1	2	3	4	5	6	7	8
LOW INCOME	39,100	44,650	50,250	55,800	60,300	64,750	69,200	73,700
MOD INCOME	62,500	71,400	80,350	89,250	96,400	103,550	110,700	117,850

POSSIBLE ELIGIBLE LMI ACTIVITY CATEGORIES

HOUSING:

- Housing Rehab Program
- Homebuyer Assistance
- Acquisition/Rehab

JOB CREATION/RETENTION:

- The activity must involve creation or retention of jobs, a majority of which are filled by **or made available to** low and moderate income people.



POSSIBLE ELIGIBLE LMI ACTIVITY CATEGORIES

PUBLIC FACILITIES & INFRASTRUCTURE

- Facilities can be owned by government or non-profit & **open to public**
- Infrastructure – roads, water, sewers, etc.
- **MUST BENEFIT AN ELIGIBLE POPULATION** - either by area or limited clientele
- NOT CITY HALL – except for ADA improvements
- NOT FOR MAINTENANCE/REPAIR – no potholes, no grass mowing, no snow removal
- Examples of **possibly** eligible facilities/infrastructure
 - Park Improvements
 - Fire Station
 - Boys & Girls club – soup kitchen – homeless shelter
 - Street Reconstruction (not just resurfacing or overlays)

POSSIBLY ELIGIBLE LMI ACTIVITY CATEGORIES

PUBLIC SERVICES - CAPPED AT 15% OF TOTAL CDBG GRANT

Can be provided by government or non-profit. MUST BENEFIT AN ELIGIBLE POPULATION - either by area or limited clientele

Examples of **possibly** eligible services:

- Credit Counseling
- Employment services (job training)
- Health services
- Education programs
- Child care
- Recreational services
- Senior services



ELIMINATION OF SLUM & BLIGHT

Area Basis - Only for an area designated as blighted per State or local law. Designation can't be more than 10 years old.

Spot Basis – Not in a blighted area but is detrimental to public health and safety (per local health/code official). Can only be used to address the imminent hazard.

Can be demo
OR
rehab



PROGRAM PERFORMANCE

PY 2022 CAPER

- Total Expenditures = \$897,554
- Administrative Cap = 20%
- Public Services Cap = 11.93%
- 60-Day Timeless Test = 2.08 Times Annual Grant in Line of Credit
- Township Efforts to Address Timeliness = 2023 Amendments: (1) Transfer HIP Program balance due to inactivity to large ADA Ramp project, (2) Allocate PI to Habitat for Humanity Activity and Public Facility Project, (3) Assist with Food Pantry public facilities project, (4) Amend HIP Program Policy Guide to allow the Township option to convert existing Deferred Loans to Grants; and more

PROGRAM PERFORMANCE

PY 2023 to Date

- Total Expenditures = \$157,091
- Administrative Cap = 10.18%
- Public Services Cap = 8.67%
- 60-Day Timeless Test = On track
- Efforts in progress = large ADA Ramp project, possible park improvements, Food Pantry public facilities project, Handy Helper Home Repair Program, Senior Bus, and more

PROGRAM PERFORMANCE:

ACCOMPLISHMENT HIGHLIGHTS

Housing Activities:

- Rental Units Added & Rehabbed – ARHAT – 2 units (PY 2022) (additional funded with AHTF in 2023)
- Homeowner Housing Rehabbed – Handy Helper – 35 units (PY 2023), 61 units (2022)
- Homeowner Housing Added & Rehabbed – Habitat for Humanity – 1 in progress

Public Facilities:

- Removal of Architectural Barriers/ADA improvements – 4,652 seniors and disabled adults
- Food Pantry Site Improvements – in progress, will serve over 1,450 individuals

PROGRAM PERFORMANCE:

ACCOMPLISHMENT HIGHLIGHTS

Support Public Services:

- Senior Bus – 74 seniors
- Side by Side Domestic Violence – 126 individuals
- Food Pantry Operations – 661 households & 1,458 individuals (as of October 2023)
- Rental and Mortgage Assistance Program – 75 Households

2023 Amended Action Plan

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing Activities	2020	2024	Affordable Housing	Township-wide	Handy Helper	CDBG: \$80,000	Homeowner Housing Rehabilitated: 35 Household Housing Unit
2	Administration	2020	2024	Administration	Township-wide	Administration	CDBG: \$0	Other: 1 Other
3	Public Facilities	2020	2024	Non-Housing Community Development	Township-wide	Public Facilities	CDBG: \$298,649	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1120 Persons Assisted
4	Support public services	2020	2024	Non-Housing Community Development	Township-wide	Senior Bus Side By Side Domestic Violence Response Team Support public services	CDBG: \$61,783	Public service activities other than Low/Moderate Income Housing Benefit: 250 Persons Assisted

Table 2 – Goals Summary

2024 Action Plan Process

- First hybrid public hearing today
- Federal Budget to pass (hopefully) on or before March 1st
- Second public hearing, March 20th 3pm
- 30-day public review and comment from March 20, 2024 – April 19, 2024
 - Copies available online, Cherry Hill Township Building (820 Mercer St), and Cherry Hill Public Library (1100 Kings Hwy North)
 - Comments must be received by April 19, 2024
- **Cherry Hill 2023 Allocation = \$411,888**
 - In the event that HUD has not yet announced 2024 CDBG Allocations by the beginning of public review, the Township will use an estimated allocation based off the previous year. Once the official allocation amount is announced, the Township Annual Plan budget lines will be proportionally increased or decreased from the estimated funding levels to match actual allocation amounts.

PUBLIC INPUT: COMMUNITY NEED

What are the Township's greatest housing needs?

In your opinion, what are the major supportive service needs across the Township?

What are the major public facilities and infrastructure needs in the Township?

How has community need changed in the last year?

What are some ideas you may have for CDBG funds?

COMMENTS?

QUESTIONS?





Thank you!

Comments may be provided to Mara Wuebker via email at mwuebker@chnj.gov



You couldn't pick a better place.

CDBG 2024 AAP Public Meeting FEBRUARY 22, 2024 MINUTES

The Cherry Hill Township Department of Community Development conducted a Public Hearing to develop the 2024 Annual Action Plan. There were zoom participants and in-person attendees in Conference Room 206.

Attendees:

Mara Wuebker, Community Development Manager, Cherry Hill Township
Annette Ludlow, Housing Coordinator, ARHAT and Cherry Hill Township
Melissa Walsh, TRIAD Associates
Janet Giordano, Executive Director of the Cherry Hill Food Pantry
Beth Hastings, Domestic Violence Side by Side Coordinator
Pilar Hogan, Saint Joseph's Carpenter Society

Melissa Walsh provided a power point presentation giving an overview of the CDBG program, national objectives, eligible and ineligible activities. There was an explanation of potential activities for housing, job creation/retention, public facilities & infrastructure (must benefit an eligible population), elimination of slum & blight (area basis within 10years designated & spot basis – depending on end use), and urgent needs (rare, requires demonstration of emergency, such as Covid and Superstorm Sandy).

There was also discussion of how to quantify Low-Moderate Income Eligibility activities (Limited Clientele by income qualification or presumed benefit groups, Area Benefit Eligibility). Public services are capped at 15% of the budget. It can be onerous to implement Public Facilities and improvement activities because of the required environmental reviews, federal and local procurement protocols, labor compliance, Section 3, Build America Buy America requirements.

There was also a review of the PY 2022 CAPER (consolidated annual performance and evaluation report) for the program year ending June 30, 2023), discussion about Township efforts to address timeliness, a discussion of program performance for this program year thus far, accomplishments highlights, and what was funded in current year's 2023 Action Plan. Affordable Housing creation was not included in last year's plan because the Township is using its affordable housing trust fund to fund the purchase of ARHAT units since those source of funds can only be used for housing activities.

Melissa discussed the 2024 Action Plan process (the period begins July 1, 2024). The second public hearing will be on March 20th at 3pm and will go over the proposed plan highlights and budget. There will be a 30-day public review and comment period from March 20 – April 19, 2024 with final adoption by Council.

As for community needs, decent and affordable family housing for low income residents is a significant need. Ms. Giordano gave examples of some of the situations her clients experience. Even when a resident has a housing voucher, there is no housing available. Families are living in motels for extended periods of time. Ms. Ludlow raised that even in situations where there is available housing, many low-income families struggle with low credit scores because their financial hardships have made it difficult to pay bills on time, so they don't qualify for the housing. She thinks that credit counseling is a community need. Additionally, she thinks that some low mod families who are in condos need help with unexpected or unbudgeted costs, like special assessments. The Senior bus and the side by side program typically take

up the 15% public services budget. Township can explore whether this would be considered a public service or a housing category with its HUD rep. There is some opportunity to pay for special assessments with the affordable housing trust fund, but that would only be available for deed-restricted units.

Ms. Hogan explained that perhaps St Joseph's Carpenter Society could partner with the Township in the future in areas such as mitigating abandoned properties, home improvement programs, or lead based paint remediation efforts. St Joesph's currently runs a lead remediation program for the DCA. The program doesn't do testing for Lead Free or Lead Safe Certificate, per se, but they can help with low and moderate income households with remediation. They arrange the third party assessor and they get bids from accredited contractors to do the work. Ms. Ludlow discussed that this is a program that owner occupied MPH units could potentially avail themselves. The program also is available to landlords with up to 4 units.

Meeting ended at 3:45PM

Cherry Hill Township

Community Development Block Grant

Hybrid Public Hearing

2024 ANNUAL ACTION PLAN

MARCH 20, 2024

WELCOME

➤ Purpose

- Gather input on 2024 Annual Action Plan and budget
- Review program performance
- Answer questions about CDBG funding

➤ Format

- Hybrid Virtual/In-Person Public Hearing
- Short Presentation then Comments/Discussion

➤ Getting Started

- If in-person, please sign in if you haven't already done so.
- If online, please type your name and affiliation. If you're with an agency, please include your name and the agency's name.

AGENDA

- 1. CDBG Overview**
- 2. Review of Program Performance**
- 3. Presentation of 2024 Action Plan Budget**
- 4. Comments/Discussion**

CDBG OVERVIEW

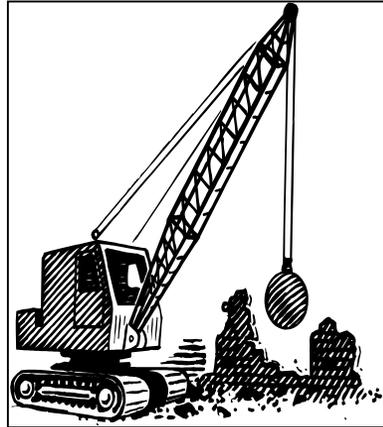
- Established 1974
- Annual grants on a formula basis to states, cities, and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.
- Five-Year Consolidated Plan, Annual Action Plans, CAPER are required

CDBG NATIONAL OBJECTIVES

Each activity must meet one of the
Three National Objectives



**Benefit Low &
Moderate
Income Persons**



**Prevent or Eliminate
Slum/Blight**



**Meet Urgent
Need**

ELIGIBLE ACTIVITIES

- Acquisition of Real Property
- Demolition of buildings and improvements
- Removal of environmental contaminants
- Rehabilitation (housing rehab, commercial façade improvement, removal of barriers that restrict mobility and accessibility)
- Construction of public facilities and improvements, such as water, sewer, streets, neighborhood centers
- Public services (within certain limits)
- Energy conservation activities
- Job creation/retention activities
- Planning and Administration

INELIGIBLE ACTIVITIES

- *NO* Political activities
- *NO* grants or non-emergency ongoing payments to individuals for food, clothing, rent, utilities, or income payments
 - Note: An exception can possibly be made for no more than 3 months of emergency assistance that is not directly given to an individual
- *NO* Construction of new housing units by a unit of local government
- *NO* Operation and maintenance of public facilities/improvements
- ***NO* General government expenses including construction or repairs of general government buildings like City Hall, public works garages and police stations**
- *NO* Purchase of equipment (except fire equipment)

LOW & MODERATE INCOME ELIGIBILITY

A minimum of 70% of funds
must go to benefit low-mod
income residents

2023 Income Limits for Cherry Hill

Family size	1	2	3	4	5	6	7	8
LOW INCOME	39,100	44,650	50,250	55,800	60,300	64,750	69,200	73,700
MOD INCOME	62,500	71,400	80,350	89,250	96,400	103,550	110,700	117,850

LOW & MODERATE INCOME ELIGIBILITY

LIMITED CLIENTELE:

Income – Income limits established by HUD based on Area Median Family Income (AMFI)

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- Requires income documentation ---- UNLESS...

Presumed Benefit Groups:

Seniors

Battered spouses

Persons living with AIDS

Homeless persons

Illiterate adults

Abused children

Severely disabled **ADULTS**

Migrant farmworkers

AREA BENEFIT:

Must serve a **primarily residential** geographic area which is at least 51% low/moderate income persons per Census Bureau or a door-to-door survey. This percentage is less for Cherry Hill as an ‘exception’ community at 27.38% (2023).

EXAMPLES: Parks, fire stations, streets, possibly public services

PROGRAM PERFORMANCE

PY 2022 CAPER

- Total Expenditures = \$897,554
- Administrative Cap = 20%
- Public Services Cap = 11.93%
- 60-Day Timeless Test = 2.08 Times Annual Grant in Line of Credit
- Township Efforts to Address Timeliness = 2023 Amendments: (1) Transfer HIP Program balance due to inactivity to large ADA Ramp project, (2) Allocate PI to Habitat for Humanity Activity and Public Facility Project, (3) Assist with Food Pantry public facilities project, (4) Amend HIP Program Policy Guide to allow the Township option to convert existing Deferred Loans to Grants; and more

PROGRAM PERFORMANCE

PY 2023 to Date

- Total Expenditures = \$157,091
- Administrative Cap = 10.18%
- Public Services Cap = 8.67%
- 60-Day Timeless Test = On track
- Efforts in progress = large ADA Ramp project, possible park improvements, Food Pantry public facilities project, Handy Helper Home Repair Program, Senior Bus, and more

PROGRAM PERFORMANCE:

ACCOMPLISHMENT HIGHLIGHTS

Housing Activities:

- Rental Units Added & Rehabbed – ARHAT – 2 units (PY 2022) (additional funded with AHTF in 2023)
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Public Facilities:

- Removal of Architectural Barriers/ADA improvements – 4,652 seniors and disabled adults
- Food Pantry Site Improvements – in progress, will serve over 1,450 individuals

PROGRAM PERFORMANCE:

ACCOMPLISHMENT HIGHLIGHTS

Support Public Services:

- Senior Bus – 74 seniors
- Side by Side Domestic Violence – 126 individuals
- Food Pantry Operations – 661 households & 1,458 individuals (as of October 2023)
- Rental and Mortgage Assistance Program – 75 Households

2024 ANNUAL BUDGET

2024 Estimated Allocation = \$411,000

2024 Proposed Budget	
Project	Funding
Planning & Administration	\$20,000
Public Facilities	\$271,000
Public Services – Side by Side DV Response Team	\$10,000
Handy Helper Home Repair Program	\$110,000
TOTAL	\$411,000

2024 ANNUAL BUDGET

Changes to note:

- Planning and Admin is being primarily funded through prior year funds
- Senior Bus is being funded through prior year funds and other resources
- The Township is prioritizing public facilities improvements over housing, due to the availability of other resources for housing activities.
 - Cherry Hill residents are eligible for the County Home Improvement Program run by the CCIA
 - Affordable units can be acquired and rehabilitated through Affordable Housing Trust Funds dollars

2024 Action Plan Process

- Federal Budget passed, HUD Allocations to be announced by May 7th
- 30-day public review and comment from March 20, 2024 – April 19, 2024
 - Copies available online, Cherry Hill Township Building (820 Mercer St), and Cherry Hill Public Library (1100 Kings Hwy North)
 - Comments must be received by April 19, 2024
- Cherry Hill 2023 Allocation = \$411,888
 - The Township will use an estimated allocation for public review based off the previous year. Once the official allocation amount is announced, the Township Annual Plan budget lines will be proportionally increased or decreased from the estimated funding levels to match actual allocation amounts.

COMMENTS?

QUESTIONS?





Thank you!

Comments may be provided through April 19th to Mara Wuebker
via email at mwuebker@chnj.gov



You couldn't pick a better place.

**CDBG 2024 AAP Public Meeting
MARCH 20, 2024
MINUTES**

The Cherry Hill Township Department of Community Development conducted a Public Hearing on the proposed 2024 Annual Action Plan. There were zoom participants and in-person attendees in Conference Room 206.

Attendees:

- Mara Wuebker, Deputy Director/ CDBG Manager, Cherry Hill Township (In person)
- Annette Ludlow, Housing Coordinator/ ARHAT Administrator (In person)
- Melissa Walsh, TRIAD Associates (via Zoom)
- Robert Jakubowski, Director of Camden County Community Development (via Zoom)
- Janet Giordano, Executive Director of the Cherry Hill Food Pantry (via Zoom)
- Beth Hastings, Domestic Violence Side by Side Coordinator (via Zoom)

Melissa Walsh provided a power point presentation giving an overview of the CDBG program, national objectives, eligible and ineligible activities. This will be the last year of the Con Plan; the annual plans must align with the con plan. Most of Cherry Hill's activities involve Low-Moderate Income Eligible activities. There was also an overview of the PY 2022 CAPER (consolidated annual performance and evaluation report) for the program year ending June 30, 2023), Township efforts to address timeliness, a discussion of program performance for the current program year thus far, and accomplishments highlights.

Community Development is proposing the following projects in the 2024 Plan:

2024 Action Plan	\$ 411,000.00	
Housing Activities- Rehab	\$ 110,000.00	Handy Helper Home Repair
Public Facilities	\$ 271,000.00	
Public Services	\$ 10,000.00	Side by Side
Planning & Admin	\$ 20,000.00	

It used an estimated allocation for based on the previous year's allocation. Once the official HUD allocation amount is announced, the Township Annual Plan budget lines will be proportionately increased or decreased from the estimated funding levels to match actual allocation amounts.

This year looks a little different than prior years. Planning and Admin is typically accounts for more of the budget. It's only \$20,000 b/c it will primarily be funded through unexpended prior year funds. Senior bus is not in the budget for 2024 because it is being funded through prior year funds and other resources. The Township is prioritizing public facilities due to the availability of other resources for housing activities. Cherry Hill residents are eligible for the County HIP program run by the County/CCIA so no CDBG funds are being allocated for the HIP program. Affordable units can be acquired and rehabilitated through Affordable Housing Trust Fund so no proposed funding for ARHAT in the budget.

There was a discussion of the County HIP program and anticipated improvements to the application intake process, with the use of the Neighborly program. Also, there will be more robust recruitment efforts to solicit

HIP contractors in the future. The allocation of HOME funds was significantly decreased for 2024 by the Legislature.

There was a discussion of credit counseling type of services being funded through the County's programs in the past, but there has not been as much interest recently by subrecipients. Ms. Giordano suggested that if the Township is exploring credit or housing counseling services opportunities, it may be beneficial to include benefits opportunities counseling. She most often receives beneficiary assistance inquiries from food pantry clients. There was a brief discussion of the IMPACT program between the Police Department and Volunteers of America that was incorporated into the 2024 plan discussion on homeless outreach and mental health services.

The proposed Plan is posted on the Township website, and hard copies are available at the Clerk's office, community development, and the library. There will be a 30-day public review and comment period until April 19, 2024, with final adoption by Council thereafter.

Meeting ended around 4PM

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing --The jurisdiction will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 75.

Signature of Authorized Official

Date

Title

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) ____2022, 2023, 202____ [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

Compliance with Laws -- It will comply with applicable laws.

Signature of Authorized Official

Date

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Application for Federal Assistance SF-424

* 1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

* 2. Type of Application:

- New
- Continuation
- Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

B-24-BC-34-0004

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

Cherry Hill Township

* b. Employer/Taxpayer Identification Number (EIN/TIN):

21-600523

* c. UEI:

NWK5T4U3AMM6

d. Address:

* Street1:

820 Mercer Street

Street2:

* City:

Cherry Hill

County/Parish:

* State:

NJ: New Jersey

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

08002-2688

e. Organizational Unit:

Department Name:

Community Development

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Mara

Middle Name:

* Last Name:

Wuebker

Suffix:

Title:

Deputy Director of Community Development

Organizational Affiliation:

Cherry Hill Township

* Telephone Number:

856-488-7870

Fax Number:

* Email:

mwuebker@chnj.gov

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

US Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.218

CFDA Title:

Community Development Block Grant

*** 12. Funding Opportunity Number:**

14.218

* Title:

Community Development Block Grant

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

CDBG Program - Activities to improve housing and neighborhoods, and to provide services to low/moderate income persons. Specific activities list in FY2024 Action Plan.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="411,647.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="5,210.00"/>
* g. TOTAL	<input type="text" value="416,857.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes
- No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2025

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Mayor
APPLICANT ORGANIZATION Cherry Hill Township	DATE SUBMITTED

[Limited English Proficiency (LEP): For persons who, as a result of national origin, do not speak English as their primary language and who have a limited ability to speak, read, write, or understand. For purposes of Title VI and the LEP Guidance, persons may be entitled to language assistance with respect to a particular service, benefit, or encounter.]

4-Factor Analysis & Language Assistance Plan

Community Development Block
Grant (CDBG) Program

Township of Cherry Hill
Department of Community Development

INTRODUCTION

The Township of Cherry has developed this Language Assistance Plan (LAP) in accordance with *Executive Order 13166 - Improving Access to Services for Persons with Limited English Proficiency* and the U.S. Department of Housing and Urban Development's (*HUD's*) *Final LEP Guidance* documentation.

The Township of Cherry Hill is committed to providing equal opportunity in all programs and services to ensure full compliance with all civil rights laws, including Title VI of the 1964 Civil Rights Act, which requires non-discrimination on the basis of national origin.

Title VI of the Civil Rights Act of 1964 protects individuals from discrimination based on a person's race, color, or national origin. Title VI applies to programs or activities receiving federal financial assistance from HUD, such as the Community Development Block Grant (CDBG) program. Persons who, as a result of national origin, do not speak English as their primary language and who have limited ability to speak, read, write, or understand English may be entitled to language assistance in order to receive a particular service, benefit, or encounter.

Accordingly, the Township is required to take reasonable steps to ensure meaningful access to the CDBG program for Limited English Proficiency (LEP) persons. This document memorializes the Township's four-factor analysis and Language Access Plan (LAP).

WHAT IS A FOUR-FACTOR ANALYSIS?

HUD utilizes a four-factor analysis to provide a framework that balances the need to ensure meaningful access by LEP persons to critical services, while not imposing undue financial burdens on small businesses, small local governments, or small nonprofit organizations. The "reasonableness" standard is intended to be flexible and fact-dependent. The four-factor analysis considers:

- 1) The number or proportion of LEP persons served or likely to be encountered in the eligible service population (i.e., if the persons received adequate education and outreach and the recipient provided sufficient language services);
- 2) The frequency with which LEP persons come into contact with the program;
- 3) The nature and importance of the program, activity, or service provided by the program; and
- 4) The resources available and costs to the recipient.

TOWNSHIP OF CHERRY HILL'S FOUR-FACTOR ANALYSIS

The following Four-Factor Analysis will serve as the guide for determining which language assistance measures the Township of Cherry Hill's Department of Community Development and subrecipients will undertake to guarantee access to the Township's Community Development Block Grant (CDBG) program by LEP persons.

1) Number or proportion of LEP persons served or encountered in the eligible service population (served or encountered includes those persons who would be served by the recipient if the person received education and outreach and the recipient provided sufficient language services).

The US Census Bureau’s American Community Survey (ACS) has two classifications of how well people speak English. These classifications include “very well” and “less than very well.” For the purposes of this analysis, an “LEP Threshold Population” will be defined as any one group constituting at least 5% of the Township’s total population, or 1,000 people within the Township (whichever is less), that speaks English “less than very well.” **Appendix A** shows the languages spoken at home for all persons five years old and older, providing the proportions of persons who speak English “very well” and “less than very well,” as a percentage of total population.

As indicated in **Appendix A**, the data suggests that a majority (77.4%) of the Township’s population “Speak Only English,” where 22.6% of the population speaks languages other than English. Of these other languages spoken at home, only Spanish or Spanish Creole and Chinese constitute 5% or greater of the Township’s total population or are represented by a population of more than 1,000 persons within Cherry Hill that speak English less than “very well.” These two populations meet the HUD definition of LEP Threshold Population.

As a reference, the most prominent languages present within the Township, other than English, include Spanish or Spanish Creole (5.5%); Chinese (3.8%); Vietnamese(1.4%), Russian(1.4%) and (Tagalog (1.3%);

Language Spoken at Home by Ability to Speak English Less Than Very Well Greater Than 1,000 Persons or 5%		
	Population Estimate	Percentage of Total Population
Total:	67,193	100.00%
Speak only English	52,027	77.40%
Spanish or Spanish Creole:	3,670	5.50%
Speak English "very well"	2,363	3.50%
Speak English less than "very well"	1,307	1.90%
Chinese	2,539	3.80%
Speak English "very well"	1,286	1.90%
Speak English less than "very well"	1,253	1.90%

Source: 2011-2015 American Community Survey 5-Year Estimates¹

¹ This ACS data provides the most recently available data that captures the variety of languages in the community. The most recent ACS data only specifies English, Spanish, and “other languages.” Given the diverse nature of the

2) The frequency with which the LEP persons come into contact with the program.

The Township (and/or its subrecipients) provide senior bus service, non-profit assistance (food pantry support), infrastructure improvements, housing for low and moderate income persons, owner-occupied housing rehabilitation and repair, and domestic violence counseling services. Therefore, residents are likely to have considerable, direct contact with programs and staff.

3) The nature and importance of the program, activity, or service provided by the program.

The Township considers mobility and transit to be an important and essential service for our seniors and disabled residents, who would otherwise have limited access for errands and doctors appointments. Additionally, the Township’s housing programs are important to ensuring that residents live in decent, affordable, and safe housing. Lastly, support services, such as food pantry and domestic violence counseling, is important to the basic health, safety, and welfare of Cherry Hill residents.

4) The resources available and costs to the recipient.

The Township has taken an inventory of internal capacity and assessed available services that Cherry Hill could utilize for outreach and translation efforts.

The Township currently uses several resources. For instance, the Township’s website serves as the main source of potential contact with residents; the website utilizes a Google translate feature that allows users to translate any page or document on the site into other languages. For example, the Senior Bus registration form is available in a multitude of language. See bus registration in Chinese below.

Cherry Hill community, it was determined that this data represents a more comprehensive understanding of the predominant languages spoken at home in the community.

Definition of Terms

Effective Communication – effective communication occurs when staff have taken necessary steps to make sure that a person who is LEP is given adequate information in his/her language to understand the services, benefits or the requirements for services or benefits offered by Cherry Hill.

Interpretation – Interpretation means the oral or spoken transfer of a message from one language into another language.

Limited English Proficiency – A person with limited English proficiency or “LEP” is not able to speak, read, write or understand the English language well enough to allow him/her to interact effectively with staff.

Meaningful Access – To ensure meaningful access for people with LEP, the Township must make free language assistance available to applicants/recipients that results in accurate and effective communication that does not result in undue delay or denial of benefits to which the LEP applicant/recipient is eligible.

Outreach Documents – Cherry Hill-designed and/or utilized documents used to provide information to the general public but targeting individuals who are eligible or may be eligible for CDBG programs.

Translation – Translation means the written transfer of a message from one language into another language.

Vital Documents – forms or documents designed and utilized by Cherry Hill Department of Community Development or its subrecipients that are critical for accessing federally funded services or benefits or are required by law. Whether or not a document (or the information it solicits) is "vital" may depend upon the importance of the program, information, encounter, or service involved, and the consequence to the LEP person if the information in question is not provided accurately or in a timely manner.

镇长及市议会

表格中心

表格中心

搜索表格:

通过登录或创建帐户, 某些字段将自动填充您的信息, 并且您提交的表格将被保存并可供您访问。

乡镇老年人和残疾人巴士服务: 乘客信息: 社区发展整笔拨款

该计划得到樱桃山镇社区发展整笔拨款计划的资助。该计划由美国住房和城市发展部 (HUD) 资助, 要求我们收集有关计划参与者的具体信息。该信息将予以保密, 并且仅在汇总报告中提供给 HUD。

计划参与者姓名: *

街道地址*

邮编* 电话号码*

紧急联系人姓名: * 电话号码: *

项目参与者的种族 (必须勾选一项): *

- 白色的
- 黑人/非裔美国人
- 亚洲人
- 美洲印第安人/阿拉斯加原住民
- 亚洲白
- 黑人/非裔美国人和白人
- 亚洲太平洋岛民
- 美洲印第安人/阿拉斯加原住民和黑人/非裔美国人
- 其他多种族
- 夏威夷原住民/其他太平洋岛民
- 美洲印第安人/阿拉斯加原住民和白人

Additionally, the Township currently has municipal staff who speak and write Spanish, Korean, Filipino, and Japanese, who can be of assistance in conducting informal communication with residents, as needed. For the Domestic Violence program, which requires strict confidentiality, staff and volunteers contact the Camden County Domestic Violence Center via its hotline for LEP assistance. If a particular type of language interpreter is not available, officers use a language line. Additionally, the Township typically utilizes hybrid CDBG public hearings in order for those with limited mobility to access the meeting. Zoom meetings have closed captions capacity.

The Township has also explored the availability and costs of determining how much a professional interpreter and translation service would cost on an as-needed basis, as well as which of its documents would be the most valuable to be translated. As translation activities are an eligible CDBG administrative expense, CDBG funds are available to translate documents for the most frequently encountered LEP residents, and to provide interpreters, when needed, during program activities. Given Cherry Hill's resources, there are reasonable measures that the Department of Community Development can provide to ensure meaningful access by LEP persons to CDBG activities, while not imposing undue financial burdens on the Township.

Language Access Plan

It is the policy of Cherry Hill's Department of Community Development to provide language access services to populations or persons with LEP who are eligible to be served by CDBG programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits. As a result of the preceding Four-Factor Analysis, Cherry Hill's Department of

Community Development has identified the following types of language assistance to be provided on an as needed basis throughout the implementation of the CDBG program.

Language Identification

The Township will utilize the United States Census Bureau's "I Speak" Cards, which is an effective tool for an LEP person to communicate the language the person speaks. Township staff will direct people to the "I Speak" cards when it is apparent that they are having difficulty speaking or understanding English. The staff member will then utilize the language services described in this Plan. A sample of the "I Speak Cards" can be found in Appendix B.

Staff Training

Cherry Hill's Department of Community Development will continue to coordinate with municipal staff and subrecipients on its role and responsibilities in providing meaningful access to CDBG services for LEP persons, which will include:

- Providing copies of the Township's Language Assistance Plan to staff, educating them on the Title VI LEP requirements for providing meaningful access to services for LEP persons;
- Instructing on the use of "I Speak" Cards; and
- Instructing that clients have a right to qualified interpreter services at no cost to them, that they are not required to rely on their minor children, other relatives, or friends as interpreters, and that they have right to file a grievance about the language access services provided them; and
- Provide any additional training needed to ensure knowledge regarding individual rights of LEP populations; and
- Current bi-lingual staff may help communicate with LEP residents and educate staff about available translation and interpretation services

Oral Interpretation Services

Upon request, the Township of Cherry Hill will provide oral language and ASL interpreter services to LEP individuals or families applying for, participating in programs or receiving services/benefits through the Township's CDBG program, at no cost to LEP persons. The Language Assistance Coordinator will contact a professional agency to make the necessary arrangements (after obtaining a cost estimate for the services, as required by the Purchasing Department). The interpreter services should be provided in an efficient and timely manner so as not to delay a determination of eligibility for an individual or family, receipt of eligible services/benefits or participation in the CDBG program beyond that of an English-speaking individual or family.

Any individual eligible for CDBG- funded programs/services within Cherry Hill who cannot speak, read, write, or understand the English language at a level that permits them to interact effectively with municipal staff has the following rights:

- A right to qualified interpreter services at no cost to them.

- A right not to be required to rely on their minor children, other relatives, or friends as interpreters.
- A right to file a grievance about the language access services provided them.

Cherry Hill will not require, suggest or encourage LEP individuals or families to use friends, family members or minor children as interpreters. If a LEP individual or family insists that a friend or family member serve as interpreter, that choice is documented. Cherry Hill will then, on a case-by-case basis, consider factors such as: competence of the family or friend used as the interpreter; the appropriateness of the use in light of the circumstances and ability to provide quality and accurate information, especially if the interview could result in a negative effect on the individual or family's eligibility for benefits/services; potential or actual conflicts of interest; and confidentiality of the information being interpreted to determine whether the agency should provide its own independent interpreter for itself. In no case does Cherry Hill allow a minor child to act as interpreter for an LEP individual or family. Although not necessarily required, is important to let LEP persons know that those services are available and that they are free of charge.

Written Translation of Vital Documents

The Township of Cherry Hill will continue language translation (i.e., Google Translate) on the Township Website, at no cost to individuals or families, enabling users to translate general CDBG program information into a multitude of languages other than English.

Additionally, vital and generic widely used written materials in the CDBG program will be translated into frequently encountered languages of Spanish and Chinese. A vital document is any document that is critical for ensuring meaningful access to the recipients' major activities and programs by beneficiaries generally and LEP persons specifically. Whether or not a document (or the information it solicits) is "vital" may depend upon the importance of the program, information, encounter, or service involved. Vital and generic widely used documents include:

- Program/Service Flyers
- Program/Service Applications
- Self-Certification Forms
- Model leases or eviction notices

HUD has adopted a "safe harbor" for translation of written materials. The Guidance identifies actions that will be considered strong evidence of compliance with Title VI obligations. Failure to provide written translations under these cited circumstances does not mean that the Township is in noncompliance. Rather, the "safe harbors" provide a starting point for recipients to consider. The table below sets forth safe harbors for written translations:

Size of Language Group	Recommended Provision of Written Language Assistance
1,000 or more in the eligible population in the market area or among current beneficiaries	Translated vital documents
More than 5% of the eligible population or beneficiaries <i>and</i> more than 50 in number	Translated vital documents
More than 5% of the eligible population or beneficiaries <i>and</i> 50 or less in number	Translated written notice of right to receive free oral interpretation of documents.
5% or less of the eligible population or beneficiaries and less than 1,000 in number	No written translation is required.

Source: HUD Safe Harbors

The Township’s analysis indicates that there are two (2) language groups with a population greater than 5% of the total Township population or 1,000 persons that “speaks English less than very well,” which is Spanish or Spanish Creole and Chinese. Therefore, translated vital documents should be made available in English, Spanish and Chinese.

Public Notices and Public Outreach

Published citizen participation advertisements will include a statement in LEP languages identified in this plan (i.e., Chinese and Spanish), indicating program materials and interpreters are available, upon request. For example, public notices should include the following statements (or phrasing similar thereto):

English

All interested individuals and organizations are invited and encouraged to attend these public hearings. Persons interested in attending the hearings who require interpretive assistance (i.e. hearing impaired or non-English speaking), or other accommodations, shall notify the Department of Community Development at least five (5) working days prior to the meeting by contacting Mara Wuebker at 856-488-7870 or mwuebker@chnj.gov. Persons interested in reviewing the document who require translation assistance (i.e. visually impaired or non-English speaking), or other accommodations, shall notify the Department of Community Development by contacting Mara Wuebker at (856) 488-7870 or mwuebker@chnj.gov.

Spanish

Todas las personas y organizaciones interesadas están invitadas a asistir a estas audiencias públicas. Las personas que deseen atender y requieran asistencia de interpretación (es decir, personas con problemas de audición o que no hablen inglés), u otras adaptaciones, deben notificar a Departamento of Community Development al menos cinco (5) días hábiles antes de la audiencia, comunicándose con Mara Wuebker al (856) 488-7870 o mwuebker@chnj.gov. Las personas que deseen revisar el documento y requieran asistencia de traducción (es decir, personas con discapacidad visual o que no hablen inglés), u otras adaptaciones, deben notificar a Departamento of Community Development comunicándose con Mara Wuebker al (856) 488-7870 o mwuebker@chnj.gov.

Chinese

我们鼓励所有感兴趣的个人和组织参加这些公开听证会。任何有兴趣审查文件或参加听证会的人士，如果需要翻译和/或口译协助（即听力受损或不会讲英语的人士）或其他便利服务，请打电话 (856)488-7870 或发送电子邮件至 mwuebker@chnj.gov，联系 Mara Wuebker 来通知社区发展部。请至少提前五 (5) 个工作日提出申请，以便社区发展部获取笔译和/或口译服务资源。

Monitoring and Updating the LAP

The Township, on a frequent basis, will assess the effectiveness of the LAP and assess potential LAP modifications based on:

- Current LEP populations in service area or population encountered or affected;
- Frequency of encounters with LEP language groups;
- Nature and importance of activities to LEP persons;
- Availability of resources, including technological advances, additional resources, and the costs imposed;
- Whether existing assistance is meeting the needs of LEP persons;
- Whether staff knows and understands the LAP and how to implement it;
- Whether identified sources for assistance are still available and viable.

The Township will consider demographic shifts (as information becomes available), types of services, or other needs requiring reevaluation. If other populations of LEP persons are identified in the future, Cherry Hill will consider additional measures to serve the language access needs of those persons.

Language Assistance Coordinator

Mara Wuebker, Deputy Director of Community Development, is the Township's designated CDBG Equal Opportunity/Limited English Proficiency Coordinator and may be reached on weekdays from 9:00AM – 5:00PM at (856) 488-7870 or mwuebker@chnj.gov.

APPENDIX A

Language Spoken at Home by Ability to Speak English For the Population 5 Years and Older

	Population Estimate	Percentage of Total Population
Total Population	67,193	100.00%
Speak only English	52,027	77.4%
Spanish or Spanish Creole:	3,670	5.5%
Speak English "very well"	2,363	3.5%
Speak English less than "very well"	1,307	1.9%
French (incl. Patois, Cajun):	213	0.3%
Speak English "very well"	150	0.2%
Speak English less than "very well"	63	0.1%
French Creole:	51	0.1%
Speak English "very well"	25	0.0%
Speak English less than "very well"	26	0.0%
Italian:	416	0.6%
Speak English "very well"	275	0.4%
Speak English less than "very well"	141	0.2%
Portuguese or Portuguese Creole:	45	0.1%
Speak English "very well"	14	0.0%
Speak English less than "very well"	31	0.0%
German:	67	0.1%
Speak English "very well"	63	0.1%
Speak English less than "very well"	4	0.0%
Yiddish:	73	0.1%
Speak English "very well"	48	0.1%
Speak English less than "very well"	25	0.0%
Other West Germanic languages:	6	0.0%
Speak English "very well"	6	0.0%
Speak English less than "very well"	0	0.0%
Scandinavian languages:	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
Greek:	328	0.5%
Speak English "very well"	225	0.3%

Speak English less than "very well"	103	0.2%
Russian:	920	1.4%
Speak English "very well"	442	0.7%
Speak English less than "very well"	478	0.7%
Polish:	438	0.7%
Speak English "very well"	292	0.4%
Speak English less than "very well"	146	0.2%
Serbo-Croatian:	29	0.0%
Speak English "very well"	5	0.0%
Speak English less than "very well"	24	0.0%
Other Slavic languages:	144	0.2%
Speak English "very well"	100	0.1%
Speak English less than "very well"	44	0.1%
Armenian:	75	0.1%
Speak English "very well"	75	0.1%
Speak English less than "very well"	0	0.0%
Persian:	188	0.3%
Speak English "very well"	155	0.2%
Speak English less than "very well"	33	0.0%
Gujarati:	481	0.7%
Speak English "very well"	342	0.5%
Speak English less than "very well"	139	0.2%
Hindi:	341	0.5%
Speak English "very well"	258	0.4%
Speak English less than "very well"	83	0.1%
Urdu:	231	0.3%
Speak English "very well"	128	0.2%
Speak English less than "very well"	103	0.2%
Other Indic languages:	377	0.6%
Speak English "very well"	243	0.4%
Speak English less than "very well"	134	0.2%
Other Indo-European languages:	342	0.5%
Speak English "very well"	269	0.4%
Speak English less than "very well"	73	0.1%
Chinese:	2,539	3.8%

Speak English "very well"	1,286	1.9%
Speak English less than "very well"	1,253	1.9%
Japanese:	63	0.1%
Speak English "very well"	55	0.1%
Speak English less than "very well"	8	0.0%
Korean:	821	1.2%
Speak English "very well"	264	0.4%
Speak English less than "very well"	557	0.8%
Mon-Khmer, Cambodian:	75	0.1%
Speak English "very well"	19	0.0%
Speak English less than "very well"	56	0.1%
Hmong:	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
Thai:	28	0.0%
Speak English "very well"	13	0.0%
Speak English less than "very well"	15	0.0%
Laotian:	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
Vietnamese:	940	1.4%
Speak English "very well"	208	0.3%
Speak English less than "very well"	732	1.1%
Other Asian languages:	686	1.0%
Speak English "very well"	415	0.6%
Speak English less than "very well"	271	0.4%
Tagalog:	862	1.3%
Speak English "very well"	609	0.9%
Speak English less than "very well"	253	0.4%
Other Pacific Island languages:	52	0.1%
Speak English "very well"	52	0.1%
Speak English less than "very well"	0	0.0%
Navajo:	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%

Other Native North American languages:	0	0.0%
Speak English "very well"	0	0.0%
Speak English less than "very well"	0	0.0%
Hungarian:	20	0.0%
Speak English "very well"	20	0.0%
Speak English less than "very well"	0	0.0%
Arabic:	242	0.4%
Speak English "very well"	209	0.3%
Speak English less than "very well"	33	0.0%
Hebrew:	350	0.5%
Speak English "very well"	290	0.4%
Speak English less than "very well"	60	0.1%
African languages:	25	0.0%
Speak English "very well"	25	0.0%
Speak English less than "very well"	0	0.0%
Other and unspecified languages:	28	0.0%
Speak English "very well"	28	0.0%
Speak English less than "very well"	0	0.0%

Source: 2011-2015 American Community Survey 5-Year Estimates

APPENDIX B

- | | |
|---|------------------------|
| <input type="checkbox"/> <p>ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.</p> | 1. Arabic |
| <input type="checkbox"/> <p>Խոսողո՞ւմ ե՞սք նշո՞ւմ կատարե՞ք այս քանակուսու՞մ,
եթե խոսո՞ւմ կա՞մ կարո՞ւմ եք հայերեն:</p> | 2. Armenian |
| <input type="checkbox"/> <p>যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।</p> | 3. Bengali |
| <input type="checkbox"/> <p>ល្អបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។</p> | 4. Cambodian |
| <input type="checkbox"/> <p>Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.</p> | 5. Chamorro |
| <input type="checkbox"/> <p>如果你能读中文或讲中文，请选择此框。</p> | 6. Simplified Chinese |
| <input type="checkbox"/> <p>如果你能讀中文或講中文，請選擇此框。</p> | 7. Traditional Chinese |
| <input type="checkbox"/> <p>Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.</p> | 8. Croatian |
| <input type="checkbox"/> <p>Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.</p> | 9. Czech |
| <input type="checkbox"/> <p>Kruis dit vakje aan als u Nederlands kunt lezen of spreken.</p> | 10. Dutch |
| <input type="checkbox"/> <p>Mark this box if you read or speak English.</p> | 11. English |
| <input type="checkbox"/> <p>اگر خواندن و نوشتن فارسي بلد هستيد، اين مربع را علامت بنيد.</p> | 12. Farsi |

<input type="checkbox"/>	Cocher ici si vous lisez ou parlez le français.	13. French
<input type="checkbox"/>	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
<input type="checkbox"/>	Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	15. Greek
<input type="checkbox"/>	Make kazye sa a si ou li oswa ou pale kreyòl ayisyen.	16. Haitian Creole
<input type="checkbox"/>	अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
<input type="checkbox"/>	Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
<input type="checkbox"/>	Jelölje meg ezt a kockát, ha megérta vagy beszéli a magyar nyelvet.	19. Hungarian
<input type="checkbox"/>	Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	20. Ilocano
<input type="checkbox"/>	Marchi questa casella se legge o parla italiano.	21. Italian
<input type="checkbox"/>	日本語を読んだり、話せる場合はここに印を付けてください。	22. Japanese
<input type="checkbox"/>	한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
<input type="checkbox"/>	ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.	24. Laotian
<input type="checkbox"/>	Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

<input type="checkbox"/>	Assinale este quadrado se você lê ou fala português.	26. Portuguese
<input type="checkbox"/>	Însemnați această casuță dacă citiți sau vorbiți românește.	27. Romanian
<input type="checkbox"/>	Пометьте этот квадратик, если вы читаете или говорите по-русски.	28. Russian
<input type="checkbox"/>	Обележите овај квадратик уколико читате или говорите српски језик.	29. Serbian
<input type="checkbox"/>	Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	30. Slovak
<input type="checkbox"/>	Marque esta casilla si lee o habla español.	31. Spanish
<input type="checkbox"/>	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	32. Tagalog
<input type="checkbox"/>	ให้กาเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย.	33. Thai
<input type="checkbox"/>	Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	34. Tongan
<input type="checkbox"/>	Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.	35. Ukrainian
<input type="checkbox"/>	اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	36. Urdu
<input type="checkbox"/>	Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	37. Vietnamese
<input type="checkbox"/>	באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.	38. Yiddish

I speak ...

A

Amharic

እኔ አማርኛ ነው ምናገረው.

Arabic

أنا أتحدث اللغة العربية

Armenian

Ես խոսում եմ հայերեն

B

Bengali

আমী বাংলা কথা বলতে পারী

Bosnian

Ja govorim bosanski

Bulgarian

Аз говоря български

Burmese

ကျွန်တော်/ကျွန်မ မြန်မာ လို ပြောတတ် ပါတယ်။

C

Cambodian

ខ្ញុំនិយាយភាសាខ្មែរ

Cantonese

我講廣東話 (Traditional)

我讲广东话 (Simplified)

Catalan

Parlo català

Croatian

Govorim hrvatski

Czech

Mluvím česky

D

Danish

Jeg taler dansk

Dari

من دری حرف می زنم

Dutch

Ik spreek het Nederlands

E

Estonian

Ma räägin eesti keelt

F

Finnish

Puhun suomea

French

Je parle français

G

German

Ich spreche Deutsch

Greek

Μιλώ τα ελληνικά

Gujarati

હુ ગુજરાતી બોલુ છુ

H

Haitian Creole

M pale kreyòl ayisyen

Hebrew

אני מדבר עברית

Hindi

मैं हिंदी बोलता हूँ ।

Hmong

Kuv has lug Moob

Hungarian

Beszélek magyarul

I

Icelandic

Èg tala íslensku

Ilocano

Agsaonak ti Ilokano

Indonesian

syay bisa berbahsa Indonesia

Italian

Parlo italiano

J

Japanese

私は日本語を話す

K

Kackchiquel

Quin chagüic'ká chabal' ruin' rí
tzújon cakchiquel

Korean

한국어 합니다

Kurdish

man Kurdii zaanim

Kurmanci

man Kurmaanji zaanim

L

Laotian

ຂອຍປາກພາສາລາວ

Latvian

Es runāju latviski

Lithuanian

Aš kalbu lietuviškai

M

Mandarin

我講國語 (Traditional)

我讲国语/普通话 (Simplified)

Mam

Bán chiyola tuj kíyol mam

Mon

အဲဟို အင်္ဂလိပ် ဘာသာ

N

Norwegian

Jeg snakker norsk

P

Persian

من فارسی صحبت می کنم.

Polish

Mówię po polsku

Portuguese

Eu falo português do Brasil
(for Brazil)

Eu falo português de Portugal
(for Portugal)

Punjabi

ਮੈਂ ਪੰਜਾਬੀ ਬੋਲਦਾ/ਬੋਲਦੀ ਹਾਂ।

Q

Qanjobal

Ayin tí chí walq' anjob' al

Quiche

In kinch'aw k'uin ch'e quiche

R

Romanian

Vorbesc românește

Russian

Я говорю по-русски

S

Serbian

Ja govorim српски

Sign Language (American)



I, ME



SIGN, SIGN LANGUAGE

Slovak

Hovorím po slovensky

Slovenian

Govorim slovensko

Somali

Waxaan ku hadlaa af-Soomaali

Spanish

Yo hablo español

Swahili

Ninaongea Kiswahili

Swedish

Jag talar svenska

T

Tagalog

Marunong akong mag-Tagalog

Tamil

நான் தமிழ் பேசுவேன்

Thai

พุดภาษาไทย

Turkish

Türkçe konuşurum

U

Ukrainian

Я розмовляю українською мовою

Urdu

میں اردو بولتا ہوں

V

Vietnamese

Tôi nói tiếng Việt

W

Welsh

Dwi'n siarad

X

Xhosa

Ndithetha isiXhosa

Y

Yiddish

איך רעד יידיש

Yoruba

Mo nso Yooba

Z

Zulu

Ngiyasikhuluma isiZulu

Selected Indigenous Languages of Mexico

Agrupación Lingüística	Variante Lingüística	Frase en español	Frase en lengua
chichimeo jonaz	chichimeco jonaz	yo hablo chichimeca	ikáují úza' é~í
mazateco	mazateco del norte	yo hablo mazateco Hablo la lengua de Santa María Chilchotla	Cha'ña enná Cha'ña énn nda xo
maya	maya	Yo hablo maya	teen k-in t'aan maya
mixe	mixe bajo	Yo hablo mixe	Madyakpiëch ayuuk
	mixe alto, de Tlahuitoltpec	Yo hablo mixe	Xaamkëjxpët ayuujk èts nkajpyxyppy
mixteco	mixteco del oeste de la costa	yo hablo mixteco	Yuu kain se'en savi ñu ñundua

Selected Indigenous Languages of Mexico

Agrupación Lingüística	Variante Lingüística	Frase en español	Frase en lengua
náhuatl	náhuatl de la huasteca veracruzana (se entiende junto con Yeracruz y San Luis Potosí)	yo hablo náhuatl	Na nilajitowa náhuatl
tojolabal	tojolabal	yo hablo tojolabal	Ja 'ke'ni wala kúmaniyon tojol-abál
triqui	triqui de la baja	yo hablo triqui	'unj a'mii xna' ánj nu'a
tseltal	tseltal (variante unificada)	Yo hablo tseltal	Te jo'one ja k'op te bats'il k'op tseltal
tsotsil	tseltal (variante unificada)	Yo hablo tsotsil	Vu'une jna'xi k'opoj ta bats'i k'op
zapoteco	zapoteco de la planicie costera	yo hablo zapoteco	Naa riné' diidxazá
chinanteco	chinanteco del sureste medio	yo hablo chinanteco	Jnea lo'n jujimí kíee 'dsa mo'kuöo

A - pg. 3

Amharic
 Arabic
 Armenian

B - pg. 3

Bengali
 Bosnian
 Bulgarian
 Burmese

C - pg. 4

Cambodian
 Cantonese
 Catalan
 Croatian
 Czech

D - pg. 5

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 of Mexico.

Limited English Proficiency Resources

www.lep.gov

“**I Speak**” is provided by the Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL).

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Office for Civil Rights and Civil Liberties

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**Township of Cherry Hill,
Citizen Participation Plan
Community Development Block Grant (CDBG) Program**

As of 3/17/23

In accordance with guidelines established by the US Department of Housing & Urban Development (HUD) in 24 CFR 91.105 and 91.505, the Township of Cherry Hill is revising the Citizen Participation Plan for the Community Development Block Grant (CDBG) program.

Purpose

The primary goal of a Citizen Participation Plan is to provide citizens, especially low and moderate income citizens of the community where CDBG-funded activities will take place, an opportunity to participate in a role in the planning, implementation, and assessment of the programs and projects. The Citizen Participation Plan establishes procedures for obtaining the views of citizens, public agencies, and other interested parties regarding the use of CDBG funds. Citizen input is essential in the following areas of the CDBG process:

- Identification of housing and community development needs;
- Development of the 5-year CDBG Consolidated Plan;
- Development of the Annual Action Plans (one for each year for five years);
- Development of the Citizen Participation Plan;
- Substantial amendments to the Consolidated Plan or the Annual Action Plan; and
- Review of program performance (Annual performance report (CAPER)).

Stakeholder Participation: Plan Development

The participation of all Township of Cherry Hill residents will be encouraged, including minorities, non-English speaking persons, and persons with disabilities, and the Township will take the appropriate actions to encourage this participation. It is the intent of this Plan that Citizen participation will be accomplished through informal meetings, outreach, public hearings, as well as public comment periods so that the community will become knowledgeable about the CDBG Program and can contribute some ideas to solving some of the community's needs.

There will be a minimum of two (2) public hearings for each program year. Additional public hearings may take place for proposed substantial amendments to the 5-year CDBG Consolidated Plan or an Annual Action Plan, to seek input on CDBG program performance, or if otherwise desired.

Public Hearing 1: Identification of Community Needs and Receipt of Ideas for Activities

Overview. The first public hearing shall be held to gather input and ideas in the development of the 5-year CDBG Consolidated Plan and each subsequent Annual Action plan (one each year for five years) in order to obtain the views of citizens, local public and non-profit agencies, philanthropic organizations, and community-based and faith-based organizations, as described below. Notice of the time, date and place of each public hearing shall be provided at least **ten (10) days** prior to the scheduled public hearing in accordance with the 'General Requirements for all Public Hearings below.' This first public hearing shall occur before any proposed consolidated or annual plan is published for comment.

Topics. The first public hearing will review the following matters:

- Total amount of anticipated CDBG Grant Funds available
- CDBG program National Objectives
- CDBG program Eligible Activities and targeted populations
- CDBG program requirements
- Review of previous program year(s) use of CDBG funds
- Public input on community development and housing needs, particularly of low and moderate income residents and targeted populations under the CDBG program
- Public input on suggestions for proposed use of CDBG funds
- Public input and comment on all aspects of the Township's CDBG program performance (see general requirements below)

Preparation of Draft Plan. After the first public hearing identifying needs and gathering ideas for activities, the Department of Community Development shall cause the preparation of a Draft 5-year Consolidated Plan (and/or draft Annual Action Plan, whichever is applicable) and shall post a copy of the proposed Plan on the Township website.

Comment Period. Notice of the availability of the document will be published in the non-legal section of the *Courier Post*, posted on the Township website, and notice of the availability of the document will be sent to other interested persons, including those who participated in the first public hearing. The document will be available for review at the Municipal Clerk's office, Cherry Hill Department of Community Development, the Cherry Hill library, and online on the Township website. The draft consolidated or annual plan will be available for public comment for a minimum of **thirty (30) days** following the published notice. All comments and views will be considered, and a summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, will be included in the final document submitted to HUD. During the comment period, opportunities must be provided for activities proposed to be added, deleted, or changed.

Public Hearing 2: Plan and Budget Review Hearing

Overview. A second public hearing will be held during, or after, the **thirty (30) day** comment period for the proposed 5-year Consolidated Plan (and/or the Annual Action plan, whichever is applicable) to review the Township's proposed Plan and Budget. Notice of the time, date and place of each public hearing shall be provided at least **ten (10) days** prior to the scheduled public hearing in accordance with the 'General Requirements for all Public Hearings below.'

Topics. The second public hearing will review the following matters:

- Review of proposals and comments from the program planning public hearing
- Proposed objectives and activities set forth in the proposed Plan
- Proposed use of CDBG funds set forth in the proposed Plan
- Proposed Budget
- Comments, suggestions and input in response to the proposed Plan
- Public input and comment on all aspects of the Township's CDBG program performance (see 'General Requirements for All Public Hearings' below)

Preparation of Final Plan. The proposed Plan and Budget will be available for review at the Municipal Clerk's office, Cherry Hill Department of Community Development, the Cherry Hill library, and online on the Township website. All comments and views will be considered, and a summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, will be included in the final document submitted to HUD.

Resolution Adopting Final Plan. After both the second public hearing and the close of the comment period, the

Department of Community Development shall finalize the Plan and Budget, and refer it to Township Council for a Resolution adopting the Plan and Budget at a public meeting. Once approved by Township Council, the Plan will be submitted to the U.S. Department of Housing and Urban Development (HUD) and a copy of the Plan shall be posted on the Township website.

General Requirements for All Public Hearings

1. Notice of the time, date and place of each public hearing shall be published in a **non-legal** section of the Courier Post at least **ten (10) days** prior to the scheduled public hearing.
2. Notices of the time, date, and place of each public hearing shall be posted on the Township website at least **ten (10) days** prior to the scheduled public hearing.
3. Notices announcing each public hearing will be emailed to local public agencies and departments, such as the the Parks and Recreation Department, the Public Works Department, Senior Services, and the Comptroller's Office. Additionally, notices announcing the public hearing will be emailed to other interested parties and non-profit organizations, such as Affordable Rental Housing at Tavistock (ARHAT), the Cherry Hill Food Pantry, current and/or past sub-recipients, and other community-based and faith-based organizations.
4. Public hearings will be scheduled at times and locations convenient to potential and actual beneficiaries, and with accommodation for persons with disabilities. *The public hearing notice will state that non-English speaking persons and others needing special assistance to participate in the public hearing process should contact the Township to make the necessary accommodations.* The Township shall take reasonable steps to provide language assistance to ensure meaningful access to participation by non-English-speaking residents of the community.
5. Copies of notice and affidavits of publication from the newspaper shall be retained.
6. Minutes of public hearing, with list of attendees, shall be kept.
7. At all public hearings, citizens and citizen organizations will be given the opportunity to assess and comment on all aspects of the Township's CDBG performance. This assessment will include a determination as to whether objectives have been achieved.
8. In accordance with the 2020 Coronavirus Aid, Relief and Economic Security Act (CARES Act), in emergency circumstances, in-person public hearings are not required. The grantee will make a good faith effort to provide an opportunity for the public to participate using whatever means are available, including electronic communications and virtual meetings. Grantees may meet public hearing requirements with virtual public hearings if: 1) national/local health authorities recommend social distancing and limiting public gatherings for public health reasons; and 2) virtual hearings provide reasonable notification and access for citizens in accordance with the grantee's certifications, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses.

CAPER – Annual Performance Report

The CAPER (Consolidated Annual Performance and Evaluation Report) is a tool used to evaluate accomplishments and actions taken during the previous program year. The CAPER report to HUD will include the following:

1. Progress towards addressing priorities, goals, and objectives outlined in Consolidated Plan
2. Progress of each CDBG activity
3. Financial report for each CDBG activity
4. The demographics of persons and households assisted

Additionally, all comments or views of citizens received in writing or orally at public hearings will be considered during the preparation of the annual performance report. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, will be attached to the final performance report submitted to HUD.

Public Comment Period

Notice of the availability of the CAPER (Consolidated Annual Performance and Evaluation Report) for public review and comment will be published in the non-legal section of the *Courier Post*, posted on the Township website, and sent to local public agencies and other interested parties, including program participants. The document will be available for review at the Municipal Clerk's office, Cherry Hill Department of Community Development, the Cherry Hill library, and online on the Township website. The annual performance report will be available for public comment for a minimum of **fifteen (15) days** following the published notice. All comments and views will be considered, and a summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, will be included in the final document submitted to HUD.

Amendments to the 5-Year CDBG Consolidated Plan or Annual Action Plan

There are times when the Township must amend its 5-Year CDBG Consolidated Plan or Annual Action Plan after the plans have already been approved. For example, such amendments may include changing the purpose, scope, location or beneficiary of an activity; to reallocate CDBG funds; to designate new activities, to change the use of CDBG funds from one eligible activity to another. While all amendments must be made public, it is substantial amendments that are subject to a citizen participation process, in accordance with the requirements herein.

A Substantial Amendment is a new Program Activity, cancellation of an approved activity, or a re-programming of funds greater than 35% of the total current Program Year Allocation PLUS the available Program Income. A minor amendment is a budget change less than or equal to 35 percent of the total CDBG budget PLUS the available Program Income, or a change in the location of activities already included in the consolidated or annual plan. Minor changes do not require a citizen participation process, i.e., public hearing or public comment.

Substantial Amendment: Public Comment Period

A proposed Substantial Amendment shall be available for review and public comment for a minimum of **thirty (30) days** following the published notice of availability. The notice will be published in the **non-legal** section of the *Courier Post*, posted on the Township website, and sent to local public agencies and other interested parties. The document will be available for review at the Municipal Clerk's office, Cherry Hill Department of Community Development, the Cherry Hill library, and online on the Township website. All comments and views will be considered, and a summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, will be included in the final document submitted to HUD.

Substantial Amendment: Public Hearing

Additionally, a public hearing on the proposed Substantial Amendment will be held during, or after, the **thirty (30) day** comment period to review the proposed changes. Notice of the time, date and place of each public hearing shall be provided at least **ten (10) days** prior to the scheduled public hearing in accordance with the 'General Requirements for all Public Hearings below.' All comments and views will be considered, and a summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, will be included in the final document submitted to HUD.

ADDITIONAL PROGRAM INFORMATION

Displacement and Relocation

The Township of Cherry Hill shall be committed to the minimization of displacement of persons in the conduct of its redevelopment efforts. If any dislocation takes place through government action, a relocation plan will be prepared to provide the necessary funding for moving, dislocation and rental assistance. Relocation benefits will be paid according to applicable state or federal regulations. If any persons are displaced from their rental property due to housing code violations, they will be assisted by the Township as required under the State of New Jersey Workable Relocation Assistance Program (WRAP), which provides for moving and dislocation costs, and a rental subsidy, if necessary. In the case of code violations, the Township will seek reimbursement of such moving, dislocation and rental assistance costs from the property owner of record. If no reimbursement is forthcoming, a lien will be placed on the subject property.

Citizen Participation Coordinator

The Community Development Deputy Director, or his/her designee, shall serve as the Citizen Participation Coordinator. He or she can be reached at Cherry Hill Township, Community Development Department, 820 Mercer Street, Room 202, Cherry Hill, NJ 08002. Phone: (856) 488-7870.

Technical Assistance

The Township will provide technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals, subject to a limitation determined by the Township with respect to the resources available to the Township and the overall objectives of the CDBG program. Requests for technical assistance should be made to: CDBG Program, Cherry Hill Township, Department of Community Development 820 Mercer Street, Room 202, Cherry Hill, NJ 08002 (856) 488-7870

Availability of Information

The Township of Cherry Hill will make available, upon written request for a specific record, copies of program records and information concerning the CDBG program, to any person or organization, to the extent that such requests are consistent with consideration of personal privacy and obligations of confidentiality of HUD-assisted client information. Any Open Public Records Request (OPRA) may be submitted through the Township website at: <https://www.chnj.gov/376/Requesting-Records-Information-OPRA> or to the following office: Cherry Hill Township, Office of the Municipal Clerk, 820 Mercer Street, Room 105 Cherry Hill, NJ 08002

Complaints & Grievances

Complaints and grievances must be filed in writing with the Director of Community Development, 820 Mercer Street, Room 202, Cherry Hill, NJ 08002. Written answers to properly filed complaints and grievances will be provided within 15 working days, where practicable.