

Program Description

Completed by jpomante@boswellengineering.com on 12/27/2022
8:17 AM

Case Id: 37330

Name: Borough of Roseland - 2023/24

Address: *No Address Assigned

Overview



Community Development Block Grant Program PY 2023 CDBG Application - Public Facilities & Improvements

**Joseph N. DiVincenzo,
Jr.**
Essex County Executive

Anibal Ramos, Jr.
Department Director

John M. Soares
Division Director

This application is for public facility and improvement projects (NOT for Public Service or for Rental/Mortgage Assistance).

PROGRAM DESCRIPTION

In 1974, the federal government enacted the Federal Housing and Community Development Act. Title I of the Act combined several funding programs into a single program called "Community Development Block Grant" (CDBG). Congress designed the CDBG program to enhance and maintain the viability of urban communities. The CDBG program accomplishes these goals by providing decent housing, suitable living environments and expanded economic opportunities; principally for low-and moderate-income persons. The U.S. Department of Housing and Urban Development (HUD) administers the CDBG program through state and local governments.

Communities receiving CDBG block grants are free to develop their own programs and funding priorities based on local community development needs. However, these "entitlement communities" must promote the national CDBG objectives by giving the highest funding priority to activities which benefit low-and moderate-income persons, or which aid in the elimination and prevention of slums and blight. Under certain circumstances, CDBG funds may be used as urgent need to address an immediate threat to public health and safety. CDBG activities must adhere to federal eligibility requirements to ensure consistency with the national objectives.

PROGRAM GUIDELINES

Federal regulations define the parameters for using CDBG funds according to the national objectives. They also specify eligible program activities. Copies of these regulations are available on HUD's website at:
<http://www.hud.gov/offices/cpd/lawsregs/>.

- Eligible activities include acquisition of real property for an eligible use, construction and rehabilitation of public facilities, demolition and clearance of deteriorated buildings, community services for low-and moderate-income persons or households, removal of barriers that restrict the mobility of elderly and severely disabled adults, and special economic development activities. Eligible public facilities are publicly owned, traditionally provided by the government, or owned by a nonprofit and open to the general public. Examples include but are not limited to neighborhood facilities, firehouses, public schools, libraries, and buildings that shelter persons with special needs, such as nursing and convalescent homes, hospitals, shelters and/or transitional housing for victims of domestic violence and the homeless, halfway houses for run-away children, drug offenders or parolees, and group homes for the developmentally disabled. Public improvements include

not are not limited to streets, sidewalks, curb and gutters, parks, playgrounds, water and sewer lines, flood and drainage improvements, utility lines, and aesthetic amenities on public property such as trees.

- Ineligible activities include construction of religious facilities or government buildings, new housing construction, equipment purchases, maintenance and operation expenses, political or religious proselytizing, and fund raising. Government buildings include buildings or other facilities in which the legislative, judicial or general administrative affairs of government are conducted, but does not include buildings which are used to deliver services to the public, such as police stations or fire stations. However, CDBG assistance to a building in which the chief of police or the fire captain have their offices would generally be ineligible.

County staff will review all proposals for eligibility and rate the proposals based on their consistency with the national CDBG objectives and the strategies and goals of the adopted Consolidated Plan, and the historical performance of completing proposed activities in a timely manner for applicants that have previously received CDBG awards. Approved proposals and their evaluations will be forwarded to the Board of County Commissioners and to the County Executive office for funding priority ranking/recommendations.

PROGRAM GOALS

The County funds organizations who exemplify the capacity to provide benefits to low and moderate income persons within the County of Essex, NJ, to eliminate and prevent slums and blight, to deliver services in times of emergencies and to address urgent needs for the county.

APPLICATION NOTES

The Essex County Division of Housing and Community Development reserves the right to reject any application that is not completed in accordance with the following instructions.

All completed applications will be reviewed by the Essex County Office of Inspector General and any findings could result in the disqualification of an application.

APPLICATION REQUIREMENTS

The application must be completed in its entirety via the Neighborly Software Portal for the applicable PY 2023 CDBG Services or PY 2023 CDBG Public Facilities/Improvements applications. A completed application along with accompanying attachments and exhibits must be submitted by 6 PM on Thursday, December 29, 2022. Late applications will not be accepted.

To register with Neighborly Software, go to <https://portal.neighborlysoftware.com/essexcountynj/Participant>

All requested supporting documents must be submitted in order for an application to be considered complete. Any attachments that are not requested in the application will not be considered in the score ranking of your application.

A separate application is required for each project or activity. All infrastructure improvement projects must contain separate cost estimates for each area to be completed. For example, a neighborhood project

consisting of the reconstruction of 10 streets can be submitted in one application, however each street should be listed with its own qualifying data and cost estimate including engineering costs. This also includes water, sewer and sidewalk projects.

UEI AND SAM REGISTRATION

To be eligible for receipt of federal funds from the County you must provide a valid Unique Entity ID (UEI) Number and be registered under the System of Awards Management (SAM). Visit www.sam.gov for more information about registering with SAM and obtaining a Federal UEI number.

CENSUS TRACT DATA FOR AREA BENEFIT ACTIVITIES

Census tract, and block group must be entered for Area Benefit projects based on 2015 ACS data. To obtain the data required to assess if an Area Benefit project is eligible for CDBG funds, please search for the applicable Census tract and Block Groups via the website at:

<https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=ffd0597e8af24f88b501b7e7f326bedd#>

Note that HUD may update census tract data after applications are submitted, in which case we would reassess income eligibility of various projects.

ADA PROJECT ACTIVITIES

ADA activities service a Limited Clientele. For these projects please provide the estimated population of seniors and disabled adults from the community being serviced. This data can be obtained from US Census demographic data. Note that disabled children younger than 18 years old are not considered when defining the population being served for these type of projects. To expedite the preparation of data for HUD, it would be helpful, but not required, to provide the census tract and block group for the primary office or project site for the proposed activity.

DIRECT BENEFIT ACTIVITIES

Describe the source where your data is derived from and upload applicable supporting documentation as requested.

PERFORMANCE MEASUREMENT

Identify the national objective which your proposed project will fulfill and define the special population which you will serve. Explain how your proposed project will fit the needs of the population you plan to serve (i.e. removal of ADA barriers, case management services for victims of domestic violence). Describe how your proposed project will assess the needs of your target population (i.e. the removal of ADA barriers will create an avenue for disabled citizens to receive services, make the victims of domestic violence more

knowledgeable). Discuss how success of the proposed project will be measured (i.e. the organization regularly monitors the status of the population served by performing annual income certifications, financial documentation, etc.).

PROJECT SITES LOCATED IN FLOOD PLAINS

Please provide copy of flood insurance and /or confirm if the municipality is participating in the National Flood Insurance Program.

SCOPE OF SERVICES AND BUDGETS

Please provide concise and clear and reasonable accurate descriptions for the proposed scope of services and budgets. Remember that scope and budget descriptions are the basis for disbursing funds during the voucher process.

CAPITAL IMPROVEMENT PROJECTS FOR NON PROFIT AGENCIES

Please provide a recent building appraisal and title search or rundown for the proposed project property. If the Agency cannot provide these documents we require a board resolution or other legal document that shows the Non-Profit's ability to provide a personal guarantee or other type of credit enhancement in lieu of entering into a lien agreement with Essex County for the CDBG improvement funds. The County reserves the right to record a five year property lien for capital improvement projects.

OTHER FORMS

Be advised the following documents must be electronically executed via the application portal:

- Fair Housing Certification
- Certification of Application
- Certification of Title 2 CFR Part 200. MUST be signed and completed by the agencies Chief Financial Officer. The agencies Treasurer or Executive Director must sign if no CFO exists
- Requirements for Non-Profits
- Political Contributions

SECTION 3 REQUIREMENTS

For activities that receive a federal grant/loan award equal to or in excess of \$200,000, the sub recipient and the applicable contractors must provide information detailing whether the construction workers

qualify as Section 3 workers. Failure to provide this data will result in a recapture of approved Federal funding.

A. General

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3:18 PM

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A. General

In order to be eligible for receipt of federal funds from the County you must be registered under the System of Awards Management (SAM). Visit www.sam.gov for more information

A.1. Organization Name

Borough of Roseland

A.2. Priority Number

1

A.3. Funds Requested

\$30,000.00

A.4. UNIQUE ENTITY ID (UEI):

E2NYPAWBMH11

A.5. SAM CAGE CODE:

6CC37

A.6. Address

140 Eagle Rock Avenue Roseland, NJ 07068

A.7. Phone

(973) 226-8080

A.8. Fax

(973) 226-8520

MAIN CONTACT

A.9. Contact Person

Christopher Critchett

A.10. Title

Superintendent of Public Works/CDBG Coordinator

A.11. Email

ccritchett@roselandnj.org

A.12. Phone

Printed By: Joseph Pomante on 12/29/2022

(973) 226-6565

A.13. Fax

(973) 226-5820

A.14. Annual gross revenue (AGR) for preceding fiscal year

\$0.00

A.15. Federal awards (total) for preceding fiscal year

\$0.00

A.15a. Federal Award Over/Under \$25 MM?

A.16. Ratio of Federal Awards to AGR:

0.00 %

A.16a. Over/Under 80% AGR

Documentation



City/Town Procurement Policy *Required

Roseland Procurement Policy_2023CDBG.pdf



SAM Registration or SAM Entity Overview Screenshot *Required

SAM_2023.pdf



Certificate of Insurance

***No files uploaded*

B. Project Summary

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11:04 AM

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B. Project Summary

Please provide the following information.

B.1. Project Title

Tedesco Park ADA Accessibilty Improvements - Phase 3

B.2. Project Start Date

05/22/2023

B.3. Project Completion Date

12/31/2023

B.4. Total Implementation Time (months)

7 months

B.5. Site Address

62 Cooper Avenue Roseland, NJ 07068-0000

B.6. Site Control

Deed

If Other, specify

B.7. Is the site in a floodplain

Yes

B.8. Size (Sq.Ft.)

52,800

B.9. Census Tract(s) and Block Group(s)

209.02

B.10. Congressional district for project site (Required for FSRS report)

11

B.11. Tax Block

7

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B.12. Tax Lot

1

B.13. National Objective/Project Eligibility

Urgent Needs

B.14. Type of Activity

Public Improvement

C. Project Details

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11:07 AM

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C. Project Details

Please provide the following information.

C.1. Describe the proposed project, its implementation strategies and quantify (i.e., four new storm drains will be installed, street will be resurfaced with 600 linear feet of asphalt, etc.) the work to be performed for the proposed project with the requested CDBG funds.

The Borough of Roseland, in its continued efforts to rehabilitate Tedesco Park, would like to embark on another phase of its rehabilitation efforts. Previously, construction work has been completed to rehabilitate the existing basketball court. In addition, the Borough is finalizing its construction plans and specifications for the installation of a new pickleball court. The Borough previously completed the installation of ADA accessibility improvements which consisted of the installation of an ADA compliant ramp and access sidewalk through a portion of the facility. This work was completed with the Borough's 2021/2022 CDBG grant award. The Borough requests funding in the 2023/2024 funding cycle for the purpose of building upon the sidewalk accessibility project, thereby adding additional sidewalk and compliant ramps to further provide accessibility throughout Tedesco Park. The next phase of sidewalk installation will be utilized to connect the existing gate along Cooper Avenue to the existing playground and newly installed basketball court and potentially the existing pavillion which will be renovated utilizing the Borough's 2022/2023 CDBG grant award.

C.2. Total number of persons OR households benefiting from the proposed project (use households only if providing affordable housing or low/mod income housing benefits):

Households Benefiting (only if providing housing benefits)

Persons Benefiting

5,819

C.3. Project Benefit

Area Benefit

C.4. Source of Data

Other (Limited Clientele)

If Other, specify:

census data

C.5. List ACS Data Information:

Census Tract	Block Group	Percent	Number of LMI Persons
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200902	2	36.00 %	2,115
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C.6. Planning / Zoning Approvals

Permit/Variance	Required	Date Approved/Anticipated Approval
Use/Area Variance	No	M/d/yyyy
Parking Variance	No	M/d/yyyy
Rezoning	No	M/d/yyyy
Site Plan Approval	No	M/d/yyyy
Building Permit	No	M/d/yyyy
Stream Encroachment	No	M/d/yyyy
Special Permit	No	M/d/yyyy
Architectural Drawings	No	M/d/yyyy

Documentation

Permit/Copies of Completed Approvals

***No files uploaded*

Direct Benefit - Source Documentation required if selected

***No files uploaded*

Census Map - Attach a map for the area to be served by the proposed project

Census Map.pdf

Concept Plan_2023 CDBG.pdf

Public Hearing Advertisements

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Governing Body Resolution

***No files uploaded*

D. Performance Measurement

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10:27 AM

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D. Performance Measurement

Please provide the following information.

D.1. Objective

Create a sustainable living environment

D.2. List any special population (i.e., chronically homeless, handicapped, etc.) that the project will target for assistance.

Tedesco Park is a public facility that provides both passive and active recreation opportunities to all users. The facility is a public facility that is open to all people. This project consists of targeted ADA improvements which will specifically benefit handicapped persons wishing to enter into and travers through the park areas.

D.3. How does this proposed project fit the needs of the population to be served?

The project fits the needs of the population by continuing to upgrade and improve public facilities which were created for the benefit of all people. The project which represents a portion of the entire facility addresses the need to provide accessibility.

D.4. How are the target population's needs assessed?

The proposed concrete sidewalk and ADA compliant ramps will specifically target the needs of handicapped persons as well as person that have difficulites walking.

D.5. Describe performance measures used to evaluate the success of the proposed project

The project will be designed in accordance with applicable codes and standards including all applicable ADA guidelines by the office of the Borough Engineer. During the construction phase of the project routine inspections will be performed by qualified inspectors under the direction of the Borough Engineer to ensure compliance with the plans and specifications prepared for this project. Upon completion of the construction phase, a final inspection will be made by the Borough Engineer or his representatives to confirm completion of the project prior to final payment to the contractor.

D.6. Identify which County priority, as described in the 2020-2024 Consolidated Plan, that your proposed project addresses?

Public Improvement Needs

D.7. Describe how the proposed project will achieve the priority identified above.

This project specifically addresses ADA accessibility within an existing public facility and promotes the utilization of this facility for all residents and visitors.

D.8. Check the box of the national outcome which will be satisfied with the completion of your proposed project.

- Availability/Accessibility
- Affordability
- Sustainability

E. Federal Requirements

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E. Federal Requirements

Please provide the following information.

ENVIRONMENTAL HAZARDS

E.1. If the site for the proposed project is located within a flood plain, does applicant participate in the National Flood Insurance Program and/or have private flood insurance?

No

E.2. Will the proposed project impact groundwater?

No

E.3. Will the proposed project impact a historical or archaeological structure of site?

No

E.4. Are there any other known environmental hazards by the proposed project?

No

If Yes, please explain

If site is historical, contact local Historical Commission for input on capital projects.

Documentation

Attach Quad maps showing the location and service area of the proposed project (For capital projects only)

Maps.pdf

Photographs (capital projects only) Attach four 4" x 6" colored photos (no Polaroids) of the site and/or structure. (1) facing down the street, (1) facing up the street, (1) facing the front of site/structure, (1) in front facing away from site/structure

Site Photos_2022EC_CDBG.pdf

Supporting Documentation for National Flood Insurance Program or Private Flood Insurance

***No files uploaded*

Regulations (for capital projects only) if project is contingent upon other federal, state or local governmental requirements attach approvals, grant matching, etc. docs.

***No files uploaded*

F. Financials

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F. Financials

For Capital Improvement projects for Non-Profit Agency Public Facilities, a recent building appraisal and title search/rundown for the proposed project property is requested. If the Agency cannot provide these documents, a board resolution or other legal document that affirms the Non-Profit's ability to provide a personal guarantee or other type of credit enhancement in lieu of entering into a lien agreement with Essex County for the CDBG improvement funds should be submitted. The County reserves the right to record a 5 year restrictive lien that ensures the project site will be utilized to deliver the programs and services defined in the grant contract agreement.

F.1. List any judgment, lien, bankruptcy, litigation, indictment, debarment or criminal conviction below. These legal actions will not necessarily disqualify your application but failure to inform the County of Essex of these items will likely cause your application to be rejected. List the or identification number for each of these legal actions.

N/A

F.2. List all potential funding sources for this proposed project.

Funding Source	Funding Status	Amount
2023 Essex County Community Development Block Grant	Applied For	\$30,000.00
Total		\$30,000.00

F.3. Is one of the sources of funds from a municipality?

No

a. If Yes, are the necessary funds contained in the capital or current budget?

b. If funds are contained in a Capital Budget, when will the municipality introduce a bonding ordinance?

F.4. Project Budget

Budget Item	Total Project Cost	CDBG Funding Requested
Constructiuron: Roadway Striping	\$0.00	\$0.00
Construction: Roadway Milling	\$0.00	\$0.00
Construction: Roadway Paving	\$0.00	\$0.00
Construction: Roadway Tree Planting	\$0.00	\$0.00
Construction: Traffic Cones	\$0.00	\$0.00
Construction: Roadway Asphalt	\$0.00	\$0.00
Construction: Roadway ADA	\$0.00	\$0.00

Improvements		
Construction: Building	\$0.00	\$0.00
Construction: Building HVAC	\$0.00	\$0.00
Construction: Building ADA Improvements	\$25,000.00	\$25,000.00
Other	\$5,000.00	\$5,000.00
	\$30,000.00	\$30,000.00

F.5. Provide additional comments on the proposed budget. If you selected "Other" as a budget item provide a detailed description of what costs are included in "Other."

The costs represented in the "Other" line item are the soft costs associated with the preparation of the plans and specification, solicitation of construction quotations from qualified contractors, construction management and construction inspection of the project.

Documentation

Provide most recent Single Year Financial Audit ***Required**

0718_afs_2021.pdf

Funding Sources - Supporting Documents

2023ECCDBG-EE.pdf

G. Non-Profit Requirements

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G. Non-Profit Requirements

Please provide the following information.

G.1. Name of Fiscal Officer

Maureen Chumacas, Borough Administrator/CFO

G.2. Telephone

(973) 226-8080

G.3. Federal ID Number

226002270

G.4. Is agency exempt under Section 501(c)(3) of the U.S. IRS Code?

No

G.5. Corporation Type

Other

If Corporation Other, specify

The Borough of Roseland is a municipality (governmental agency) located in western Essex County

G.6. Is Agency a registered charity?

No

BACKGROUND INFORMATION

G.7. Mission of the Agency

The Borough of Roseland is a municipality (governmental agency) located in western Essex County

G.8. History of Agency

The Borough of Roseland is located in western Essex County, New Jersey and was incorporated on April 10, 1908. The Borough is governed under the Borough form of government comprised of a Mayor and six (6) Councilmembers all elected by the people.

Documentation

Charities Registration Form - if applicable

***No files uploaded*

Certificate of Incorporation

***No files uploaded*

List of Board of Directors

***No files uploaded*

Copy of Organization Chart

***No files uploaded*

IRS Letter granting tax exempt status under 501(c)(3)

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H. Certifications

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11:45 AM

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H. Certifications

Please provide the following information.

H.1. Fair Housing Certification

In accordance with the applicable statutes and the regulations governing consolidated plan regulations, the municipality/agency/applicant certifies that it will affirmatively further fair housing, which means it will utilize the County's analysis of impediments to fair housing choices within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard. The municipality/agency/applicant shall notify the County of any Fair Housing violations. Documented violations will result in the withholding of Federal funds.

H.2. Equity and Social Justice Certification

The municipality/agency/applicant certifies that it will provide public services and/or capital improvements that will be in compliance with the Equity and Social Justice obligations for CDBG funded activities. Essex County, through its' Five Year Consolidated Plan, and the U.S. Department of Housing and Urban Development (HUD), strive to reach and serve citizens and communities in a fair and equitable manner. "Equity" in this instance means all people have full and equal access to opportunities that enable them to attain their full potential. "Community" shall mean a group of people who share some of all of the following: geographic boundaries, sense of membership, culture, language, common norms and interest. Access to services, programs, facilities and housing is necessary to have equity for all persons, regardless of race, class, gender or language spoken. Inequities are created when barriers exist that prevent individuals and communities from accessing these opportunities and achieving their full potential.

H.3. What policies/ordinances does your municipality/agency have in place that addresses equity and social justice?

The Borough of Roseland is an equal opportunity employer and incorporates an inclusive approach to their hiring practices that complies with all applicable regulations. In addition, the Borough is committed to diversity and inclusion when implementing its policies and procedures.

H.4. What methods or tools does your agency use to ensure that your service delivery is equitable?

The Borough of Roseland is governed by a Mayor and six (6) Councilmembers who are duly elected by the residents. Their public service is focused on the delivery of Borough services equally to all residents/constituents of the Borough.

H.5. What steps will you take going forward to address barriers that may cause inequity in your service delivery?

The Borough of Roseland continues to work towards addressing barriers to providing equality in the provision of Borough services as an on-going process. Projects prior to and similar to this proposed project are examples of the Borough's commitment to addressing accessibility and equality.

I. Political Contributions

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I. Political Contributions

Political Contributions Made After July 11, 1986

STATEMENT OF CERTAIN

Ordinance Number 0-86-0007, as amended by Ordinance Number 0-95-0003, adopted by the Board of County Commissioners of the County of Essex, requires that all proposals for negotiated contracts submitted by individuals and/or business entities seeking to provide goods of to perform services for the County of Essex shall contain a statement setting forth each political contribution by them of \$500.00 of more made within five years next preceding the date of said contract, either directly or indirectly, to any County elected political official, County political party and/or County official, political organization, or any State political party.

Set fourth name of County elected official, County political party and/or County official, political organization, of State political party to whom a political contribution of \$500.00 of more was made by proposers within five (5) years of the date hereof. If none, write "none".

Name	Amount
Not Applicable	\$0.00

Authorized Signature

Joseph A. Pomante

Electronically signed by jpomante@boswellengineering.com on 12/28/2022 3:22 PM

Submit

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11:10 AM

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Submit

Applicant understands and agrees to comply with the policies, rules and regulations of Essex County and the U.S. Department of Housing & Urban Development if funding is awarded. It is further understood that information presented in this application will become a part of any subsequent funding agreement.

I acknowledge that I have read, reviewed and adhered to requirements applicable to our organization of Title 2 CFR Part 200 of the Federal Code.

I hereby certify that I have the authority to apply for financial assistance on behalf of the entity described herein, and that the information contained herein and attached is true, complete and correct to the best of my knowledge.

Authorized Party Name

Joseph A. Pomante

Title

Borough Engineer Representative/Alternate CDBG Coordinator

Signature

Joseph A. Pomante

Electronically signed by jpomante@boswellengineering.com on 12/29/2022 11:09 AM