



State of New Jersey

DEPARTMENT OF COMMUNITY AFFAIRS
101 SOUTH BROAD STREET
PO BOX 806
TRENTON, NJ 08625-0806

MIKIE SHERRILL
Governor

DR. DALE G. CALDWELL
Lieutenant Governor

JACQUELYN A. SUÁREZ
Commissioner

April 25, 2026

The Honorable Cassandra Lazzara
Freeholder
County of Passaic
Administration Building
401 Grand Street
Paterson, New Jersey 07505-2027

Re: Data-Driven Decision Making – Organizational
Enhancement 2023
Amendment #: **2023-05346-0920-06**
Total Award Amount: **\$536,820.00**

Dear Freeholder Lazzara:

The New Jersey Department of Community Affairs proposes to amend Agreement **2023-05346-0920-05** dated March 27, 2026 with this Amendment, **2023-05346-0920-06**, between the Department and County of Passaic. Please review this amendment letter and its attachments carefully. It may implement additional ancillary amendment purposes and agreement changes in addition to those which may have been requested.

The proposed purpose of this amendment is to:

- increase the award amount of the Agreement through the addition of **\$202,652.67** in new funds, thereby raising the total award amount to **\$536,820.00**. Execution of this amendment will implement the new budget attached and designated as **Section B**.
- modify the source and distribution amongst sources of funds. The amended 'Funding Amount and Sources of Funds' is contained in the attached amended '**AGREEMENT DATA SHEET**'.
- modify the scope of services of the grant/loan. The amended scope of services is contained in the attached amended **Section C**.

You may view this Amendment by selecting '**Grant Amendments/Revisions**' under the History section of the **SAGE System's** Grant Menu. Please contact your Program Manager should you have any questions. Thank you.

Sincerely,

Janel Winter
Division Director
Division of Housing and Community Resources

Recipient Acceptance of Terms:

The Honorable Cassandra Lazzara
Freeholder
County of Passaic

DEPARTMENT GRANT/LOAN APPROVAL OFFICER CERTIFICATION:

Paul Palamattam
Fiscal Administrator

I attest that sufficient funds have been appropriated by the State Legislature and are available for this grant/loan award.

AGREEMENT DATA SHEET

(X) GRANT () LOAN

PROJECT INFORMATION

FUNDING PROGRAM NAME: *Data-Driven Decision Making – Organizational Enhancement 2023*
 PROJECT TITLE: **Passaic County 3DM Submission**
 SERVICE AREA(S): **County of Passaic**

RECIPIENT INFORMATION

AGENCY NAME: **County of Passaic**
 ADDRESS: **Administration Building
 401 Grand Street
 Paterson, New Jersey 07505-2027**
 CHIEF FINANCIAL OFFICER: **Mr. Richard Cahill**
 VENDOR ID #: **226002466-99**
 TELEPHONE NUMBER: **(973) 881-4402**
 CHARITIES REGISTRATION #: **EX0000000**
 (Nonprofit Agencies Only)
 SAM Unique Entity #: **NYYJMEV218E5**

STATE INFORMATION

DEPARTMENT: **NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**
 DIVISION: **Division of Housing and Community Resources**
 ADDRESS: **101 South Broad Street, 5th Floor
 PO Box 806
 Trenton, NJ 08625-0806**
 CONTACT PERSON: **Tina McGill**
 TELEPHONE NUMBER: **(609) 577-5011**

FEDERAL INFORMATION:

FEDERAL AWARD AGENCY NAME:
 CFDA:

FUNDING AMOUNT AND SOURCE OF FUNDS

	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>	<u>CFDA #</u>
1 (Federal Funds)	2021-100-022-8020-300-2001-AD01-6130	\$20,000.00	21.027
Federal Award #: SLFRFDHCR1RU	Total Amount Federal Award: \$	Federal Award Date: 3/11/2021	
2 (State Funds)	2026-100-022-8020-101-FCOC-6130	\$516,820.00	
SUBTOTAL		\$536,820.00	
OTHER FUNDS		\$0.00	
TOTAL		\$536,820.00	

GRANT/LOAN AWARD PERIOD

GRANT/LOAN AWARD PERIOD: **August 01, 2023 THROUGH: June 30, 2026**
 LENGTH OF AWARD PERIOD: **2 Years, 11 Months**
 LIQUIDATION OF OBLIGATIONS MUST BE MADE BY: **September 28, 2026**

PURPOSE OF GRANT/LOAN

This award will provide funding to allow the Passaic CoC to hire a data analyst and implement a data visualization platform that will improve the CoC's ability to make planning decision based on accurate data.

Section B

Budget Detail

2023-05346-0920-06

Passaic County

Budget Category	State Funds	Other Funds	Total
ADM - Personnel			
Salaries/Wages			
Salaries for Administrative Staff	\$2,460.00		\$2,460.00
Minor Category Sub-Total	\$2,460.00		\$2,460.00
Fringe Benefits			
37% Fringe Benefits for Administrative Staff	\$540.00		\$540.00
Minor Category Sub-Total	\$540.00		\$540.00
Major Category Sub-Total	\$3,000.00		\$3,000.00
PROGRAM - Operating Cost			
Equipment			
HMIS Access for Data Consultant	\$0.00		\$0.00
Minor Category Sub-Total	\$0.00		\$0.00
Other			
CoC Bailout- 1st Disbursement	\$111,514.66		\$111,514.66
CoC Bailout- 2nd Disbursement	\$202,652.67		\$202,652.67
CoC Bailout- 3rd disbursement	\$202,652.67		\$202,652.67
Minor Category Sub-Total	\$516,820.00		\$516,820.00
Major Category Sub-Total	\$516,820.00		\$516,820.00
PROGRAM - Purchased Services			
Consultant			
Strategic Data Operations Planner Consultant	\$17,000.00		\$17,000.00
Minor Category Sub-Total	\$17,000.00		\$17,000.00
Major Category Sub-Total	\$17,000.00		\$17,000.00

PROGRAM: Data-Driven Decision Making – Organizational Enhancement Program FY2023
(Track 2)
GRANT / LOAN NUMBER: 2023-05346-0920
GRANTEE: Passaic County

GENERAL POLICIES AND REQUIREMENTS

The Grantee must promptly complete or renew its registration in the System for Award Management (SAM: <https://www.sam.com>); this registration must be available for the public to access. For more information, go to www.dnb.com.

The Grantee agrees to use the funding to build data analytics and data-driven decision-making capacity at the organizational and Continuum-of-Care levels of service for entities working with persons experiencing homelessness and those at risk of homelessness. The grant will include funding for two (2) tracks. Funding for track 1 is provided to hire a data analyst and to for infrastructure capacity. Funding for track 2 is provided to engage and hire a consultant to facilitate a strategic planning process focused on improving data collection, data quality, and data utilization for decision-making in a Continuum-of-Care, either through its lead or designated agency.

I. ELIGIBLE ACTIVITIES:

1. The grantee is responsible for assuring all activities under this contract are consistent with the intent and explicit activities that are outlined in the application submitted.
2. Allowable expenses for Track 2: Data Strategy & Transformation Planning Support applicants include:
 - i. The hiring of a contractor to facilitate strategic planning with regards to data utilization of ending homelessness.
 - ii. Contractor HMIS access.
3. It is the intent of this track to develop a plan that can be submitted for Track 1 funding consideration in follow-on years of this program.
4. Awardees of Track 2 programs **will not** participate in 3DM-OCP activities in 2023.

II. INELIGIBLE ACTIVITIES:

1. Activities not specifically approved through the funded application and deemed allowable through this contract.

III. FISCAL AND PROGRAM REPORTING REQUIREMENTS

<u>Grant Report Period</u>	<u>Due Date</u>
8/1/2023 - 10/30/2023	11/15/2023
11/1/2023 - 1/31/2024	2/15/2024

PROGRAM: Data-Driven Decision Making – Organizational Enhancement Program FY2023 (Track 2)

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2/1/2024 - 4/30/2024

5/15/2024

5/1/2024 - 7/31/2024

8/15/2024 (Final)

IV. PROGRESS REPORTS

The Progress Report is located within the SAGE system and must be submitted quarterly with the FSR no later than the 15th day following the quarter that has ended (see above schedule).

- a) Recorded attendance of staff, including supervisors and leadership, at training, meetings, case conferences, and presentations mandated by the Data Driven Decision Making – Organizational Enhancement Program initiative must be maintained by the grantee.

V. FINANCIAL REPORTS

- a) A Financial Status Report (FSR) comparing the recipient's actual expenditures of the project with the approved budget included in the grant agreement shall be submitted quarterly with each request for payment no later than 15th day of the following month. The FSR, which is in the SAGE system, must be submitted electronically.
- b) For administrative costs, Grantee will submit 1/4 of the total administrative budget approved quarterly for payment. **Please note that the administrative fees are a supplement to the agency's operating cost and not the only source for this program.**
- c) The FSR will be submitted quarterly with the program report no later than the 15th day of the following month. The FSR, which is in the SAGE system, must be submitted electronically.

VI. Continuum of Care Stabilization and Federal Funding Bridge Provision

Purpose and Authority

Notwithstanding any other provision of this Agreement, the New Jersey Department of Community Affairs ("DCA") authorizes the use of State funds for the temporary stabilization of Continuum of Care ("CoC")-funded programs experiencing delayed, interrupted, or pending federal funding. This provision is intended to prevent disruption of services, housing loss, or operational destabilization resulting from delays in the federal Continuum of Care award cycle administered by the U.S. Department of Housing and Urban Development ("HUD").

Authorized Stabilization Use of State Funds

DCA authorizes the Grantee to deploy State stabilization funds solely to sustain the following program during the federal funding gap period:

PROGRAM: Data-Driven Decision Making – Organizational Enhancement Program FY2023 (Track 2)
GRANT / LOAN NUMBER: 2023-05346-0920
GRANTEE: Passaic County

Program Names: Passaic County Project Based Housing First FY24, Passaic County Sponsor Based Housing First FY24, and Passaic County Tenant Based Housing First FY24

Stabilization Period means the temporary period during which State funds are used to sustain CoC funded program operations pending receipt of federal Continuum of Care funding.

Phase I – Stabilization Period

The Grantee shall utilize stabilization funds in accordance with the provisions of this Phase I. During the Stabilization Period, State stabilization funds may be used solely to maintain uninterrupted operation of the identified Continuum of Care programs.

Use of Stabilization Funds

Allowable expenditures are limited to activities and costs otherwise allowable under the HUD Continuum of Care Program and specifically allowable under the identified Continuum of Care project(s) included in this Scope of Services.

All expenditures must be reasonable, necessary, time-limited, and directly attributable to sustaining the identified program during the Stabilization Period.

Restrictions on Use of Stabilization Funds

State stabilization funds may not be used for activities outside the scope of the identified Continuum of Care project(s).

Stabilization funds may not be drawn, obligated, or expended for any costs that are eligible for reimbursement under the federal Continuum of Care award once such federal funding becomes available in HUD's Electronic Line of Credit Control System (ELOCCS), unless otherwise authorized in writing by DCA.

Program Monitoring

DCA may conduct oversight activities to verify continued program implementation during the Stabilization Period.

Such oversight may include review of program data through the Homeless Management Information System ("HMIS") and other documentation demonstrating program activity.

Upon request, the Grantee shall provide reports or documentation sufficient to demonstrate continued program operations during the Stabilization Period.

Duration of Stabilization Period

SECTION C
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PROGRAM: Data-Driven Decision Making – Organizational Enhancement Program FY2023 (Track 2)
GRANT / LOAN NUMBER: 2023-05346-0920
GRANTEE: Passaic County

The Stabilization Period shall remain in effect until the earlier of:

1. Availability of the federal Continuum of Care award funds through HUD's Electronic Line of Credit Control System (ELOCCS); or
2. Written determination by DCA that stabilization funding is no longer required.

The Grantee shall notify DCA in writing within **five (5) business days** of receiving notification from HUD that the federal award has been executed.

Within 30 days of the availability of federal Continuum of Care funding in HUD's Electronic Line of Credit Control System (ELOCCS), the Grantee shall ensure that all State stabilization funds provided under this initiative remain available for DCA-approved Phase II programmatic use or are returned to DCA in accordance with the Return of Funds provisions of this Agreement.

Phase II – Programmatic Use Following Federal Backfill

Upon availability of federal Continuum of Care funding in HUD's Electronic Line of Credit Control System (ELOCCS), the Stabilization Period shall conclude. The Grantee shall ensure that State stabilization funds are not drawn or expended for costs that are eligible to be reimbursed with federal Continuum of Care funds unless otherwise authorized in writing by DCA.

Within thirty (30) days of federal funding becoming available in HUD's Electronic Line of Credit Control System (ELOCCS), the Grantee shall reconcile stabilization funds used during the Stabilization Period. Following reconciliation, the full amount of State stabilization funds provided under this initiative shall be made available for Phase II programmatic use, subject to written approval from the New Jersey Department of Community Affairs (DCA).

The Grantee shall work collaboratively with the New Jersey Department of Community Affairs (DCA) to identify an appropriate Phase II programmatic use of funds that supports housing stability, program performance, or system capacity within the Continuum of Care service area.

Any Phase II programmatic use must be approved in writing by DCA prior to implementation.

Examples of potential Phase II activities may include, but are not limited to:

- o Expansion of housing stabilization or rapid rehousing activities
- o Augmentation of rental assistance or flexible financial assistance
- o Acceleration of housing placements or unit retention strategies
- o System coordination activities aligned with CoC priorities
- o One-time or time-limited investments that strengthen program performance or system capacity

PROGRAM: Data-Driven Decision Making – Organizational Enhancement Program FY2023 (Track 2)

GRANT / LOAN NUMBER: 2023-05346-0920

GRANTEE: Passaic County

The Grantee shall maintain documentation of stabilization expenditures and reconciliation activities and shall administer any authorized Phase II activities in accordance with written direction from DCA.

Return of Funds

If the Grantee does not elect to utilize stabilization funds for DCA-approved Phase II programmatic use, or if such use is not approved by DCA, the Grantee shall return all State stabilization funds provided under this initiative to DCA **within 30 days** of federal funding becoming available in HUD's Electronic Line of Credit Control System (ELOCCS).

DCA may issue additional written guidance regarding reconciliation or return of funds if necessary.

Non-Supplantation

State stabilization funds provided under this provision shall supplement, and not supplant, federal Continuum of Care funding.

These funds are intended solely to mitigate temporary federal funding timing disruptions and ensure continuity of housing and services.

The provisions set forth in this Section C, including any Phase II flexibility, shall apply solely to Continuum of Care (CoC) stabilization funds disbursed for CoC program operations for the period of January 2026 through April 2026.

VII. Additional Provision – May 2026 CoC Stabilization Disbursement

Notwithstanding any prior provisions set forth in this Section C, the following shall apply specifically to the May 2026 Continuum of Care (CoC) Stabilization disbursement:

Use of Funds

Funds disbursed under the May 2026 CoC Stabilization allocation shall be used solely to support eligible Continuum of Care (CoC) program operations during the stabilization period, in accordance with HUD CoC program requirements and this Agreement.

Return of Funds Requirement

All funds disbursed under the May 2026 CoC Stabilization allocation shall be subject to return to the New Jersey Department of Community Affairs (DCA) upon the availability of federal CoC funding.

Upon the availability of federal CoC funds through HUD's Electronic Line of Credit Control System (ELOCCS), the Grantee shall:

- Cease use of State stabilization funds for costs eligible for federal reimbursement; and

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(Track 2)

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GRANTEE: Passaic County

- Reconcile and remit all applicable funds to the NJ Department of Community Affairs.

The Grantee shall return such funds to the NJ Department of Community Affairs within thirty (30) days of the date federal CoC funds become available in ELOCCS, unless otherwise directed by DCA in writing.

Phase II Restriction

Funds associated with the May 2026 disbursement are not eligible for Phase II use and shall not be repurposed for any alternative programmatic activities. All such funds must be used exclusively for CoC stabilization purposes and returned to the Department in accordance with this Section.

Reconciliation and Documentation

The Grantee shall maintain internal documentation sufficient to demonstrate:

- Use of funds for eligible CoC program expenses during the stabilization period;
- Timing of federal CoC fund availability in ELOCCS; and
- Calculation and return of funds to the NJ DCA

Such documentation shall be made available to the NJ Department of Community Affairs upon request.