

# Middletown Township 2016 DRAFT Annual Action Plan

Prepared for:  
US Department of  
Housing and Urban Development  
New Jersey Field Office, Division of Community  
Planning and Development



Prepared by:  
Middletown Township Department of Planning and  
Community Development



*Organized December 14, 1667*  
*"Pride in Middletown"*

Middletown Township, Monmouth County, New Jersey  
Community Development Block Grant Program  
Monmouth County HOME Consortium  
September 2015

## **Middletown Township Committee**

Stephanie C. Murray, Mayor  
Stephen G. Massell, Deputy Mayor  
Anthony P. Fiore  
Gerard P. Scharfenberger Ph.D.  
Kevin M Settembrino

## **Middletown Township Community Development Program**

Amy H. Sarrinikolaou, PP, AICP, Director of Community Development  
Jill Hollon, Program Assistant

## Executive Summary

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

#### 1. Introduction

Middletown Township is an Entitlement Community which receives Community Development Block Grant funds directly from the Federal Government. The Township's 2016 Action Plan component of the 2015-2019 Consolidated Plan has been designed to outline the intended use of anticipated available federal resources.

#### 2. Summarize the objectives and outcomes identified in the Plan

The 2016 Action Plan recognizes that there remains a need to provide financial resources for housing rehabilitation to owner-occupied, income-eligible households. Due to a significant decrease in federal CDBG funding from previous years, in order to qualify for housing rehabilitation activities, applicants must meet income guidelines and the Home Rehabilitation Specialist must determine the dwelling unit to need at least one major home system to be repaired or replaced. Major home systems include installation of roofs, heating systems, plumbing, and electrical systems. Emergency repairs and handicap accessibility improvements will be prioritized.

This Action Plan represents a good faith effort of Middletown Township to submit a complete document in accordance with the instructions prescribed by HUD. This Plan addresses past and emergent housing and community development issues.

Outcomes (benefits/results) outlined in the 2015-2019 Consolidated Plan related to Decent Affordable Housing and a Suitable Living Environment are expected to continue in 2016.

#### 3. Evaluation of past performance

In 2014, the Township received a total of \$221,086 in federal assistance to help achieve goals and objectives set forth in its Consolidated Plan and activities identified in the Action Plan. An additional \$44,873 was received in program income. Consistent with the principal goal of Middletown's Consolidated Plan to foster the maintenance and development of housing affordable to target income households, in 2014, a total \$200,136 was expended on housing rehabilitation activities, and \$45,800 was expended on planning and administration for a total 2014 CDBG expenditure of \$245,936. The 2016 Action Plan's goals and projects remain consistent with the Township's past goals and projects where the principal goal is to foster the maintenance and preservation of affordable housing.

#### 4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The Township's Citizen Participation Plan (CPP) is an essential component of the 2015-2019 Consolidated Plan. The CPP is the process by which Middletown identifies the policies and procedures to be used to encourage citizen participation and involvement in the development of the Five-Year Consolidated Plan, programs/activities undertaken pursuant to the Plan, substantial Plan amendments, and the preparation of the Annual Performance Report.

Middletown Township believes that citizen participation and planning are central to the success of community development efforts. The Township is committed to successfully engaging and involving its residents in making decisions about how to invest in the future of its neighborhoods. Participation by residents of predominantly low- and moderate-income neighborhoods will strongly be encouraged in 2016. Additionally, the Township continues to make particular efforts to reach special-needs populations, as all meeting facilities are accessible to handicapped individuals.

Consistent with the CPP, the Township expects to conduct at least two (2) community meetings in 2016 to advertise its home rehabilitation program. The Township will enhance notification procedures by issuing press releases, by including articles in the frequently published "Middletown Matters" publication, and by including announcements on the Township's website and cable TV channel.

On September 16, 2015, the 2016 Action Plan document was made available to the public for review at the Township of Middletown Department of Planning and Community Development for a period of 30 days. The Township has complied with citizen participation requirements by doing the following:

- Preparing, adopting and following a CPP;
- Publishing information notices about the Plan prior to public hearings using the Township's official newspaper;
- Holding public meetings in accessible places at convenient times after providing reasonable notice;
- Publishing a summary of the Action Plan and describing the location where the entire plan could be examined;
- Making the 2016 Action Plan available for public examination and comment for a period of thirty (30) days before submission to HUD;
- Providing citizens, public agencies, and other interested parties reasonable access to records regarding the use of any assistance for affordable and supportive housing that the Township may have received during the preceding five years; and
- Considering the views and comments of citizens, and preparing a summary of those views (if any) for consideration with the 2016 Action Plan submission.

A public meeting to review the draft Action Plan will be conducted on October 1, 2015. This meeting will review the basic elements of the Plan, and proposed strategies in detail. This meeting and all future 2016 meetings will be held at times and locations convenient to potential and actual beneficiaries of CDBG assisted activities, with accommodations for persons with disabilities.

**5. Summary of public comments**

This section will be completed upon completion of the 30 day comment period (9/16/15 to 10/16/15) and public meeting to be held on 10/1/15

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

All public comments will be considered in the development of the Township's 2016 Action Plan

**7. Summary**

**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
CDBG Administrator	MIDDLETOWN TOWNSHIP	Planning and Community Development

Table 1 -- Responsible Agencies

**Narrative**

**Consolidated Plan Public Contact Information**

Middletown Township, 1 Kings Highway, Middletown, NJ 07748

Amy H. Sarrinikolaou, Director of Community Development

732-615-2000

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

### **1. Introduction**

The development of the 2016 Annual Action Plan of the 2015-2019 Consolidated Plan was overseen by the Township's Department of Planning and Community Development in conjunction with the Monmouth County HOME Consortium. The Township's Community Development office is the primary public agency responsible for administering CDBG-funded programs.

**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)).**

The Middletown Community Development staff consults regularly with the Middletown Housing Authority and the Middletown Social Services Department, which may be referred to as the Welfare Department as it is the Welfare Department for the New Jersey Department of Human Services.

**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 Middletown Social Services Department counsels homeless individuals and families on services and programs available and referred to the appropriate County or local facility. In the unusual event that a household requires relocation due to unsafe living conditions, the Township's Social Service's Director serves as the official relocation Officer to secure safer, more permanent housing. Additionally, the Township's Social Service's Director is currently participating in the development of the Monmouth County Continuum of Care's Strategic Plan to Prevent and End Homelessness.

**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 Monmouth County Continuum of Care serves Middletown Township. The Township's Social Services Director serves as a committee member on the Monmouth County Coordinated Systems Committee for the overall development of the Monmouth County Strategic Plan to Prevent and End Homelessness. The Coordinated Systems Committee is considering the creation of a centralized intake agency for homeless individuals and families. These individual's needs would be identified and then directed to the appropriate agency for assistance including the Township's Social Services Department.

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

**Community Development Systems  
Integrated Disbursement & Information System (IDIS)**

User: C91600  
Role: Grantee  
Organization:  
MIDDLETOWN  
TOWNSHIP  
- Logout

Plans/Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ
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Annual Action Plans  
AP-10 Consultation - 91.100, 91.200(b), 91.215(1)

Activity  
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- Search  
- Search HOME  
- CDBG Cancellation

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Project  
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**Introduction:**

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Consolidated Plans  
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Annual Action Plans  
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**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(1)).**

Consolidated Annual Performance Evaluation Report  
- Add  
- Search

The Middletown Community Development staff consults regularly with the Middletown Housing Authority and the Middletown Social Services to as the Welfare Department as It is the Welfare Department for the New Jersey Department of Human Services.

Utilities  
- Home  
- Data Downloads  
- Print Page  
- Help

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

Links  
- Contact Support  
- Rules of Behavior  
- CPD Home  
- HUD Home

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2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

Sort*	Agency/Group/Organization*	Agency/Group/Organization Type*	What section of the Plan was addressed by Consultation?*
		<input type="checkbox"/> Housing <input checked="" type="checkbox"/> PHA <input type="checkbox"/> Services - Housing <input type="checkbox"/> Services-Children <input type="checkbox"/> Services-Elderly Persons <input type="checkbox"/> Services-Persons with Disabilities <input type="checkbox"/> Services-Persons with HIV/AIDS	

1	Select Organization Middletown Housing Authority	<input type="checkbox"/> Services-Victims of Domestic Violence <input type="checkbox"/> Services-homeless <input type="checkbox"/> Services-Health <input type="checkbox"/> Services-Education <input type="checkbox"/> Services-Employment <input type="checkbox"/> Service-Fair Housing <input type="checkbox"/> Services - Victims <input type="checkbox"/> Health Agency <input type="checkbox"/> Child Welfare Agency <input checked="" type="checkbox"/> Publicly Funded Institution/System of Care (1) <input type="checkbox"/> Other government - Federal <input type="checkbox"/> Other government - State <input type="checkbox"/> Other government - County <input type="checkbox"/> Other government - Local <input type="checkbox"/> Regional organization <input type="checkbox"/> Planning organization <input type="checkbox"/> Business Leaders <input type="checkbox"/> Civic Leaders <input type="checkbox"/> Business and Civic Leaders <input type="checkbox"/> Other	<input type="checkbox"/> Housing Need Assessment <input checked="" type="checkbox"/> Public Housing Needs <input type="checkbox"/> Homeless Needs - Chronically homeless <input type="checkbox"/> Homeless Needs - Families with children <input type="checkbox"/> Homelessness Needs - Veterans <input type="checkbox"/> Homelessness Needs - Unaccompanied youth <input type="checkbox"/> Homelessness Strategy <input type="checkbox"/> Non-Homeless Special Needs <input type="checkbox"/> HOPWA Strategy <input type="checkbox"/> Market Analysis <input type="checkbox"/> Economic Development <input type="checkbox"/> Lead-based Paint Strategy <input type="checkbox"/> Anti-poverty Strategy <input type="checkbox"/> Other
		<b>Optional Designation(s)</b> <input type="checkbox"/> Community Development Financial Institution <input type="checkbox"/> Foundation <input type="checkbox"/> Grantee Department <input type="checkbox"/> Major Employer <input type="checkbox"/> Neighborhood Organization <input type="checkbox"/> Private Sector Banking / Financing	

**Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?**

related to the development of the Township's Consolidate Plan, Action Plans, and Performance and Evaluation Reports. Enhanced coordination and communication is expected between the Township's Planning and Community Development Department that administers the Affordable Housing Program and the Middletown Housing Authority.

2	Select Organization Middletown Township Social Services Dep	<input type="checkbox"/> Housing <input type="checkbox"/> PHA <input type="checkbox"/> Services - Housing <input type="checkbox"/> Services-Children <input type="checkbox"/> Services-Elderly Persons <input type="checkbox"/> Services-Persons with Disabilities <input type="checkbox"/> Services-Persons with HIV/AIDS <input type="checkbox"/> Services-Victims of Domestic Violence <input checked="" type="checkbox"/> Services-homeless <input type="checkbox"/> Services-Health <input type="checkbox"/> Services-Education <input type="checkbox"/> Services-Employment <input type="checkbox"/> Service-Fair Housing <input type="checkbox"/> Services - Victims <input type="checkbox"/> Health Agency <input type="checkbox"/> Child Welfare Agency <input type="checkbox"/> Publicly Funded Institution/System of Care (1) <input type="checkbox"/> Other government - Federal <input type="checkbox"/> Other government - State <input type="checkbox"/> Other government - County <input type="checkbox"/> Other government - Local <input type="checkbox"/> Regional organization <input type="checkbox"/> Planning organization <input type="checkbox"/> Business Leaders <input type="checkbox"/> Civic Leaders <input type="checkbox"/> Business and Civic Leaders <input type="checkbox"/> Other	<input type="checkbox"/> Housing Need Assessment <input checked="" type="checkbox"/> Public Housing Needs <input checked="" type="checkbox"/> Homeless Needs - Chronically homeless <input checked="" type="checkbox"/> Homeless Needs - Families with children <input checked="" type="checkbox"/> Homelessness Needs - Veterans <input checked="" type="checkbox"/> Homelessness Needs - Unaccompanied youth <input checked="" type="checkbox"/> Homelessness Strategy <input type="checkbox"/> Non-Homeless Special Needs <input type="checkbox"/> HOPWA Strategy <input type="checkbox"/> Market Analysis <input type="checkbox"/> Economic Development <input type="checkbox"/> Lead-based Paint Strategy <input type="checkbox"/> Anti-poverty Strategy <input type="checkbox"/> Other
		<b>Optional Designation(s)</b> <input type="checkbox"/> Community Development Financial Institution <input type="checkbox"/> Foundation <input type="checkbox"/> Grantee Department <input type="checkbox"/> Major Employer <input type="checkbox"/> Neighborhood Organization <input type="checkbox"/> Private Sector Banking / Financing	

**Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?**

Table 2 – Agencies, groups, organizations who participated

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

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	Monmouth County	The goals of the Township's Strategic Plan and County's CoC draft Strategic Plan are similar in that they both desire to meet urgent needs utilizing a formalized communication process and ensure the provision of the highest quality services.

Table 3 - Other local / regional / federal planning efforts

Narrative

## **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**

On September 16, 2015, the 2016 Action Plan document was made available to the public for review at the Township of Middletown Department of Planning and Community Development for a period of 30 days. The Township has complied with citizen participation requirements by doing the following:

- Preparing, adopting and following a CPP;
- Publishing information notices about the Plan prior to public hearings using the Township's official newspaper;
- Holding public meetings in accessible places at convenient times after providing reasonable notice;
- Publishing a summary of the Action Plan and describing the location where the entire plan could be examined;
- Making the 2016 Action Plan available for public examination and comment for a period of thirty (30) days before submission to HUD;
- Providing citizens, public agencies, and other interested parties reasonable access to records regarding the use of any assistance for affordable and supportive housing that the Township may have received during the preceding five years; and
- Considering the views and comments of citizens, and preparing a summary of those views (if any) for consideration with the 2016 Action Plan submission.

A public meeting to review the draft Action Plan will be conducted on October 1, 2015. This meeting will review the basic elements of the Plan, and proposed strategies in detail. This meeting and all future 2016 meetings will be held at times and locations convenient to potential and actual beneficiaries of CDBG assisted activities, with accommodations for persons with disabilities.

**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)

**Table 4 – Citizen Participation Outreach**

Community Development Systems  
Integrated Disbursement & Information System (IDIS)



User: C91600  
Role: Grantee  
Organization: MIDDLETOWN TOWNSHIP  
- Logout

Plans/Projects/Activities      Funding/Drawdown      Grant      Grantee/PJ      Admin      Reports

Annual Action Plans

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

[Save](#) | [Save and Return](#) | [Cancel](#)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting.

On September 16, 2015, the 2016 Action Plan document was made available to the public for review at the Township of Middletown Department of Planning and Community Development for a period of 30 days. The Township has complied with citizen participation requirements by doing the following:

- Preparing, adopting and following a CPP;
- Publishing information notices about the Plan prior to public hearings using the Township's official ...

Activity  
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- Search  
- Search HOME  
- CDBG Cancellation

Project  
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Consolidated Plans  
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Annual Action Plans  
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Consolidated Annual Performance Evaluation Report  
- Add  
- Search

Utilities  
- Home  
- Data Downloads  
- Print Page  
- Help

Links  
- Contact Support  
- Rules of Behavior  
- CPD Home  
- HUD Home

Citizen Participation Outreach

Sort	Mode Of Outreach:	Target Of Outreach:
1	<input checked="" type="radio"/> Public Meeting <input type="radio"/> Public Hearing <input type="radio"/> Newspaper Ad <input type="radio"/> Internet Outreach <input type="radio"/> Other	<input type="checkbox"/> Minorities <input type="checkbox"/> Non-English Speaking - Specify other language: _____  <input type="checkbox"/> Persons with disabilities <input type="checkbox"/> Non-targeted/broad community <input type="checkbox"/> Residents of Public and Assisted Housing <input type="checkbox"/> Other: _____
Summary of response/attendance		
Summary of Comments Received		
Summary of comments not accepted and reasons		
URL if applicable: _____		

Sort	Mode Of Outreach:	Target Of Outreach:
2	<input type="radio"/> Public Meeting <input type="radio"/> Public Hearing <input checked="" type="radio"/> Newspaper Ad <input type="radio"/> Internet Outreach <input type="radio"/> Other	<input type="checkbox"/> Minorities <input type="checkbox"/> Non-English Speaking - Specify other language: _____  <input type="checkbox"/> Persons with disabilities <input type="checkbox"/> Non-targeted/broad community <input type="checkbox"/> Residents of Public and Assisted Housing <input type="checkbox"/> Other
Summary of response/attendance		
Summary of Comments Received		
Summary of comments not accepted and reasons		
URL if applicable: _____		

Delete

Sort	Mode Of Outreach:	Target Of Outreach:

3	<input type="radio"/> Public Meeting <input type="radio"/> Public Hearing <input type="radio"/> Newspaper Ad <input checked="" type="radio"/> Internet Outreach <input type="radio"/> Other	<input type="checkbox"/> Minorities <input type="checkbox"/> Non-English Speaking - Specify other language: _____  <input type="checkbox"/> Persons with disabilities <input type="checkbox"/> Non-targeted/broad community <input type="checkbox"/> Residents of Public and Assisted Housing <input type="checkbox"/> Other	Delete
	Summary of response/attendance		
	Summary of Comments Received		
	Summary of comments not accepted and reasons		
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 Session Timeout

## Expected Resources

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

#### Introduction

The expected FY 2016 Formula Grantee Allocation for Middletown's CDBG program is \$200,000, with approximately \$20,000 in anticipated additional program income and \$50,000 in prior year resources.

#### 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	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	200,000	20,000	50,000	270,000	660,000	CDBG funding and Program Income is expected to be used to administer the Township's Home Rehab Program, and public facility improvements. Program income is expected to be collected throughout the 5 year Consolidated Planning period at approximately \$20,000 per year. Program income includes fees for processing subordinations, interest, and repayments of 10 year Home Rehab liens.

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**

To supplement federal resources to address underserved housing needs, Middletown will continue to collect affordable housing linkage fees for all new residential development that does not include an affordable housing component. These fees will provide the Township with a consistent and revolving resource to fund construction of new affordable units. The Township will continue to support efforts of non-profit housing developers to construct new affordable rental units financed via low-income housing tax credits and HOME funding approval through Monmouth County.

Additionally, Middletown was awarded an Open Space grant from Monmouth County to further the ADA accessibility improvements planned at the Ideal Beach waterfront in North Middletown including an accessible boardwalk, depressed curbing, re-striping for accessibility in the existing parking lot, and ADA compliant drinking fountains and showers.

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

Not applicable

**Discussion**

None

## 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 Rehabilitation	2015	2019	Affordable Housing	North Middletown	Provide housing rehabilitation grants	CDBG: \$176,000	Homeowner Housing Rehabilitated: 10 Household Housing Unit
2	Improvements at Neighborhood Facility	2015	2019	Non-Housing Community Development	North Middletown	Create suitable living environment	CDBG: \$50,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1400 Persons Assisted
3	Administration	2015	2019	Administration	North Middletown	Provide housing rehabilitation grants Create suitable living environment	CDBG: \$44,000	Other: 3 Other

Table 6 - Goals Summary

#### Goal Descriptions

1	Goal Name	Housing Rehabilitation
	Goal Description	

2	Goal Name	Improvements at Neighborhood Facility
	Goal Description	
3	Goal Name	Administration
	Goal Description	

Table 7 – Goal Descriptions

**Community Development Systems**  
**Integrated Disbursement & Information System (IDIS)**



User: C91600  
 Role: Grantee  
 Organization: MIDDLETOWN TOWNSHIP  
 - Logout

Plans/Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports
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**Annual Action Plan**  
**AP-23 Annual Goals Summary**

Activity  
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 - CDBG Cancellation

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Project  
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Annual Action Plans  
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Consolidated Annual Performance Evaluation Report  
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 - Home  
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 - Print Page  
 - Help

Links  
 - Contact Support  
 - Rules of Behavior  
 - CPD Home  
 - HUD Home

Goal	Category	Geographic Area	Needs Addressed	Funding
Housing Rehabilitation	Affordable Housing	North Middletown	Provide housing rehabilitation grants	CDBG : \$176,000
	Start Year: 2015	End Year: 2019	Outcome: Affordability	Objective: Provide decent affordable housing
	Narrative:			
Goal Outcome Indicator		Quantity	UoM	
Homeowner Housing Rehabilitated		10	Household Housing Unit	

Improvements at Neighborhood Facility	Non-Housing Community Development	North Middletown	Create suitable living environment	CDBG : \$50,000
	Start Year: 2015	End Year: 2019	Outcome: Availability/accessibility	Objective: Create suitable living environments
	Narrative:			
Goal Outcome Indicator		Quantity	UoM	
Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit		1,400	Persons Assisted	

Administration	Other	North Middletown	Provide housing rehabilitation grants Create suitable living environment	CDBG : \$44,000
	Start Year: 2015	End Year: 2019	Outcome: Availability/accessibility	Objective: Create suitable living environments
	Narrative:			
Goal Outcome Indicator		Quantity	UoM	
Other		3	Other	

[Close](#)

## AP-35 Projects - 91.420, 91.220(d)

### Introduction

Middletown expects to be part of three (3) eligible activities in 2016.

The first project is the Middletown Township Department of Community Development's CDBG Home Rehabilitation Program. Middletown Township is an entitlement Community which receives CDBG funds directly from the Federal Government. The Middletown Township Department of Community Development expects a FY2016 CDBG Formula Grantee Allocation of \$200,000, \$50,000 in prior year CDBG grant funds, and \$20,000 in program income. The Department of Community Development expects to devote \$176,000 of these funds to rehabilitation activities.

The funds will be available for emergency repairs, correct building code violations, lead base paint safe work practices, and barrier-free improvements at single-family dwellings and public facilities. The Department of Community Development plans on rehabilitating 10 households with this resource. The Township offers a grant amount of \$25,000. Program Administration costs will be approximately \$44,000.

The second project will be accessibility improvements at Ideal Beach in North Middletown in 2016. Middletown anticipates additional resources from Monmouth County to support the project. CDBG funds will be used for ADA accessibility improvements at the Ideal Beach waterfront in North Middletown including an accessible boardwalk, depressed curbing, re-striping for accessibility in the existing parking lot, and ADA compliant drinking fountains and showers. The Department of Community Development expects to devote \$50,000 of prior year CDBG funds to accessibility improvements at Ideal Beach.

The Ideal Beach public neighborhood facility is located in North Middletown. North Middletown contains the highest concentration of low income households in Middletown Township. Renovating the Ideal Beach public facility will create year round ADA Compliant access to the beach and waterfront for the elderly and disabled where no such access exists currently. The Department of Community Development expects to devote \$50,000 in CDBG funds.

Program administration is considered the third eligible project and \$44,000 of grant funds will be devoted to this project.

#	Project Name
1	Home Rehab
2	Admin
3	Improvement of Public Neighborhood Facilities

Table 8 -- Project Information

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

CDBG funds are allocated on a township-wide basis for the Home Rehabilitation Program. CDBG funds are allocated for accessibility improvements at Ideal Beach because the improvements will serve a low and moderate income clientele in a low and moderate income neighborhood.

# AP-38 Project Summary

## Project Summary Information

1	<b>Project Name</b>	Home Rehab
	<b>Target Area</b>	North Middletown
	<b>Goals Supported</b>	Housing Rehabilitation
	<b>Needs Addressed</b>	Provide housing rehabilitation grants
	<b>Funding</b>	CDBG: \$270,000
	<b>Description</b>	Rehabilitation of single family dwellings to correct code violations, provide handicap accessibility improvements, and repair or replace major systems of the home including roof, heating, electrical to keep households safe, comfortable, and to maintain neighborhood quality and sustain naturally-occurring affordable housing stock.
	<b>Target Date</b>	12/31/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	In FY2016, it is estimated that up to 10 low and moderate income households will benefit from the Township's Home Rehabilitation Program.
	<b>Location Description</b>	The Home Rehab Program is offered on a Township-wide basis.
	<b>Planned Activities</b>	Emergency repairs, handicap accessibility improvements, correction of code violations, roof replacements, plumbing, heating and electric.
2	<b>Project Name</b>	Admin
	<b>Target Area</b>	North Middletown
	<b>Goals Supported</b>	Administration

Needs Addressed	Create suitable living environment
Funding	CDBG: \$270,000
Description	Administration of the CDBG program
Target Date	12/31/2016
Estimate the number and type of families that will benefit from the proposed activities	
Location Description	
Planned Activities	
3	Improvement of Public Neighborhood Facilities
Project Name	North Middletown
Target Area	Improvements at Neighborhood Facility
Goals Supported	Create suitable living environment
Needs Addressed	CDBG: \$270,000
Funding	Ideal Beach Accessibility Improvements
Description	10/31/2016
Target Date	
Estimate the number and type of families that will benefit from the proposed activities	
Location Description	The Ideal Beach public neighborhood facility is located on Bayside Parkway between Ocean and Bray Avenues in North Middletown. North Middletown contains the highest concentration of low income households in Middletown Township. Renovating the Ideal Beach public facility will create year round ADA Compliant access to the beach and waterfront for the elderly and disabled where no such access exists currently.

	<b>Planned Activities</b>	CDBG funds will be used for ADA accessibility improvements at the Ideal Beach waterfront in North Middletown including an accessible boardwalk, depressed curbing, re-striping for accessibility in the existing parking lot, and ADA compliant drinking fountains and showers.
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**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**

Housing rehabilitation is offered throughout the Township with the only restrictions having to do with income qualifications. The Ideal Beach project is a neighborhood facility located in a low-income neighborhood.

**Geographic Distribution**

Target Area	Percentage of Funds
North Middletown	25

Table 9 - Geographic Distribution

**Rationale for the priorities for allocating investments geographically**

Housing rehabilitation is offered throughout the Township with the only restrictions having to do with income qualifications. The Ideal Beach project is a neighborhood facility located in a low-income neighborhood.

**Discussion**

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

### **Introduction**

#### **Actions planned to address obstacles to meeting underserved needs**

The primary activities to support the Homeless and other special needs activities will be performed by the Middletown Township Social Services Department and Monmouth County's Continuum of Care. The Social Services Department will continue its proactive role in homeless assistance and prevention. The first step in assisting homeless individuals is finding safe decent shelter. The Social Services Department places individuals at the County Shelters in emergency cases or provides temporary rent subsidies in various rooming houses. Funding for the homeless program is provided by the State of New Jersey. The State pays one hundred percent of the general assistance of the program, with clerical expenses paid for by the Township of Middletown.

#### **Actions planned to foster and maintain affordable housing**

It is anticipated that the cost of affordable rental and owner-occupied housing will remain high in 2016, and the affordability gap will remain wide for those in need of decent, safe housing. Moreover, the cost of maintaining and rehabilitating existing housing stock will continue to increase due to the limited supply of labor and materials. The CDBG housing rehabilitation program anticipates assisting 10 households in 2016 to ensure continued affordability to homeowners in need of housing repairs.

Middletown's strategy to address the negative effects of regulatory obstacles to providing affordable housing will occur on both the State and local levels. The Township is committed to identifying and seizing all practical opportunities for removing barriers to affordable housing at the local level. As indicated in the Township's Analysis of Impediments to Fair Housing Choice (AI) the most significant barrier to fair housing in the Township is housing affordability. The cost of constructing and maintaining housing in Middletown has increased dramatically in recent years. Increased costs have a particularly acute impact on low-income households and on areas of low income concentrations. Middletown looks forward to complying with HUD's proposed strategy to refine and improve the current AI process to better equip communities to fulfill their fair housing obligations and plan in a manner that promotes fair housing choice.

The Township will continue to implement its 2008 Housing Element and Fair Share Plan to provide households with access to affordable housing to meet present and prospective housing needs, with particular attention to low and moderate income housing.

#### **Actions planned to reduce lead-based paint hazards**

The Community Development staff understands the importance of lead safety in homes and ensures that their grant recipients and contractors are aware of lead safe practices.

During the application process, and prior to any rehabilitation work, the Department of Community Development staff educates grant recipients by informing them of the following: (1) whether the structure was built prior to 1978, (2) whether the structure may contain lead-based paint, (3) lead-based paint has certain hazards, (4) lead-based paint poisoning has symptoms and can be treated and (5) precautions to avoid lead poisoning.

The Township's CDBG Home Rehabilitation Specialist is also a licensed lead inspector/risk assessor. If the presence of lead-based paint has been confirmed by the Township's Lead Inspector/Risk Assessor for any rehabilitation project, the Township's Housing Rehabilitation Program requires that the contractor use EPAs lead safe work practices.

Additionally, under the EPA's Renovation, Repair, and Painting Rule, effective April 22, 2010, in order to continue to be in the Township's Housing Rehabilitation Program, contractors and their firms must be certified and use lead-safe work practices.

### **Actions planned to reduce the number of poverty-level families**

Middletown Township has worked with Federal, State, County and non-profit agencies to provide information on the barriers preventing households from overcoming poverty. Middletown's resources are devoted to the problems which plague households at or below the poverty line. Township programs are housing rehabilitation, as well as helping disabled persons and providing homelessness assistance.

The Middletown Department of Community Development offers a highly successful rehabilitation program. This program is supported with Federal funds supplied through the Community Development Block Grant Program.

The Middletown Township Housing Authority manages two (2) public housing developments (Tomaso Plaza and Daniel Towers). Together these two (2) developments offer rental assistance to 252 income-eligible senior citizens. The Authority also manages a Section 8 Housing Choice Voucher Program currently serving a maximum of 245 families.

The Middletown Social Services Department's primary responsibility is providing general assistance and shelter placement to homeless individuals. In addition, the Social Services Department counsels and assists eligible households on how to access Monmouth County Social Service Programs such as food stamps, medicaid and aid to dependent children.

Non-profit institutions responsible for the delivery of affordable housing consist of the Middletown Township Senior Citizen Corporation and the Lincroft Senior Citizen Corporation. The Middletown Township Senior Citizen Housing Corporation manages Bayshore Village which will provide rental

assistance to 110 households. The Lincroft Senior Citizen Housing Corporation manages Luftman Towers and provides rental assistance to 189 income-eligible seniors.

On the Federal, State and County levels, the Township is interested in developing and participating in programs which combine social and economic actions. New regulations should be promoted which incorporate economic activities such as education, job training or child care into existing housing programs.

Overall, programs offered by Middletown Township effectively coordinate efforts to address housing issues and the conditions of poverty that surround low-income households to the greatest possible extent. However, the need for assistance far exceeds current funding levels. Therefore, the Township will continue to improve coordination between existing programs, but also identify the need to create new programs which respond to the needs of those at greatest poverty risk.

### **Actions planned to develop institutional structure**

The Middletown Department of Planning and Community Development will continue to offer the rehabilitation program for single family owner occupied residential dwellings during 2016. This program will be supported with Federal Funds supplied through the Community Development Block Grant Program.

The Township's homeless needs will be addressed by Monmouth County Continuum of Care and by the Township Department of Social Services. Housing Opportunities for People with AIDS (HOPWA) resources will be facilitated by Woodbridge Township for the metropolitan area.

The Township will continue to work closely with local nonprofit organizations to encourage housing opportunities for low- and moderate-income persons. Moreover, the Township will collaborate with builders, developers and financial institutions to facilitate the creation of affordable housing units throughout the Township.

Inadequacies in institutional structure are primarily related to the lack of adequate funding to address local needs.

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

The Middletown Department of Planning and the Department of Community Development is the lead agency for the Township. In developing this document, several meetings and telephone conferences were held with the Department of Community Development, Department of Social Services and the Middletown Township Housing Authority. These meetings enabled each agency to discuss housing issues on a Township basis and not just within each agency's border.

The completion of this document will not be the end of these discussions. Each agency will continue to communicate and refine the Township's housing policies.

**Discussion**

## Program Specific Requirements

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

#### Introduction

#### 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	0
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
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
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