

# **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 2018 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**

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

The 2018 Action Plan recognizes that there remains a need to provide financial resources for housing rehabilitation to owner-occupied, income-eligible households.

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 2018.

### **3. Evaluation of past performance**

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

In 2017, the Township received a total of \$221,651 in federal assistance to help achieve goals and objectives set forth in its Consolidated Plan and activities identified in the Action Plan. An additional \$67,206 (as of 10/31/17) 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 2017, a total \$141,101 (as of 10/31/17) was expended on housing rehabilitation activities, and \$33,071 (as of 10/31/17) was expended on planning and administration for a total 2017 CDBG expenditure of \$174,172 (as of 10/31/17). The 2018 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, while making certain improvements to public facilities in low and moderate income neighborhoods.

#### **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 2018. 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 2018 to advertise its home rehabilitation program. The Township will enhance notification procedures by issuing press releases, by including articles in the published "Middletown Matters" publication, and by including announcements on the Township's website and cable TV channel, and local church newsletters in our low and moderate income neighborhoods.

On November 29, 2017 the 2018 Action Plan document was made available to the public for review and comment at the Township of Middletown Department of Planning and Community Development for a period of 30 days. At that time The FY2018 Action Plan was based on estimated allocation amounts.

A public meeting to review the draft Action Plan was conducted on December 14, 2017. This meeting reviewed the basic elements of the Plan, and proposed strategies in detail.

Due to the timing of the enactment of HUD's full fiscal year appropriation for 2018 in May 2018, and HUD's guidance in Notice CPD-18-01, the Township of Middletown conducted a 30-day public comment period, beginning May 11, 2018 and ending June 11, 2018, to make available the Township's FY2018

Action Plan that is based on actual allocations. The Township held a public meeting on May 17, 2018 to further solicit public comment on the FY2018 Action Plan that is based on actual allocations. The Township has complied with citizen participation requirements.

This meeting and all future 2018 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 could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

No residents commented on the plan in writing or in person

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

None received

## **7. Summary**

None

## 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 x2289

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

### **1. Introduction**

The development of the 2018 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 from time to time, 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 refers these individuals and families 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**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Middletown Housing Authority
	<b>Agency/Group/Organization Type</b>	PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	
2	<b>Agency/Group/Organization</b>	Middletown Township Social Services Department
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims Health Agency Child Welfare Agency

<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	

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

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

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
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 November 29, 2017 the 2018 Action Plan document was made available to the public for review and comment at the Township of Middletown Department of Planning and Community Development for a period of 30 days. At that time The FY2018 Action Plan was based on estimated allocation amounts.

A public meeting was held to review the draft Action Plan on December 14, 2017. This meeting reviewed the basic elements of the Plan, and proposed strategies in detail.

Due to the timing of the enactment of HUDs full fiscal year appropriation for 2018 in May 2018, and HUD's guidance in Notice CPD-18-01, the Township of Middletown conducted a 30-day public comment period, beginning May 11, 2018 and ending June 11, 2018, to make available the Township's FY2018 Action Plan that is based on actual allocations. The Township held a public meeting on May 17, 2018 to further solicit public comment on the FY2018 Action Plan that is based on actual allocations. The Township has complied with citizen participation requirements.

### 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)
1	Public Meeting	Non-targeted/broad community	None	None	None	

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)
2	Newspaper Ad	Non-targeted/broad community	none	none	none	
3	Internet Outreach	Non-targeted/broad community	none	none	none	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

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

#### Introduction

#### 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	0	220,000	220,000	CDBG funding and Program Income is expected to be used to administer the Township's Home Rehab Program. 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.
Other	public - local	Housing	0	0	0	0	0	

Table 1 - 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, and new commercial development. 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.

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

## **Discussion**

## 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	Affordable Housing	2015	2019	Affordable Housing	North Middletown	Provide affordable housing	CDBG: \$0 public-local: \$100,000	Rental units constructed: 10 Household Housing Unit Homeowner Housing Added: 10 Household Housing Unit
2	Housing Rehabilitation	2015	2019	Affordable Housing	North Middletown	Provide housing rehabilitation grants Create suitable living environment Assist the homeless and prevent homelessness	CDBG: \$231,171	Homeowner Housing Rehabilitated: 10 Household Housing Unit
5	Administration	2015	2019	Administration	North Middletown	Provide housing rehabilitation grants Create suitable living environment Assist the homeless and prevent homelessness	CDBG: \$40,000	Other: 2 Other

Table 2 – Goals Summary

#### Goal Descriptions

1	Goal Name	Affordable Housing
	Goal Description	
2	Goal Name	Housing Rehabilitation
	Goal Description	
5	Goal Name	Administration
	Goal Description	

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

### **Introduction**

Middletown expects to be part of two (2) eligible activities in 2018.

The first project is the Middletown Township Department of Community Development's CDBG Home Rehabilitation Program. The Middletown Township Department of Community Development FY2018 CDBG Formula Grantee Allocation is \$251,171 and anticipates \$20,000 in program income. The Department of Community Development will devote \$231,171 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. The Department of Community Development plans on rehabilitating up to 10 households with this resource. The Township offers a grant amount of \$25,000.

Program administration is considered the second eligible project and \$40,000 of grant funds will be devoted to administration of the Township's CDBG Program.

#	Project Name
1	Home Rehab
2	Admin

**Table 3 – Project Information**

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

none

**AP-38 Project Summary**  
**Project Summary Information**



1	<b>Project Name</b>	Home Rehab
	<b>Target Area</b>	
	<b>Goals Supported</b>	Housing Rehabilitation
	<b>Needs Addressed</b>	Provide housing rehabilitation grants
	<b>Funding</b>	CDBG: \$231,171
	<b>Description</b>	Corrects code violations and repairs major home systems for income eligible households of owner occupied units.
	<b>Target Date</b>	12/31/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 8-10 low and moderate income households will benefit from the Township's CDBG-funded home rehab program
	<b>Location Description</b>	township wide, with concentration in North Middletown and other low / mod income neighborhoods
	<b>Planned Activities</b>	Repair of major household systems, including heat, roof, electric, and any accessibility improvements
2	<b>Project Name</b>	Admin
	<b>Target Area</b>	
	<b>Goals Supported</b>	Administration
	<b>Needs Addressed</b>	Provide housing rehabilitation grants Create suitable living environment Assist the homeless and prevent homelessness
	<b>Funding</b>	CDBG: \$40,000
	<b>Description</b>	Administration of the CDBG program
	<b>Target Date</b>	12/31/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Coordination of approx 10 households participating in the Township's Home Rehab program, and regular maintenance as required by HUD of the Township's CDBG program
	<b>Location Description</b>	township wide
	<b>Planned Activities</b>	administration of the Township's CDBG program

## **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.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
North Middletown	70

**Table 4 - 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.

### **Discussion**



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

### **Introduction**

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

### **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. xx

#### **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 2018, 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 up to 10 households in 2018 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 EPA's lead safe work practices in order to complete repairs in a home where lead is present.

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 shelter placement to homeless individuals. General Assistance is provided by Monmouth County on behalf of the Township. 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.

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 2018. 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.

## **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.	0.80%

## Discussion

## Attachments

## Grantee SF-424's and Certification(s)

### RESOLUTION 18-179 RESOLUTION AUTHORIZING THE SUBMISSION OF 2018 ACTION PLAN PURSUANT TO THE REQUIREMENTS OF FEDERAL REGULATION 24-CFR PART 91

WHEREAS, Title I of the Housing and Community Development Act of 1974 as amended provides for a program of Community Development Block Grants (CDBG); and

WHEREAS, the Township of Middletown is an Entitlement Community as defined under said Act and is entitled to financial assistance; and

WHEREAS, federal regulations at 24 CFR Part 91 require that the Township prepare and submit an Annual Action Plan as a prerequisite to receipt of entitlement Community Development Block Grant funds; and

WHEREAS, consistent with the Township's CDBG Citizen Participation Plan, a public meeting and public comment period was conducted in 2018 for the purpose of considering and obtaining views of the citizens of Middletown Township on community development and housing needs, and for the purpose of providing the citizens with an opportunity to participate in the development of the Middletown Township 2018 Annual Action Plan element of the Monmouth County Consortium's Consolidated Plan; and

WHEREAS, said Consolidated Plan and Annual Action Plan element for federal assistance requires certain certifications to be submitted along with and as part of said plan; and

WHEREAS, Township of Middletown is a participant of the HOME Investment Partnerships Program Consortium in which the County of Monmouth is the lead participant; and

WHEREAS, federal regulations require that the Township participate in the Consortium's Annual Action Plan preparation and submit the Annual Action Plan element for inclusion in the Consortium's Annual Action Plan; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Middletown, in the County of Monmouth, New Jersey that the Mayor be and is authorized and directed to submit the Township of Middletown's 2018 Annual Action Plan to the US Department of Housing and Urban Development as required by federal regulations 24 CFR Part 91, including all understandings and certifications contained therein, to act as the authorized representative of the Township of Middletown, and to provide such additional information as may be required.

BE IT FURTHER RESOLVED that the Township of Middletown's 2018 Annual Action Plan shall request funding to the fullest extent of funding allowed and

determined by the United States Department of Housing and Urban Development, under Title I of the Housing and Community Development Act of 1974, as amended.

**BE IT FURTHER RESOLVED** that the Department of Community Development staff are hereby authorized and directed to respond to all citizens comments received regarding the Township of Middletown 2018 Annual Action Plan and make such revisions or modifications to the Annual Action Plan as may be necessary or appropriate based on such comments.

**BE IT FURTHER RESOLVED** that the Mayor and other authorized appropriate and responsible officials be and they are hereby authorized and directed to execute on behalf of the Township of Middletown such certifications and other documentation as may be required the US Department of Housing and Urban Development.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution shall be sent to the US Department of Housing and Urban Development.

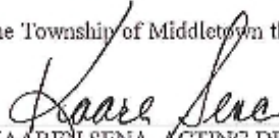
#### MIDDLETOWN TOWNSHIP COMMITTEE

Committee Member	Approved	Opposed	Abstain	Absent
Mayor Murray				X
A. Fiore	X			
R. Hibell	X			
A. Perry	X			
K. Seltentorino	X			

#### CERTIFICATION

I, Kaaren Sana, Acting Deputy Township Clerk of the Township of Middletown, hereby certify the foregoing to be a true copy of a resolution adopted by the Middletown Township Committee at their meeting held June 18, 2018.

WITNESS, my hand and the seal of the Township of Middletown this 18th day of June, 2018.

  
KAAREN SANA, ACTING DEPUTY CLERK



# SF 424

The SF 424 is part of the CPMP Annual Action Plan. SF 424 form fields are included in this document. Grantee information is linked from the 1CPMP.xls document of the CPMP tool.

## SF 424

Complete the fillable fields (blue cells) in the table below. The other items are pre-filled with values from the Grantee Information Worksheet.

Date Submitted	Applicant Identifier B 18 MC-34-0110	Type of Submission	
Date Received by state	State Identifier 34	Application	Pre-application
Date Received by HUD	Federal Identifier	<input type="checkbox"/> Construction	<input type="checkbox"/> Construction
		<input checked="" type="checkbox"/> Non Construction	<input type="checkbox"/> Non Construction
<b>Applicant Information</b>			
Township of Middletown		NJ341974 MIDDLETOWN	
		04-909-4121	
3 Penelope Lane		Organizational Unit	
Middletown	New Jersey	Planning & Community Development	
07748	U.S.A.	Division	
Employer Identification Number (EIN):		Monmouth County	
21 6000671		Program Year Start Date (1/1)	
Applicant Type:		Specify Other Type if necessary:	
Local Government: Township		Specify Other Type	
Program Funding		U.S. Department of Housing and Urban Development	
Catalogue of Federal Domestic Assistance Numbers; Descriptive Title of Applicant Project(s); Areas Affected by Project(s) (cities, Counties, localities etc); Estimated Funding			
Community Development Block Grant		14.218 Entitlement Grant	
CDBG Project Titles Housing Rehabilitation, Administration		Description of Areas Affected by CDBG Project(s) Community wide, and North Middletown, a low/mod income neighborhood	
\$CDBG Grant Amount \$251,171	\$Additional HUD Grant(s) Leveraged(Describe Prior Year resources		
\$Additional Federal Funds Leveraged 0		\$Additional State Funds Leveraged 0	
\$Locally Leveraged Funds 0		\$Grantee Funds Leveraged 0	
\$Anticipated Program Income \$20,000		Other (Describe)	
Total Funds Leveraged for CDBG-based Project(s) \$271,171			
Home Investment Partnerships Program		14.239 HOME	
HOME Project Titles		Description of Areas Affected by HOME Project(s)	
\$HOME Grant Amount	\$Additional HUD Grant(s) Leveraged(Describe		
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	



\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for HOME-based Project(s)			
Housing Opportunities for People with AIDS		14.241 HOPWA	
HOPWA Project Titles		Description of Areas Affected by HOPWA Project(s)	
\$SHOPWA Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for HOPWA-based Project(s)			
Emergency Shelter Grants Program		14.231 ESG	
ESG Project Titles		Description of Areas Affected by ESG Project(s)	
\$ESG Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for ESG-based Project(s)			
Congressional Districts of: 6 <sup>th</sup> and 12 <sup>th</sup>		Is application subject to review by state Executive Order 12372 Process?	
Applicant Districts	Project Districts		
Is the applicant delinquent on any federal debt? If "Yes" please include an additional document explaining the situation.		<input type="checkbox"/> Yes      This application was made available to the state FO 12372 process for review on DATE <input checked="" type="checkbox"/> No      Program is not covered by EO 12372 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A      Program has not been selected by the state for review	
Person to be contacted regarding this application			
Amy	H	Sarrinikolaou	
CDBG Program Director	732-615-2289	Fax 732-615-2103	
asarrinik@middletownnj.org	www.middletownnj.org	Other Contact jcarmmariosano@middletownnj.org	
Signature of Authorized Representative		Date Signed 6.25.18	



## CPMP Non-State Grantee Certifications

Many elements of this document may be completed electronically, however a signature must be manually applied and the document must be submitted in paper form to the Field Office.

- ☐ This certification does not apply.  
☒ This certification is applicable.

### NON-STATE GOVERNMENT CERTIFICATIONS

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

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice 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.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Drug Free Workplace** -- It will or will continue to provide a drug free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about --
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will --
  - a. Abide by the terms of the statement; and
  - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted --
  - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.



## Jurisdiction

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

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

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

**Consistency with plan** -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

  
\_\_\_\_\_  
Signature Authorized Official

10-25-18  
\_\_\_\_\_  
Date

Stephanie C. Murray *KEVIN A. SETTEMBRINO*  
\_\_\_\_\_  
Name

\_\_\_\_\_  
Mayor, Township of Middletown

\_\_\_\_\_  
Title

1 Kings Highway  
\_\_\_\_\_  
Address

Middletown, NJ 07748  
\_\_\_\_\_  
City/State/Zip

732-615-2000  
\_\_\_\_\_  
Telephone Number

## Jurisdiction

- ☐ This certification does not apply.  
☒ This certification is applicable.

### Specific CDBG Certifications

The Entitlement Community certifies that:

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

**Community Development Plan** -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan** -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

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

11. **Maximum Feasible Priority** - With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
12. **Overall Benefit** - The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2016, 2017, 2018, (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
13. **Special Assessments** - It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

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

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

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

Jurisdiction

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

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K and R, of title 24;

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

  
\_\_\_\_\_  
Signature/Authorized Official

10-25-18  
Date

Stephanie G. Murray KEVIN H. SETTEMBRINO  
Name

Mayor, Township of Middletown  
Title

1 Kings Highway  
Address

Middletown, NJ 07748  
City/State/Zip

732-615-2000  
Telephone Number


## Jurisdiction

controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including:

- All "direct charge" employees;
- all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and
- a. temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Note that by signing these certifications, certain documents must be completed, in use, and on file for verification. These documents include:

1. Analysis of Impediments to Fair Housing
2. Citizen Participation Plan
3. Anti-displacement and Relocation Plan

  
\_\_\_\_\_  
Signature/Authorized Official

10-25-18  
\_\_\_\_\_  
Date

Stephanie C. Murtagh ~~KEVIN M. SETTEMBRINO~~  
\_\_\_\_\_  
Name

Mayor, Township of Middletown  
\_\_\_\_\_  
Title

1 Kings Highway  
\_\_\_\_\_  
Address

Middletown, NJ 07748  
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732-615-2000  
\_\_\_\_\_  
Telephone Number

Jurisdiction \_\_\_\_\_

- ☒ This certification does not apply.  
☐ This certification is applicable.

**OPTIONAL CERTIFICATION  
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities, which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Telephone Number

Jurisdiction \_\_\_\_\_

- ☒ This certification does not apply.  
☐ This certification is applicable.

### Specific HOME Certifications

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs** -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

**Appropriate Financial Assistance** -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Telephone Number



Jurisdiction \_\_\_\_\_

- ☒ This certification does not apply.  
☐ This certification is applicable.

### HOPWA Certifications

The HOPWA grantee certifies that:

**Activities** -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building** -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Telephone Number

Jurisdiction

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- ☒ **This certification does not apply.**  
☐ **This certification is applicable.**

#### ESG Certifications

I, \_\_\_\_\_, Chief Executive Officer of **Error! Not a valid link.**, certify that the local government will ensure the provision of the matching supplemental funds required by the regulation at 24 *CFR* 576.51. I have attached to this certification a description of the sources and amounts of such supplemental funds.

I further certify that the local government will comply with:

1. The requirements of 24 *CFR* 576.53 concerning the continued use of buildings for which Emergency Shelter Grants are used for rehabilitation or conversion of buildings for use as emergency shelters for the homeless; or when funds are used solely for operating costs or essential services.
2. The building standards requirement of 24 *CFR* 576.55.
3. The requirements of 24 *CFR* 576.56, concerning assurances on services and other assistance to the homeless.
4. The requirements of 24 *CFR* 576.57, other appropriate provisions of 24 *CFR* Part 576, and other applicable federal laws concerning nondiscrimination and equal opportunity.
5. The requirements of 24 *CFR* 576.59(b) concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
6. The requirement of 24 *CFR* 576.59 concerning minimizing the displacement of persons as a result of a project assisted with these funds.
7. The requirements of 24 *CFR* Part 24 concerning the Drug Free Workplace Act of 1988.
8. The requirements of 24 *CFR* 576.56(a) and 576.65(b) that grantees develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted with ESG funds and that the address or location of any family violence shelter project will not be made public, except with written authorization of the person or persons responsible for the operation of such shelter.
9. The requirement that recipients involve themselves, to the maximum extent practicable and where appropriate, homeless individuals and families in policymaking, renovating, maintaining, and operating facilities assisted under the ESG program, and in providing services for occupants of these facilities as provided by 24 *CFR* 76.56.
10. The requirements of 24 *CFR* 576.57(e) dealing with the provisions of, and regulations and procedures applicable with respect to the environmental review responsibilities under the National Environmental Policy Act of 1969 and related



authorities as specified in 24 CFR Part 58.

11. The requirements of 24 CFR 576.21(a)(4) providing that the funding of homeless prevention activities for families that have received eviction notices or notices of termination of utility services will meet the requirements that: (A) the inability of the family to make the required payments must be the result of a sudden reduction in income; (B) the assistance must be necessary to avoid eviction of the family or termination of the services to the family; (C) there must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and (D) the assistance must not supplant funding for preexisting homeless prevention activities from any other source.
12. The new requirement of the McKinney-Vento Act (42 USC 11362) to develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. I further understand that state and local governments are primarily responsible for the care of these individuals, and that ESG funds are not to be used to assist such persons in place of state and local resources.
13. HUD's standards for participation in a local Homeless Management Information System (HMIS) and the collection and reporting of client-level information.

I further certify that the submission of a completed and approved Consolidated Plan with its certifications, which act as the application for an Emergency Shelter Grant, is authorized under state and/or local law, and that the local government possesses legal authority to carry out grant activities in accordance with the applicable laws and regulations of the U. S. Department of Housing and Urban Development.

Signature/Authorized Official	Date
Name	
Title	
Address	
City/State/Zip	
Telephone Number	