

**COMMUNITY DEVELOPMENT  
BLOCK GRANT PROGRAM**

**ANNUAL WORK PLAN  
PROGRAM YEAR 28**  
*CITY OF LONG BRANCH, NJ*

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# **SECTION I**

**SF 424  
BUDGET  
ANNUAL PLAN OBJECTIVES AND ACTIONS**

## Program Year 2002 Budget

	<u>Project Description</u>	<u>CDBG Funds</u>
<b>A.</b>	<b>HOUSING</b>	
	Special Needs Housing	\$3,000
	Weatherization	\$9,000
	Rehabilitation Administration	\$20,000
	Code Enforcement	\$20,000
	First-Time Homebuyers	\$6,000
	Demolition	\$33,000
<b>B.</b>	<b>Public Services</b>	
	Crime Prevention	\$60,000
	Job Training	\$12,000
	Community Assistance/Aid to Non-Profits	\$12,000
<b>C.</b>	<b>Public Facilities</b>	
	Conrail Property Improvement	\$6,000
	Community Gardens Improvement	\$4,000
	Community Health Center	\$10,000
	Community Facility Improvements	\$20,000
	Parks Improvement/Development	\$25,000
	Fire Prevention/Community Service Butler Building	\$30,000
<b>D.</b>	<b>Economic Development</b>	
	Community Improvement Fund (Debt Service)	\$45,000
	Redevelopment Project	\$50,000
<b>E.</b>	<b>Infrastructure</b>	
	Sidewalk, Streets, Parking Lot Improvements	\$110,000
<b>F.</b>	<b>Senior Programs</b>	
	Senior Center Upgrades/Activities	\$15,000
<b>G.</b>	<b>Youth Programs</b>	
	Youth Center Recreation/Equipment/Activities	\$15,000
<b>D.</b>	<b>Planning and Administration</b>	
	Program Administration	\$85,000
	Economic Development	\$50,000
	Office Equipment/Materials	\$7,000
	Vehicle Operations	\$5,000
	Memberships, Conferences and Expenses	\$3,000
	Office Rent	\$10,000
	Phone/Pager	\$2,000
	Supplies/Service	\$3,000
	<b>Total Budget</b>	<b>\$670,000</b>

## **ANNUAL ACTION PLAN, PROGRAM YEAR 28 – 2002**

The City of Long Branch has prepared the Program Year 2002 Action Plan in accordance with HUD regulations promulgated on January 5, 1994, November 9, 1995 and December 12, 1997. The Action Plan identifies those projects which address the housing and non-housing community development needs of extremely low-income, low-income and moderate income persons and which are funded by HUD programs or other resources. The projects proposed in the PY 2002 Action Plan are intended to implement the objectives of the Strategic Plan section of the Five-Year Consolidated Plan. The objectives of the Consolidated Plan are re-stated below:

- (a) Preserve and increase the supply of affordable rental housing for extremely low and low-income persons (HOME funds from the County are a possibility);
- (b) Coordinate planning efforts with the Long Branch Housing Authority to expand rental assistance to extremely low-income families;
- (c) Support the Long Branch Housing Authority's strategies for addressing housing needs of extremely low-income families;
- (d) Provide assistance to extremely low-income and low-income homeowners to rehabilitate their properties, including correction of code violations and energy efficiency measures;
- (e) Preserve the supply of existing affordable owner-occupied housing through the residential rehabilitation program;
- (f) Provide financial support to non-profit agencies which deliver services to special needs subpopulations and to extremely low and low-income individuals and families;
- (g) Stabilize low-income neighborhoods with infrastructure improvements financed, in whole or in part, with CDBG funds;
- (h) Upgrade the condition of existing housing stock and stabilize low-income neighborhoods through stringent code enforcement, demolition and acquisition efforts;
- (i) Provide economic opportunities for extremely low and low-income persons through job training programs, business retention efforts and redevelopment activities which create jobs;
- (j) Provide opportunities for low and moderate income renters to become homeowners.

In addition to these objectives, the 2002 Annual Work Program will improve public facilities in low-income areas, improve city-owned parking lots and develop recreational parks that serve the low and moderate income households.

## **FORM APPLICATION**

Standard Form 424 is included at the beginning of this Annual Plan submission. Tables and maps generated from the Consolidated Plan Community 2020 software are attached at the end of this document.

## **RESOURCES**

### **1. Federal Resources**

The federal resources expected to be available during the 2002 Action Plan (FY 2002) are as follows:

- (a) Community Development Block Grant Funds (\$713,000);
- (b) 488 Section 8 Vouchers issued through the LBHA (\$3,993,179);
- (c) 131 Section 8 Vouchers issued through the NJDCA and 193 through Monmouth County;
- (d) Public Housing Operating Subsidy funds (\$1,812,908);
- (e) Public Housing Capital Grant funds (\$1,637,741);
- (f) Public Housing Drug Elimination funds (\$157,980).

### **2. Other Resources**

Other resources expected to be available during the second year of the 2001 Consolidated Plan are as follows:

- (a) Regional Contribution Agreements (\$437,500);
- (b) Public Housing Dwelling Rental Income (\$1,777,998);
- (c) HOME funds (Monmouth County Consortium, \$100,000, tentative).

## **ACTIVITIES TO BE UNDERTAKEN**

During the 2002 Action Plan period, the City will directly implement or support the activities described elsewhere in this report. The anticipated number of beneficiaries to be assisted is noted on the project forms generated by the Community 2020 software. The timeframe for each activity is January 1, 2002 – December 31, 2002.

The proposed allocations are in response to proposals submitted during the Annual Plan Development process. The Office of Community and Economic Development evaluates the proposals for consistency with local community development objectives. Requests are reviewed and authorized by the Mayor and the City Council.

## **GEOGRAPHIC DISTRIBUTION**

Certain proposed activities will be site-specific, other activities will be implemented on a city-wide basis or serve low and moderate income block groups. Maps illustrating specific program locations are included in this document. The geographic distribution of FY CDBG 2002 noted on the project forms generated from Community 2020 software.

## **HOMELESS AND OTHER SPECIAL NEEDS ACTIVITIES**

In order to address the needs of Homeless and Other Special Needs populations, the City directly supports programs to preserve affordable housing and minimize the risk of homelessness and provides financial support to non-profit agencies which deliver services to special needs subpopulations. The City refers homeless individuals and families to the Monmouth County Continuum of Care which provides supportive and transitional housing programs, shelters, housing for persons with disabilities, and single room occupancy funding for individuals.

## **OTHER ACTIONS**

The Office of Community and Economic Development has, throughout the past year, made an extra effort to meet with different groups throughout Long Branch. Meetings were held with local housing authority officials to discuss concerns such as job training, employment opportunities, housing rehabilitation projects, both public housing and private homes, grants for first-time homebuyers, parks development projects, abating lead-base paint hazards, conducting testing of paint chips in Section Eight housing, bilingual proposals concerning economic development activities, public education, housing improvements, fair housing and other important community topics. Community participation, in addition, was the driving force behind the Five-Year Consolidated Plan and 2002 Annual Work Program.

## **HOUSING IMPROVEMENTS**

The OCED continues to be the lead agency in partnering with non-profits, for-profits and other agencies to provide new affordable housing. The OCED also continues to offer several housing rehabilitation programs focusing on the abatement of existing code violations particularly to major systems in homes. Property improvement strategies were implemented to address residents' complaints relative to property maintenance and code violations in their community. Resident groups met to plan and brainstorm seeking answers to concerns and other problems. Where once vacant and unkempt lots existed, virtually all available parcels were given new homes and improved walkways and sidewalks. This type of resident initiative continues and is a vital part of CDBG community participation forums held throughout the year.

## **LEAD BASE PAINT HAZARDS**

In all of the OCED housing rehabilitation programs a vital component of the application process is the dissemination of pertinent literature admonishing and advising the potential hazards of lead-base paint. Brochures are sent to every applicant discussing lead-base paint as well as possible funding sources for the reduction of lead paint in the home. The OCED has partnered with the City's Health Department and Public Housing Authority to dovetail efforts with testing lead in private Section Eight housing, to screen children and to provide information to parents and property owners about safeguarding their families and property from the hazards of lead-base paint.

## **REDUCING POVERTY**

In the Action Plan 2002, the OCED will continue to support job training and self-sufficiency programs in collaboration with the Long Branch Housing Authority and the LBHA Department of Community Development. Eliminating poverty starts with the proper training of youth and the proper preparation of our young to do well in school and other training facilities. The OCED will support the construction of a community/youth activity center in partnership with local fire departments. Activities such as after-school, tutoring and mentoring will be implemented to assist in this endeavor. The OCED will also support training for adults and work with individuals in a local Job Bank Association (one that provides temporary work and on-the-job-training for unemployed and the underemployed resident).

The OCED will support economic development activity such as making improvements in all distressed commercial zones to improve business and create jobs to lower unemployment and help to raise median household income by providing a list of available jobs to those in need. The OCED will join with the local housing authority to monitor the placement of people in working environments and to offer assistance to abate any social problem such as transportation, childcare, health care of any other impediment that could prevent an individual from getting to work.

## **ENHANCING INSTITUTIONAL STRUCTURES AND COORDINATION BETWEEN HOUSING AND SERVICE PROVIDERS**

The OCED has collaborated with local educational and health institutions to improve the delivery of services for the benefit of low to moderate groups. Monmouth University has implemented a volunteer program that gives young students an opportunity to work in the Long Branch community to assist with clean-up projects, childcare projects, tutoring and mentoring programs, community gardens and beautification projects, recreational programs and many more. The OCED meets regularly with Brookdale Community College as the OCED Director serves on the Advisory Board to discuss educational needs and social needs that are provided for residents of the Long Branch community. The Director serves on boards with the Chamber of Commerce, Community Bank, Monmouth-Ocean Development Council, Long Branch Housing Authority Advisory Board, National Association of Housing Rehabilitation Officials, Downtown New Jersey, Long Branch Tomorrow and boards of other agencies to help define and resolve problems and address the

needs of the local community. Participation in these agencies has facilitated the urgent need for timely delivery of services and benefits to low and moderate individuals, groups and communities in Long Branch.

Housing needs will be better addressed in 2002 as new and older units will be added to the list of available units, healthcare will be provided as the OCED will support the renovation of a healthcare facility in the City, and with the support of the Oceanfront Redevelopment Project, hundreds of jobs will be created and an opportunity for gainful employment for many of the unemployed will be made possible. Other concerns such as code enforcement, community policing, fire prevention, recreation and business development will be addressed in the Annual Work Program for 2002.

## **PROGRAM-SPECIFIC REQUIREMENTS**

### *Funds Expected to be Available*

The City anticipates receiving \$713,000 in CDBG funds during the Action Plan period. The amount of program income has not been determined. The amount of funding anticipated by the Long Branch Housing Authority is stated in the Resources section above. The City has requested HOME funds assistance from the County Consortium for 40 units of new affordable housing.

### *Monitoring*

The City has a system of internal financial controls for the administration of the CDBG program. Annual audits are performed in compliance with the Federal Single Audit Act and with State budgetary law.

The OCED regularly monitors the quality and quantity of services delivered by subrecipients. The OCED has established subrecipient reporting formats to ensure accountability and compliance. OCED is also responsible for monitoring the timeliness of funded projects and expenditures.

Federal regulations stipulate that CDBG Entitlement grantees must monitor subrecipients and relevant allocations in order to ensure federal compliance with the expenditure of program funds. National objectives must be met and equal and fair opportunities must be affirmatively marketed and stated in order for any and all contractors to receive federal project awards.

The Office of Community and Economic Development closely monitors all subrecipients and/or agencies receiving assistance relative to all projects. The OCED staff regularly visits sites and projects that are ongoing. Any and all reports that are done during a visit are either completed or are communicated with the subrecipient and written reports are made available as well.

The OCED will be responsible for enforcing and monitoring procedures relevant to the expenditure of federal funds for low and moderate to ensure that:

- Needed housing assistance and supportive services are available;
- The use of all funds is consistent with the priority needs table printed in the Consolidated Plan;
- Recipients are in compliance with applicable regulations regarding the disbursement of federal funds;
- Record keeping and financial management systems are provided to maintain documentation on program compliance and disbursement of federal funds in accordance with applicable laws;
- The information submitted to HUD is correct and complete.

Key components of the monitoring procedure should include the following or an approved equivalent:

#### *Grant Application/Proposal*

Recipients should be required to submit a project schedule and budget. The Grant Agreement is the contract specifying the activities to be completed and the conditions which must be met in order to carry out the activities. The Agreement should also specify the project liaison. Communication and consultation between the OCED staff and the liaison should occur on a regular basis.

#### *Record Keeping*

OCED staff should monitor to ensure that proper accounts, fiscal records, supporting documentation, bank statements and other pertinent data are established, maintained and made available by the receiving agency.

#### *On-Site Visitations*

Regular on-site visits are conducted. Additional visits may include technical assistance, project pre-construction conferences, interim monitoring and close-out monitoring. In addition, a review of financial records, cash disbursements and an evaluation of program objectives are done. Such visits should be scheduled in writing and followed up with a letter to the agency. The letter should elaborate on the results of the visit and specify concerns or recommendations regarding the operation and/or administration of the project or program.

## **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FY 2002**

### *Program Narratives*

#### **A. Housing**

##### Special Needs

The Office of Community and Economic Development (OCED) offers assistance for Special Needs cases. Under normal circumstances local clients are referred to the County of Monmouth where a program (Continuum of Care) is available. However, in the event there is an emergent need, the OCED is prepared to offer assistance. During the Program Year if funds are not used they are redirected for use in the Annual Work Plan.

##### Weatherization/Special Housing Assistance

In the event a low to moderate household experiences a hardship or if an event occurs that creates a hardship for an eligible family, and no other assistance exists, the OCED offers aid to help restore normalcy. Should a major system such as roof damage, trouble with the heating system during extreme weather conditions or other uncontrollable acts occur, the OCED can provide help to the household.

##### Rehabilitation Administration

The OCED is the lead agency in the City to offer housing rehabilitation funds to abate code violations in very low to moderate income households. Regional Contribution Agreement (RCA) funds, RCA repayment funds and some local funds are used for this purpose. OCED staff administers all housing restoration programs and CDBG funds are requested to help with the administration of the OCED housing programs.

##### Code Enforcement

The City of Long Branch places high priority on Code Enforcement and property improvement. The OCED supports this effort as strategies to eradicate blight and sub-standard housing units have been implemented by the Building, Code Enforcement and Community Development departments. In addition, a collaborative endeavor has been put in operation to monitor the issuance of Certificates of Occupancy in low and moderate income zones. Units must be thoroughly inspected and approved before Certificates are issued. The OCED supports the administration of Code Enforcement as these initiatives have proven to work well in reducing blight and poverty conditions.

##### First-Time Homebuyer Program

The First-Time Homebuyer Project has been taken over by the County of Monmouth. The program offers up to \$10,000 to defray closing costs or for down payment assistance toward the purchase of a home. The OCED maintains a small allocation to assist first-time buyers when smaller amounts are needed to complete purchase transactions.

### Demolitions

Improving neighborhoods and communities is a vital part of community growth. Abandoned and dangerous buildings will be razed and liens will be attached to any property that is cleared with the use of federal funds. Eventually the City will foreclose on such properties and the titles will be taken. City-owned lots will be used to produce new affordable housing units. To date, some twenty new units have been built and more construction of affordable units is planned for the 2002 Annual Work Program.

## **B. Public Services**

### Crime Prevention

Community Policing has been extremely effective and the results of supporting this project has led to reduced crime in the City. In recent years the crime rate has been reduced by double digit numbers. The OCED will continue to support Crime Prevention.

### Job Training

During the 2001 Program Year the local housing authority changed its administration. The proper coordination was not successful between the City and the housing authority as the authority made adjustments to familiarize themselves with federal procedures regarding operations. The Job Training Program and Self-Sufficiency project (ACCEPT, Adult Child Care Education and Program Training) was put on hold until the housing authority is ready to resume classes. The program will be continued in the 2002 Annual Work Plan.

### Community Assistance/Aid to Non-Profits

Various non-profit groups and individuals request assistance for worthy causes during the program year. The OCED provides aid to non-profits for cultural, educational, recreational, social, economic and other causes.

### Recreation

The Department of Recreation for the City of Long Branch does an adequate job in rendering programs for youth, teenagers and seniors. The assistance given by the OCED specifically targets very low, low and moderate income individuals who are often missed by the City-supported programs such as Pop Warner Football, soccer or wrestling. The OCED supplements the City program making it

possible for educational/recreational excursions, sporting events, equipment and other needs not covered.

### **C. Public Facilities**

#### **Conrail Property Improvement**

The Conrail site is a low to moderate zone that is used for open space, community gardens, flower gardens, a picnic area and other uses. Each year improvements are made to upgrade this area. The 2002 Annual Plan will make more improvements until the area becomes fully accessible and safe for use by those in the area.

#### **Community Gardens Site Improvement Project**

Community garden sites are upgraded each year. Eventually there will be walkways, gardens, tables and benches, water system and natural barriers installed to make the gardens state-of-the-art. The 2002 Work Plan will continue to upgrade garden sites.

#### **Community Health Facility**

The past program year it was hoped that a community health facility would be supported by the OCED. Plans to go forward with this project were delayed, however, as other leveraged funds were slow to be secured. The 2002 Work Program will include an allocation for this concept as it appears that the community entity will be ready to go forward. The health facility already exists and needed improvements to the building will be considered for funding once proof that the entire scope of work have been obtained.

#### **Community Facility Improvements**

Public and community properties that serve low to moderate income families are systematically upgraded to efficiently handle demands and use. The public library, Senior Center at Second Avenue, Bucky James Community Center, Union Avenue Firehouse, Woodrow Wilson Community Club (Housing Authority), Ellis Ave. Club at Grant Avenue Housing Authority and other public entities are some that are targeted for improvements. The OCED will offer assistance on a first-come, first-served basis.

#### **Parks Improvement and Development**

The OCED has become the responsible entity for aggressively initiating City-owned parks and recreation sites that serve low to moderate households. The OCED applied for and received supplementary funding from the NJ State Green Acres Program to improve the oceanfront, Pleasure Bay Park at Atlantic Avenue, Branchport Park, Van Court Park, Jackson Woods, Jerry Morgan Park, Bucky James Park and Manahassett Creek Park. Parks development projects will see

some six million dollars of various funding go into these projects within the next two to three years. The OCED will set aside an allocation for these purposes.

#### Fire Prevention/Union Avenue Fire Station

The Union Avenue Station serves residents in a low to moderate area and will offer a meeting/utility room for use by the neighborhood. Additional bays will be added to consolidate City-owned equipment and bathrooms will be made ADA compliant. In addition, a community venue for fundraisers and other activities will be created.

#### Community Improvement Fund/Debt Service

The OCED supports the debt service related to the improvements to be made at the Union Avenue Fire Station. These improvements are upgrades to an existing facility that will be beneficial to fire prevention as well as serving as a focal point to house community activities. The debt service will be for five years as this reflects the terms of the capital bonds used to pay for the improvements.

### **D. Economic Development**

#### Oceanfront and Broadway Redevelopment Projects

The OCED continues to be the lead agency in supporting redevelopment projects in underutilized zones. Currently two sectors, Beachfront North and Pier Village are under developers' agreements and Pier Village will be under construction in the spring of 2002. In addition, the Broadway business corridor will soon be declared an area in need of redevelopment. This designation will give the City the tools it needs to go forward with development and new construction projects specifically for this historically underutilized business zones. The OCED will support these special economic development projects as they will offer sustainable development, create new jobs and remove blight in a major business community.

### **E. Infrastructure Upgrades**

#### Sidewalk Repair and Parking Lots Improvements

Commercial sidewalks in many of the distressed zones have to be addressed. City-owned parking lots that provide locations for customers to park while they shop also are in dire need of repair. Project Facelift is a project started by the OCED that addresses restoration of sidewalks and parking facilities. The OCED enters its ninth year of Project Facelift. Areas in lower Broadway, upper Broadway, West End and Mid-town, all HUD zones, will be improved with resurfacing, re-stripping, new lighting, pavers, medians, curbing, landscaping and other amenities. Other funds outside the CDBG will have to be leveraged to complete these actions.

**F. Senior Programs**

**Senior Center Upgrades and Senior Activities**

A key component to providing comprehensive assistance to low to moderate residents is to offer relief to senior citizens. Each year aid is directed to the seniors in the form of social, recreational, educational, cultural and economical programs. A full-time Director works in conjunction with the OCED to express needs and concerns of the elderly. Regular meetings are held as the Director of OCED serves on the Senior Center Advisory Committee. In addition, the OCED sets aside funds to upgrade the Senior building located at Second Avenue used, sometimes exclusively for the seniors.

**G. Youth Programs**

**Youth Center/Equipment/Activities**

Intrinsic in any community planning is providing choices for the youth of the community. The OCED acts as a liaison between public schools, the City Recreation Department, various organizations, the local housing authority and area youth to collaborate on various programs, projects and services to be provided to young girls and boys. The OCED specifically offers assistance to Bucky James on behalf of youth programs, supports non-profits that provide cultural, educational, recreational and social events, and purchases recreational equipment and tools to complement other activities that are coordinated between agencies, schools and other organizations. Some examples are Planned Parenthood, Long Branch Housing Authority Drug Elimination Program, Long Branch Recreation Little League and Bidy Basketball, Senior Educational tour to Black Colleges and many other events and activities.

**H. Planning and Administration**

Program Administration, Economic Development Administration, Office Equipment, Furniture and Materials, Vehicle Operations, Memberships, Conferences and Related Expenses, Office Rent, Phone and Pager Service and Office Supplies are categories necessary to carry out objectives established by the CDBG program. We proudly enter the twenty-eighth (28<sup>th</sup>) year and will continue to provide service and deliver benefits to those very low, low and moderate income households, groups and individuals.