

PUBLIC NOTICE

CONSOLIDATED ANNUAL PERFORMANCE AND  
EVALUATION REPORT  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
TOWNSHIP OF MIDDLETOWN, NEW JERSEY

The Township of Middletown has prepared its Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER outlines the actions and accomplishments in Program Year 2017 (for the period January 1, 2017 through December 31, 2017) regarding the Township's annual Action Plan and Five Year Consolidated Plan. The Consolidated Plan was adopted to enable the Township to apply to the U.S. Department of Housing and Urban Development (HUD) for funds under the Community Development Block Grant Program (CDBG). The Consolidated Plan includes an assessment of housing and homeless needs in the Township; a housing market analysis, an analysis of Public Housing needs; and strategies to address housing and non-housing needs. The CAPER is intended to enable citizens to understand how local programs contributed during the year toward meeting the needs and objectives identified in the Action Plan and Five Year Consolidated Plan. The CAPER consists of three (3) basic parts – 1) a summary of resources and program accomplishments, 2) the status of actions taken during the year to implement the Township's overall strategy to address housing needs, and 3) an evaluation of progress made during the past year in addressing identified priority needs and objectives.

The primary Consolidated Plan objectives for Program Year 2017 were as follows:

1. To rehabilitate and preserve existing affordable housing stock for low and moderate income households.
2. Public Facility improvements at the Tonya Keller Community Center and Ideal Beach in North Middletown.

Beginning March 9, 2018 a copy of the CAPER will be available for public inspection at the Department of Planning and Community Development, 3 Penelope Lane, between the hours of 8:30 am and 4:00 pm. Comments on the CAPER or on the Township's general community development performance can be forwarded to Amy H. Sarrinikolaou, Director of Community Development, at the above address or by contacting (732) 615-2281. All written or verbal comments received within 15 days of the publication of this notice shall be attached to the CAPER and submitted to HUD.



# Third Program Year CAPER 2017

## CR-05 - Goals and Outcomes

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

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. This level of entitlement assistance marks a 7.3% decrease in federal resources from 2016. A total \$84,073 in program income was received by the Community Development Program in 2017 of which is made up of lien repayments, administrative fees, and interest. Financial Summary Report (PR26) is in the Appendix.

The Township's 2015-2019 Consolidated Plan was adopted in March 2015 and was made a component of the Monmouth County HOME Consortium Consolidated Plan submission. The objectives and outcomes of Middletown's Consolidated Plan is to provide financial resources for housing rehabilitation to owner-occupied, income-eligible households, and address non-housing community development needs specifically eligible improvements to neighborhood and public facilities in areas of low income concentration. Middletown's 2017 Action Plan included funding for four (4) eligible activities including the Home Rehabilitation Program, public facility improvements, and program administration.

**Housing Rehabilitation Program** - Funds are set aside for housing rehabilitation at sites throughout the Township. Eligible repairs under the Program include emergency repairs related to heat, electrical, plumbing or roof leaks, correction of building code violations, and any type of barrier-free improvements for single-family dwellings. The Community Development Program planned to rehabilitation up to 10 households in 2017 with this resource. Grants of up to \$25,000 would be made available to eligible households. Activity Summary Report (PR03) is in the Appendix.

**Improvement of Public Neighborhood Facilities** - Funds are set aside for accessibility improvements at Ideal Beach in North Middletown in 2017. 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, an area of concentration of low income households in the Township, including a dune crossing, depressed curbing, re-striping for accessibility in the existing parking lot, lighting, and landscaping.

**Improvements to Public Neighborhood Facilities** - Funds are set aside for building improvements at the Tonya Keller Community Center in North Middletown. Building and infrastructure improvements will provide an area benefit and are essential at the community center. Improvements will allow this public facility to more readily serve all residents of the area, where at least 51 percent of the residents are of low or moderate income. The area served by the community center is primarily residential in nature. Planned Building improvements include exterior improvements to the building’s façade including windows and doors. Interior building improvements planned include internal doorbell system, interior doors, replacing wall panels with sheetrock and/or other material. Infrastructure improvements would include streetscape improvements, upgrades to existing outdoor lighting to increase security and safety, and resurfacing of the existing basketball court.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Administration	Administration	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0		1200	1200	100.00%

Administration	Administration	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	0	0		10	6	60.00%
Administration	Administration	CDBG: \$	Other	Other	3	3	100.00%			
Affordable Housing	Affordable Housing	CDBG: \$ / public- local: \$	Rental units constructed	Household Housing Unit	36	12	33.33%			
Affordable Housing	Affordable Housing	CDBG: \$ / public- local: \$	Homeowner Housing Added	Household Housing Unit	115	0	0.00%			
Affordable Housing	Affordable Housing	CDBG: \$ / public- local: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	42	12	28.57%			
Housing Rehabilitation	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	50	26	52.00%	10	7	70.00%
Improvements at Neighborhood Facility	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1426	1426	100.00%	3000	0	0.00%
Improvements at Public Facility	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	6000	6000	100.00%	3000	0	0.00%

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

In 2017, Middletown endeavored to provide decent affordable housing by fostering the maintenance and development of housing affordable to target income households; and public facility improvements. Priority housing objectives included the rehabilitation and preservation of the Township’s existing affordable housing stock, and new construction or substantial rehabilitation of additional affordable housing. Due to the substantially delayed timing of the 2017 entitlement, No activity under non-housing objectives took place in 2017. It is expected that these planned activities will take place in early 2018.

Federal resources provided directly through the CDBG program provided \$221,651 to facilitate housing rehabilitation and public facility improvements in the Township in 2017. A total \$84,073 in program income was received by the Community Development Program in 2017 of which is made up of lien repayments, administrative fees. Eleven (11) applications for the Township's home rehabilitation program were received in 2017 alone, seven (7) were funded and completed, consistent with previous years.

Based on Table 1, the Community Development Program noted the following household characteristics of the Home Rehab Program applicants assisted in 2017 totaling 13 households, including six households that applied in previous years and were not yet funded and completed until 2017:

TOTAL ELDERLY (E) **6**

TOTAL FEMALE HEAD OF HOUSEHOLD (FHH) **10**

TOTAL SPECIAL NEEDS (HDCP) **3**

TOTAL LARGE FAMILY (LF) **0**

TOTAL VERY LOW INCOME\* (50%) OR LESS (VLI) **12**

TOTAL LOW INCOME\* (51%+) (LI) **1**

CASE #	Annual HHI (\$)	PERCENT (%) MIDEAN FAMILY INCOME*	HOUSEHOLD CHARACTER	LOW/MOD AREA(Yes or No)	FUNDED?	Neighborhood
41-08	12,336	12	E,FHH,VLI	N	Funded and completed	Middletown
41-09	36,361	35	FHH,VLI	N	Funded and completed	Leonardo
41-06	32,093	31	E,FHH,VLI	N	Funded and completed	Middletown
42-04	32,725	32	E,FHH,VLI	Y	Funded and completed	North Middletown
42-06	32,949	32	FHH,VLI	Y	Funded and completed	North Middletown
42-10	9,408	9	E,HDCP,VLI	N	Funded and completed	Middletown
43-01	36,255	35	HDCP,VLI	N	Funded	Atlantic Highlands
43-02	28,387	28	E,FHH,VLI	N	Funded and completed	Belford
43-03	31,928	31	FHH,VLI	Y	N	North Middletown
43-04	48,070	47	FHH,VLI	N	N	River Plaza
43-05	53,151	52	E,HDCP,LI	N	N	Belford
43-06	23,913	23	FHH,VLI	N	N	Lincroft
43-07	15,612	15	FHH,VLI	Y	N	North Middletown

**Table 2 - Table 1**

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	13
Black or African American	0
Asian	0
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
<b>Total</b>	<b>13</b>
Hispanic	0
Not Hispanic	13

Table 3 – Table of assistance to racial and ethnic populations by source of funds

### Narrative



**CR-15 - Resources and Investments 91.520(a)**

**Identify the resources made available**

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	305,724	198,935
HOME	HOME		
HOPWA	HOPWA		
ESG	ESG		
Other	Other	0	

**Table 4 - Resources Made Available**

**Narrative**

The 2017 Entitlement funds were awarded substantially late in the year. In 2017, the Township significantly reduced administrative costs for salaries, and was primarily operating the CDBG Program on Program Income and the previous year entitlement.

**Identify the geographic distribution and location of investments**

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
North Middletown	70	30	Of the 13 households assisted in 2017, four resided in North Middletown

**Table 5 – Identify the geographic distribution and location of investments**

**Narrative**

Efforts are geared towards allocating housing rehabilitation resources to households located in areas of low income concentration like the North Middletown neighborhood, but resources are also provided to income-eligible households throughout the Township.

## Leveraging

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

In 2016, and planned in 2017 (delayed to 2018 due to funding availability), the Ideal Beach neighborhood public facility project created formalized dune crossing, parking lot improvements for accessibility, lighting and landscaping. The Ideal Beach project was funded by Monmouth County Park System and Township capital funds in addition to CDBG funds. The County grant was a 1:1 matching grant, in which the Township matched and exceeded its share.

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

Table 6 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

Table 7 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

The Township administers the Affordable Housing Program. The mission is to provide housing opportunities for low and moderate income households of all ages and backgrounds. As affordable housing units become available, households are chosen based on a lottery system. In 2017, 14 non-homeless households were provided affordable housing throughout the Township. In 2017, eleven (11) new affordable housing rental units were constructed. No units were purchased by the Township.

**Discuss how these outcomes will impact future annual action plans.**

These outcomes will have a positive impact on future annual action plans specifically that they are helping in meeting the primary CDBG objective of developing viable communities by the provision of decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	1	0
Low-income	19	0
Moderate-income	7	0
<b>Total</b>	<b>27</b>	<b>0</b>

**Table 8 – Number of Households Served**

**Narrative Information**

In 2017, of the 13 households assisted in the Home Rehab Program, twelve (12) households were considered low income, and one (1) household moderate income (earning over 50% of median household income). Of the 14 households that were placed in affordable housing in Middletown by the Township's Affordable Housing Program, one (1) was very low earning less than 30% of median household income; seven (7) were low income earning between 30% and 50% of the median household income, and six (6) moderate income households.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The Monmouth County HOME Consortium directly address homeless needs in cooperation with the Township's Department of Social Services. Based at 180 Main Street in Port Monmouth, Middletown's Department of Social Services provides non-housing programs to assist the homeless and prevent 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.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The Township Department of Social Services staff serve as the initial contact for assistance. Homeless individuals and families are counseled on services and programs available and referred to the appropriate County or local facility.

### **Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The Township Department of Social Services staff serve as the initial contact for assistance. Homeless individuals and families are counseled on services and programs available and referred to the appropriate County or local facility.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The Township Department of Social Services staff serve as the initial contact for assistance. Homeless individuals and families are counseled on services and programs available and referred to the appropriate County or local facility.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

In 2017, the Middletown Housing Authority managed approximately 485 public housing units in the Township. Of this number, 252 of the units are owned by the Authority and are all designated as senior/disabled housing. Daniel Towers contains 100 units and Tomaso Plaza has a total of 152 units. The remaining 245 units are subsidized through the Section 8/Housing Choice Voucher Program.

The Middletown Housing Authority's greatest need is the task of acquiring additional modernization dollars for capital improvements in an effort to preserve the existing public housing stock. In addition, the functionality and accessibility for the elderly and disabled must also remain a high priority. The Authority has identified several projects that will be undertaken to ensure the decent, safe and sanitary housing of their residents.

Improvements completed, planned or underway at Daniel Towers include:

- Install energy saving equipment in all apts. to include water saving showerheads, aerators and toilets - Completed 2017
- Relocate Rooftop A/C unit to allow for safe maintenance access, proper weight bearing load and allowance for water drainage – Completed 2017
- Redesign landscaping exterior of building- Planned 2018
- Create new patio area for tenant outdoor recreational area-Planned 2018

Improvements completed, planned or underway at Tomaso Plaza include:

- Redesign, re-grade and replace parking lots, curbing and patio area – Planned 2018
- Replace Common Area HVAC/Boiler System – Planned 2018

Middletown Housing Authority will continue to improve and upgrade their units through various federal grants. The Authority will take advantage of new programs and funding sources as they become available in an effort to bring each of its projects to applicable modernization and energy conservation standards. They will continue to work towards achieving the goal to create energy efficient housing. This in turn will help to create long term operating cost savings.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

Middletown Housing Authority residents continue to be a vital part of the process in all decisions concerning improvements for the Authority. Their concerns are addressed through resident advisory groups, monthly tenant/management meetings and individual resident requests. The open door policy

of the Executive Office has been key in creating an open line of communication through which all suggestions and concerns are carefully considered when deciding what needs to be improved upon within the Middletown Housing Authority.

**Actions taken to provide assistance to troubled PHAs**

not applicable to the Middletown Housing Authority



## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken 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. 91.220 (j); 91.320 (i)**

Middletown's strategy to address the negative effects of regulatory obstacles to providing affordable housing has occurred 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. Local land use policies reflect this commitment, and are articulated in the Township's Amended 2008 Housing Element and Fair Share Plan. Middletown's Zoning Ordinance includes numerous mechanisms that are geared towards making housing more affordable including Inclusionary Zoning, Accessory Apartments, and Developer Fees.

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

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 taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

In 2017, there were no rehabilitation projects where the presence of lead was confirmed by our Rehab Specialist/Lead Inspector. Once the presence of lead-paint is confirmed, the Rehab Specialist modifies the work write-up to include the cost to conform with EPA's lead-safe work practices. Contractors are made aware that there is lead-paint present and may bid accordingly.

During the application process, the Department of Community Development educated applicants regarding lead-based paint by informing them that (1) if the structure was built prior to 1978 (2) if so, then the structure may contain lead-based paint (3) the hazards of lead-base paint (4) symptoms and treatment of lead-based paint poisoning (5) precautions to prevent lead poisoning.

All contractors and their firms participating in the Middletown Home Improvement Program the will perform rehabilitation work on a house where lead paint is present are certified through the EPA Renovation, Repair, and Painting Rule, (effective April 22, 2010). Additionally, in conformance with the RRP ruling and HUD's Lead Safe Work Practices, the Program's Rehab Specialist is a NJ-licensed Risk Assessor/Lead Inspector and performs lead-paint evaluations for homes in the program constructed

prior to 1978. The Lead Inspector conducts lead-paint evaluations of the area of the home where rehabilitation work is proposed. If the presence of lead-based paint is confirmed, he will modify the work write-up to include the cost to the contractor to provide a lead-safe work area during construction.

### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

Middletown Township has worked with Federal, State, County and nonprofit agencies to provide information on the barriers preventing households from overcoming poverty, and has provided assistance to facilitate improved housing situations. Middletown's resources have been devoted to the problems which plague households at or below the poverty line. Township programs are housing rehabilitation, energy conservation, as well as improvements for disabled persons, and homelessness assistance. A summary of programs that help to address poverty is as follows:

1. The Middletown Department of Community Development continued to offer a highly successful housing rehabilitation program in 2017 by assisting 13 households in home renovations, and completing 7 rehabs;The Middletown Housing Authority continued to manage two public housing developments (Tomaso Plaza and Daniel Towers). Together these two developments offered rental assistance to 252 income eligible senior citizens. Rental assistance is also provided to low income families through the Federal Section 8/Housing Choice Voucher ProgramThe Middletown Township Social Service's Department's primary responsibility is providing general assistance to homeless individuals. In addition, the Social Services Department counsels and assists eligible households on how to access Monmouth County Social Service Programs;Non-profit institutions responsible for the delivery of affordable housing consist of the Middletown Senior Citizen Corporation, the Lincroft Senior Corporation and the Affordable Housing Alliance of Monmouth County. Community Investment Strategies (CIS) manages Bayshore Village which provides rental housing to 110 households of which 96 are one-bedroom and 14 are two-bedroom. All residential units are rental units reserved for income qualified households and restricted for residents aged 62 and older. The Lincroft Senior Citizen Corporation manages Luftman Towers and provides rental assistance to 189 income eligible seniors. The Affordable Housing Alliance of Monmouth County manages 28 affordable rental units in the Beacon Place multifamily development, 6 affordable units on Park Avenue in Port Monmouth, and 12 affordable units (rental and for-sale) along Route 36. Recently completed in 2017, a private company known as Atlantic Pier, manages 10 affordable rental units in Navesink Woods an inclusionary residential development along Route 36.

### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

Three (3) agencies comprise the institutional structure through which Middletown carries out its

Consolidated Plan: (1) the Department of Planning and Community Development, (2) the Department of Social Services; and (3) the Middletown Housing Authority. Through the County HOME Consortium, the Township's homeless needs are addressed by Monmouth County Community Development and by the Township Department of Social Services. Housing Opportunities for People with AIDS (HOPWA) resources are provided by Woodbridge Township to the metropolitan area.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

Direct contact and regular coordination of services to people in need is maintained between the Township of Middletown, Department of Social Services, Middletown Housing Authority, and Monmouth County Social Services.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

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. Of Middletown's total 23,236 households, 3,664 (16%) households are paying between 30 and 50 percent of their household income on housing, and 2,003 (9%) households are paying more than 50 percent of their household income on housing.

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.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The CDBG Program effectively monitors all activities to ensure that they are carried out in furtherance of the 2015-2019 Consolidated Plan, and are done so in a timely manner in accordance with the federal monitoring requirements of 24 CFR 570.501(V) and 24 CFR 85.40 and all other applicable laws, regulations, policies, and sound management and accounting practices.

In 2017, the CDBG Program facilitated housing rehabilitation activities. At the time of application to Middletown's rehab program, staff ensured that total household income was within the current HUD income limits. Comprehensive inspections were completed by Township staff at each eligible property at the beginning, middle and end of each housing rehabilitation project to ensure that housing code violations were successfully remediated with available resources. During 2017, Middletown completed 7 housing rehabilitations. Housing rehabilitation has had an appreciable effect on the quality of life in neighborhoods, particularly in low/mod income target areas such as North Middletown with almost half of rehabs taking place in the North Middletown neighborhood. Households with limited incomes have been provided with the financial wherewithal to bring their homes up to code by upgrading electrical systems, replacing roofs, repairing outmoded plumbing, remediation of structural flaws and by improving accessibility. This has had a ripple effect on adjacent properties and within specified neighborhoods. Overall, this activity has met the goals and objectives of the Consolidated Plan.

Program staff continues to research relevant indicator data to provide HUD with the information necessary to show the national results and benefits of the expenditure of federal funds. This indicator data will also help to ensure that there is alignment between program goals, targeted neighborhoods and low/mod income households.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

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.

The Township of Middletown 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 is strongly encouraged. The following efforts were made during 2017 to advertise the home rehabilitation program to Township residents. These efforts included:

- Public meeting notices advertised in official Township newspaper and Township website;
- Program information and income ranges posted on Township website;
- Program flyer posted in the Tonya Keller Community Center located in a neighborhood of low and moderate income households;
- Program summary published in bi-annual, direct mail "Middletown Matters" publication; and
- Banner advertisement on Township local cable access television station.

The Township has continued to make particular and creative efforts to reach low- and moderate-income and special-needs populations. In 2017, in addition to public meetings held to solicit input on HUD documents like 2018 Action Plan, our office conducted off-site "office hours" for two days held at the Tonya Keller Community Center with the main purpose to engage public participation and involvement in the development of the annual action plan, and the Township's CDBG funded programs and activities, and provide an overview of the Township's Home Rehabilitation Program. The off-site office hours were held at the TKCC during the afternoon, allowing people who don't drive at night and/or the unemployed population an opportunity to attend. We experienced a positive turnout at both meetings. Both events were well attended and advertised using multiple media types (local newspapers, Township website and newsletter, flyers, and local cable station), local church bulletin, and local community organization email blast).

At these meetings, the public was engaged and it was clear that the primary housing and community development need in Middletown remains to sustain and improve the quality of neighborhoods, and allow people to live in their homes comfortably and safely through the assistance of the Home Rehabilitation Program.

Copies of meeting advertisements published throughout the year are contained in the Appendix.

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**