

2014-2015
City of New Brunswick
Consolidated Annual
Action Plan
July 1, 2014 to June 30, 2015



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SECTION A- ACTION PLAN ELEMENTS

Action Plan Executive Summary:

The 2014-2015 Action Plan for the City of New Brunswick provides funding to maintain existing CDBG-funded programs, including Neighborhood Security, Code Enforcement, Relocation, Fair Housing Counseling and Micro-Lending Assistance, the development of community gardens and the clearance and/or rehabilitation of abandoned housing for future occupation by LMI households. Funding allocated in previous years will also be used towards the development of additional supportive needs housing and improved pedestrian and bicycle facilities..

The Action Plan designates the development of affordable housing and rehabilitation of owner-occupied houses as the two highest priorities for funding. The 2014-2015 plan addresses these priorities by:

- Providing funding for the clearance, replacement and rehabilitation of abandoned houses
- Providing funding for the development of supportive needs housing through previously allocated funds

These programs are supported by other funded activities such as: the code enforcement program, which identifies deficiencies in the rental housing stock and orders corrective actions; the neighborhood security program, which improves safety in LMI neighborhoods; and fair housing counseling, which provides information and assistance to homebuyers and renters who feel they may be discriminated against.

The Action Plan provides for the allocation of 2014-2015 CDBG and HOME funds and the reprogramming of existing funds. In addition to projects funded with CDBG and HOME funds, the City will also undertake and assist in the development of other community development and affordable housing projects using other funds, including:

- First-time homebuyer assistance through the Live Where You Work program
- Affordable rental units and workforce housing condominium units at the Somerset Mews
- New senior citizen affordable housing to replace NBHA's Hoffman Pavilion
- The rehabilitation of one and two-family, owner-occupied houses with RCA funds
- Administration of Housing Choice vouchers through NBHA
- Improvements to Recreation Park

Funding plans are based on estimates of the allocations for the CDBG and HOME programs. Final allocations of funding have not been released at the time this plans was prepared.

1. SOURCES OF FUNDS

Anticipate Sources of Federal Funds	
Community Development Block Grant PY 2014-2015	\$784,264
HOME PY 2014-2015	\$315,254
Low-Income Housing Tax Credits	\$19,800,000
Section 8 Program	\$10,500,00
Public Housing Operating Subsidy and Capital Funds	\$2,647,347

State Funds:

- The City is participating in the NJHMFA Live Where You Work Program that provides reduced rate mortgage and downpayment/closing cost assistance to low and middle income homebuyers who also work in the city.
- Somerset Mews mixed-income housing project has obtained funding from HMFA Multifamily bond in the amount of \$60,500,000, LIHTC in the amount of \$5,800,000, CDBG-DR in the amount of \$4,800,000, and UTHTC in the amount of \$15,300,000.
- Dinas's Dwelling is anticipating \$2.5 million of CDBG-DR from HMFA for their supportive needs housing project for victims of domestic violence and their families.

Local Funds:

- RCA: The City will continue to use RCA funds to provide for the rehabilitation of substandard houses occupied by low and moderate income homeowners. The City has allocated over \$1,000,000 for this program currently.

2. STATEMENT OF SPECIFIC OBJECTIVES

The specific priorities (previously discussed in detail in the City's Five Year Consolidated Plan) that will be addressed during the 14-15 program year, are:

- Priority #1- Affordable Housing Development
- Priority #2- Rehabilitation of Owner Occupied Units
- Priority #3- Rental Assistance
- Priority #4- Senior Housing Development
- Priority #5- Special Economic Development
- Priority #6 – Improve Neighborhood Living Environment
- Priority #7 – First Time Homeowner Assistance

These priorities and objectives will be addressed through funding provided by the Community Development Block Grant Program, the HOME Program, as well as any other State and local sources of funds that become available. The specific CDBG and HOME projects that will be undertaken to address these objectives are described in the Proposed Projects Tables, which follow.

3. DESCRIPTION OF PROJECTS

FUNDS	PROJECT	DESCRIPTION
HOME CDBG	ABANDONED HOUSE PROGRAM	Funds for acquisition of abandoned properties that will then be rehabilitated or demo/new construction of housing on the properties for rent/sale to LMI buyers. The project is targeted to two neighborhoods: Unity Square and Esperanza that are LMI neighborhoods.
CDBG	CLEAN PARKS PROGRAM	Funding for the purchase, installation of new playground and recreational equipment, tree and shrub planting, and other park improvements for eligible parks.
CDBG	CODE ENFORCEMENT	Enhancement of the City's code enforcement program by providing for periodic non-complaint based inspections to ensure rental housing in LMI neighborhoods are in safe livable conditions. The program also provides for re-inspection of failing units.
CDBG	COMMUNITY GARDENS	Funding non-profits to acquire and/or construct community gardens open to public in LMA areas.
CDBG	FAIR HOUSING COUNSELING SERVICES	Fair Housing Counseling to be provided by a HUD certified fair housing counseling agency.
CDBG	MICROENTERPRISE BUSINESS ASSISTANCE	Funding provided to assist a community development financial institution to assist in providing start up and expansion funding, and technical assistance to micro-enterprises.
CDBG	NEIGHBORHOOD SECURITY PROGRAM	Assignment of police officers to various activities including saturation patrols high crime areas, meetings with crime watch groups, implementation of youth programs (DARE and gang prevention), and assisting the anti-crime unit with drug prevention.
CDBG	RELOCATION	Rental and moving assistance for tenants displaced by code enforcement activity due to uninhabitable or dangerous housing conditions.

4. ALLOCATION PRIORITIES AND GEOGRAPHIC DISTRIBUTION

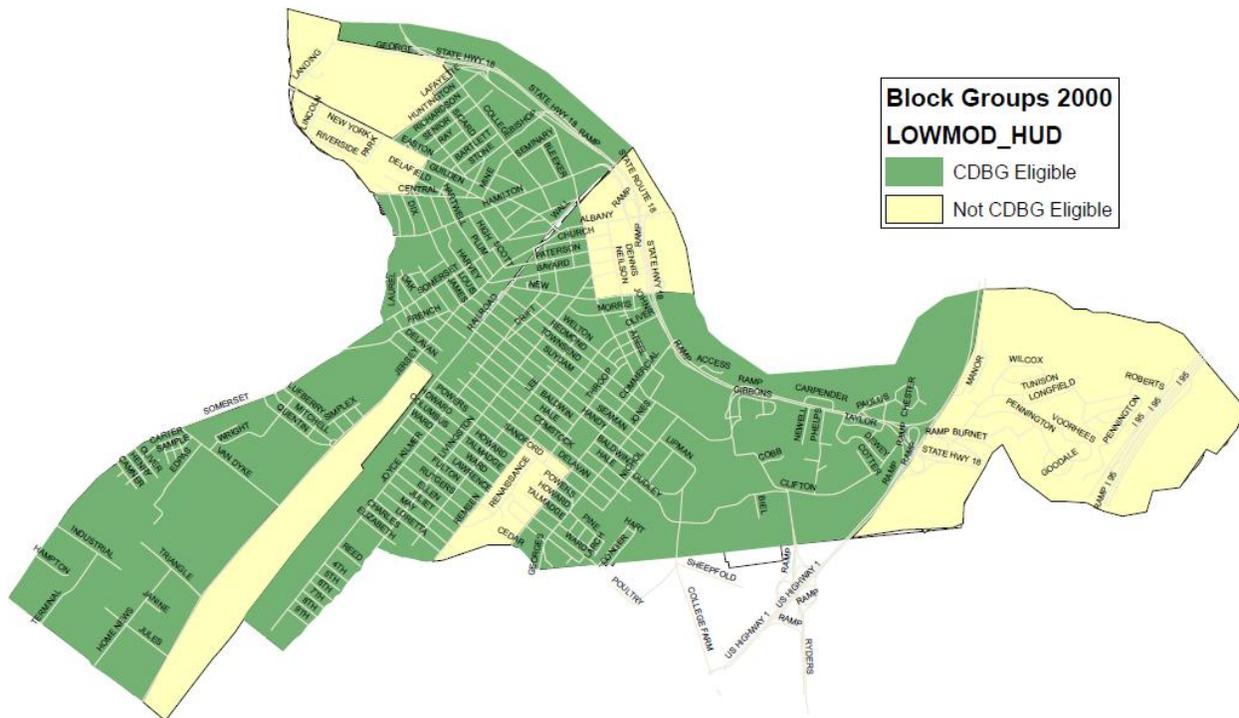


Figure 1: CDBG Eligible Areas

The following are the City's allocation priorities for addressing needs and the expenditure of available funds:

Priority #1- Affordable Housing Development - The City supports the development of additional affordable housing. Census data indicates that 40% of New Brunswick rental households pay rents of 30% or more of their income. The City seeks to provide both rental and ownership opportunities for low and moderate income persons as a means of encouraging resident investment in neighborhoods and as a means of stabilizing and reversing the deterioration of the housing stock. The City is supporting the development of several affordable housing projects with both federal and non-federal funds. These projects will include: Dina's Dwelling for victims of domestic violence and their families, and a TBD 2nd supportive needs housing project.

Priority #2- Rehabilitation of Owner Occupied Units- New Brunswick's housing units are dominated by rental units (75%). Economic pressures from a strong local rental market fueled by demand from Rutgers University encourage the conversion of owner-occupied housing to rental housing. In order to encourage the retention of owner-occupied housing in established neighborhoods and thereby encourage greater neighborhood stability, the rehabilitation of owner-occupied housing has been given high priority. Eighty percent (80%) of owner-occupied housing is 45+ years old and requires a higher degree of maintenance. Senior citizens, most of whom have fixed incomes, occupy 34% of the owner occupied units. The City will continue to operate housing rehabilitation programs to address this need.

Priority #3-Rental Assistance- Rental assistance is another means to assist low and moderate income households in obtaining safe and secure housing. Census data show that over half of rental households

with income of less than \$50,000 pay 30% or more of income for rent. The impact of this high figure is tempered by the fact that many households falling into this category are student households which often have other means of support for rent payments besides reported income. However, a high percentage of rental households still face a rent burden of 30% or more of their income. The New Brunswick Housing Authority operates a Housing Choice voucher program to address this need.

Priority #4- Senior Housing Development- New Brunswick has six affordable senior housing complexes with 660 units, including one which opened in 2010. A project is planned to provide additional units of funding can be secured. All of the senior housing facilities are fully rented and maintain waiting lists of interested senior residents. This demonstrates the on-going demand for affordable senior housing in New Brunswick. Census data show that 52% of householders 65 years and older pay 30% or more of their income for rent. The City will continuously work with the Housing Authority to explore opportunities for affordable senior housing, and is currently in the process of identifying funding for a new Senior Rental Housing project.

Priority #5 – Special Economic Development - The City seeks to create opportunities for small businesses owned by and/or serving LMI populations to expand and to create training opportunities for existing and proposed LMI entrepreneurs so as to create economic development opportunities in LMI neighborhoods. Small or micro business entrepreneurship offers a path out of poverty for LMI individuals. The City seeks to work with non-profit organizations to improve access to capital for these businesses and to provide training to entrepreneurs to improve their management skills and their understanding of how to better access capital to start or expand a business.

Priority #6 – Improve Neighborhood Living Environment- The City seeks to improve the quality of life for residents in LMI neighborhoods through the development and improvement of public facilities and services that make neighborhoods more livable and which help sustain the quality of neighborhoods by making them more stable and environmentally sustainable. The City seeks to improve the quality of life by making neighborhoods safer, ensuring housing is up to code standard and improving facilities such as parks, sidewalks and bicycle paths.

Priority #7- First Time Homeowners Assistance- The City seeks to increase the opportunity for low and moderate income families to own a home in New Brunswick. Although interest rates are currently still quite low, down payment requirements are still a stumbling block for many first time homebuyers. Due to the age of the housing stock, many first time buyers not only need funds in addition to down payment and closing costs, but also funds for rehabilitation needs in order to make the dwelling suitable to their needs. Further, due to Rutgers University off campus housing demand for rentals, homeowners are priced out of the market. In order to maintain and increase homeownership in the City from the current 25%, buyer assistance is needed as an incentive and as assistance to overcome barriers. The City is participating in the State's Live Where You Work Program to address this need.

All of the projects are either City-wide or are address based/limited clientele projects. All City-wide projects will take place within the Low/Moderate areas. Funds are not directed to any particular areas of racial/minority concentration. All limited clientele projects will be address based. The locations of same will be the direct result of the order in which applicants are serviced.

5. HOMELESS AND OTHER SPECIAL POPULATIONS

The City is addressing the needs of the homeless population by undertaking programs to prevent homelessness and to provide housing for the homeless. The CDBG programs that help prevent homelessness include code enforcement, housing rehabilitation, relocation and fair housing counseling. HOME funds are being used to fund supportive needs housing to provide housing for homeless persons in an environment where residents can also obtain supportive needs services.

Chronic Homelessness

The City has taken the following steps to help end chronic homelessness:

- 1) A 40-bed emergency shelter for the homeless was constructed by Catholic Charities, with a portion of the funding provided through the City's HOME and RCA programs.
- 2) HOME funds were provided to Catholic Charities for the development of transitional housing for single mothers
- 3) HOME funding has been provided for the construction of four supportive needs housing projects;
- 4) The City of New Brunswick housing rehabilitation and affordable housing construction prevent homelessness by providing affordable housing alternatives.
- 5) The City's Housing Authority provides public housing and housing vouchers to increase the supply of affordable housing in New Brunswick.

6. NEEDS OF PUBLIC HOUSING

Needs of Public Housing

The Housing Authority of the City of New Brunswick operates three asset management projects (AMPs) of public housing units. The complexes include AMP 1-Robeson Village / Schwartz Homes (260 units); AMP 2- Hoffman Pavilion (60 units) and AMP 3- Hope Manor/Riverside (72 public housing annual contribution contract (ACC) units). The Authority completed the demolition of 246 public housing units and the development of over 190 new affordable housing units in the lower George Street area, including the 72 ACC units, 120 LIHTC affordable units plus the addition of over 100 new housing vouchers into the City.

The Housing Authority's complexes include the following:

- Robeson Village- A 60-unit garden apartment complex located on the westside of New Brunswick. The site includes one, two, and three bedroom units. The site was built in 1947. Thirteen (13) of the 69 units are handicapped accessible. The site is in need of a number of capital improvements including, but not limited to: exterior and interior building repairs, fencing repairs/replacement, plumbing and electrical upgrades, heating/mechanical upgrades and repairs, roofing repairs/replacement and various site work repairs and upgrades.
- Schwartz Homes- This complex is located adjacent to Robeson Village and consists of 200 units in two-story brick garden apartment units. The site includes one, two, three and four bedroom units. The site was built in 1950. The site is in need of a number of capital improvements including, but not limited to: exterior and interior building repairs, fencing repairs/replacement, plumbing and electrical upgrades, heating/mechanical upgrades and repairs, roofing repairs/replacement and various site work repairs and upgrades

Additionally, three housing projects were developed through the HOPE VI program and contain privately owned and managed units monitored by the Authority with rents determined using criteria substantially similar to the rents for public housing units:

- Hope Manor- The project consists of 68 units and 9,000 square feet of commercial office space. Thirty-four (34) of the units are public housing ACC units. The project was developed as part of the NBHA’s HOPE VI Program. The site was built in 2002 with Low Income Housing Tax Credit (LIHTC) and other private and public financing. This site also includes 34 low income housing tax credit affordable housing units, in addition to the 34 ACC units. None of these units have capital needs at this time.
- Riverside Complex- The project consists of 76 units in two-story garden apartment buildings, of which 38 units are public housing ACC units. The property was built in 2004 as part of the same HOPE VI revitalization program that included the development of the Authority’s Hope Manor complex. The balance of 38 units at the site is affordable low income housing tax credit units.
- Lord Stirling – The project consists of 48 senior rental units developed through the HOPE VI program with HUD 202, LIHTC, HOME and other financing. The units are contained in a mid-rise building. The project was completed in 2007.

In addition to the public housing programs, the Authority administers 810 Housing Choice Vouchers. In FY 2009, the Authority received \$ 6,548,187 in Section 8 HAP funds. Vouchers are based on rents above 100% of the Fair Market Rents (FMR) for the area, but not to exceed 110% of the FMR. Based on 100% of the 2009 FMR for Middlesex County PMSA, the monthly unit FMRS would be as follows:

0 BR	1 BR	2 BR	3 BR	4 BR
\$1,106	\$1,147	\$1,349	\$1,693	\$1,997

The Housing Authority maintains public housing and Housing Choice rental housing assistance voucher waiting lists. The public housing list current has 300 families and the voucher list currently has 400 families. The Authority is a “Standard Performer” as indicated by the FY 2013 Public Housing Assessment System (PHAS) Score Report administered by the HUD Real Estate Assessment Center (REAC) with a score of 75 out of a possible 100.

Public Housing Strategy

The mission of the New Brunswick Housing Authority is to assist eligible families by providing decent, affordable housing as they move to achieve self-sufficiency. The New Brunswick Housing Authority is committed to operate in an ethical, efficient and professional manner. The New Brunswick Housing Authority will establish and maintain relationships with its clients and appropriate community agencies in order to accomplish this mission.

The Housing Authority has established the following Goals and Objectives to accomplish its mission:

- Objective 1: Find alternate use for Hoffman Pavilion in 2014.
 - 1.1: Identify a relocation resource.
 - 1.2 Investigate the funding sources and financial feasibility.
 - 1.3 Investigate demolition and/or disposition.

- Objective 2: Entered the private management business in 2012.
 - 2.1: Investigate feasibility.
 - 2.2: Contact potential clients.
- Objective 3: Enter the private housing development business.
- Objective 4: Maximize revenue by effective unit turnaround.
 - 4.1: Establish an average AMP unit turnaround standard of 30 days.
- Objective 5: Investigate cash incentives for superior performance.

- GOAL II: REDUCE EXPENSES
 - Objective 1: Initiate zero-based budgeting.
 - Objective 2: Investigate incorporating “green practices” to reduce energy expenditures
 - Objective 3: Bid specifications will include factors for reviewing the cost of operation and energy efficiency of goods and services.

- GOAL III: IMPLEMENT ASSET MANAGEMENT
 - Objective 1: Review the work flow of Authority operations to identify efficiencies that can be implemented
 - Objective 2: Develop a management approach to deal with the aging of the housing units at AMP-1.

The Authority is also involved with the administration and coordination of a number of community and resident services. These include, but are not limited to, the following programs:

- Soft Cost Assistance Program: provides limited financial assistance to public housing residents for soft costs related to home purchases in the City of New Brunswick
- Case Management Program
- Family Self-Sufficiency Program
- Team Program: Referral program for tenants in regards to drug and alcohol rehabilitation programs
- Section 8 Homeownership Program
- Youth Jobs Program and development programs for carpentry training and computer/technology training

The Housing Authority will continue to look for ways to develop mixed-income affordable housing. The Housing Authority has partnered with a private developer and has built 53 affordable housing units (Providence Square II) and will be building another 72 affordable units within the next 16 months.

7. ANTI-POVERTY STRATEGY

The City of New Brunswick, taking into account factors affecting poverty over which it has control, has taken the following steps to attempt to reduce the number of households with incomes below the poverty line:

The Housing Authority has been awarded funds for public housing resident job training and empowerment programs. The Authority has also worked with several local unions in order to receive job training for residents and has a Section 3 program to connect public housing and other LMI residents with local job opportunities.

- The City has an Urban Enterprise Zone which provides incentives to expand employment for New Brunswick residents. Incentives are provided for both creating new jobs and for hiring persons who live the enterprise zone area.
- Projects funded with local funds include a shuttle bus connecting the LMI 2nd Ward neighborhood to the downtown employment base and to other shuttles serving the Jersey Avenue industrial area.
- The City coordinates with local non-profit organizations such as Elijah’s Promise and The Intersect Fund to provide business training programs which target low/moderate income individuals.
- The City provides technical assistance and consultation to the local small business and entrepreneurial community.
- Coordination efforts continue on the part of the City, the Department of Planning, Community and Economic Development and local agencies such as New Brunswick Tomorrow and City Market. This provides for close coordination between the social service activities, planning, housing development and rehabilitation programs being administered by these agencies. Also, in conjunction with these activities, the DPCED has established a network of economic development technical assistance providers to be utilized as needed.

8. LEAD BASED PAINT HAZARD

In accordance with HUD regulations 24 CFR Part 35, all rehabilitation program assisted homes constructed prior to 1978 will be tested for lead-based paint, and if applicable, be inspected by a risk assessor.

Participating homeowners are provided with copies of the following:

- Lead Hazard Information Pamphlet
- Property Owner Disclosure (distributed to owners of a unit known to contain lead-based paint or lead-based paint hazards for disclosure to tenants or prospective purchasers)
- Notice of Lead Hazard Evaluation or Presumption
- Notice of Lead Hazard Reduction Activity including Clearance

HUD Regulations 24 CFR Part 35 Subpart J : Required Housing Rehabilitation Activities			
Amount of Program Assistance	< \$5,000	>\$5,000 < \$25,000	>\$25,000
Approach to Lead Hazard Evaluation and Reduction	Do no harm	Identify and control lead hazards	Identify and abate lead hazards
Notification	Yes	Yes	Yes
Lead Hazard Evaluation	Paint Testing of surfaces to be disturbed by rehabilitation	Paint Testing of surfaces to be disturbed by rehabilitation and a Risk Assessment of entire unit	Paint Testing of surfaces to be disturbed by rehabilitation and a Risk Assessment of entire unit
Lead Hazard Reduction	-Repair surfaces disturbed during rehabilitation. -Safe work practices -Clearance of work site	-Interim Controls -Safe work practices -Clearance of unit	-Abatement -Safe work practices -Clearance of the unit

Prior to the rehabilitation and lead based paint hazard work going out to bid, the Program will determine the type of contractor needed to complete the work required. The Program staff, homeowner and contractor(s) awarded the job will review the key aspects of the lead hazard reduction during the preconstruction conference.

The awarded contractor(s) will perform safe work practices at all times which includes but is not limited to:

- Occupant protection
- Work site preparation
- Daily cleanup
- Safe work practices
- Worker protection

Occupants will be notified of any lead-hazard reduction measures that were taken. Subsequent to the program's final inspection, the Lead-based Paint Inspector will conduct a clearance examination including dust samples to confirm the unit is safe for occupancy and that lead hazard reduction was performed according to the Program's work specifications.

Both Notices of Lead Hazard Evaluation and Lead Hazard Reduction will be provided to the occupants within 15 calendar days of the date the Program receives the evaluation report or the date the lead hazard reduction work is completed.

9. OTHER ACTIONS

The City will maintain relationships with the agencies interviewed for the Five-Year Consolidated Plan in order to address obstacles to meeting underserved needs, fostering and maintaining affordable housing, removing barriers to affordable housing, evaluating and reducing lead-based hazards, reducing the number of poverty level families, developing institutional structures, and enhancing coordination between public and private housing and social service agencies and fostering public housing improvements and resident initiatives. Funding will be pursued which may effectively address these issues in the City. The City will also continue to work closely with the Housing Authority in order to assure proper coordination of planning efforts for the public housing units.

10. MONITORING

The Consolidated Plan was prepared by the City's Department of Planning, Community and Economic Development. This department oversees all of the planning and development that is carried out within the City, therefore, all activities will be monitored by the department to ensure furtherance of the plan and long term compliance with the requirements of the programs involved, including minority business outreach and the comprehensive planning requirements. In particular, the Community Development Block Grant Program and the HOME Program, which is also administered by DPCED, will be monitored using the standards that have proven effective in prior years. Reports and on-site monitorings will take place for any activities taking place outside of the City administration and regular reports will continue to be received from other City departments that are carrying out CDBG activities.

11. CAPPED VS. UNCAPPED INCOME LIMITS

The City of New Brunswick intends to use "uncapped" income limits for all of its HOME and CDBG assisted activities from this program year forward. Use of the "uncapped" income limits reflects the use of 80% of the actual median income for the area in calculating program eligibility.

12. PROGRAM BENEFIT AND LOCATION

- ❖ It is expected that 100% of the CDBG funds made available to the City of New Brunswick will be used for activities that benefit low and moderate income residents.
 - ❖ The geographic location of each proposed CDBG activity is stated on the Proposed Project Tables. All of the projects are either City-wide or address based/limited clientele projects. All City-wide projects will take place within Low/Moderate areas. Funds are not directed to any particular areas of racial/minority concentration. All limited clientele projects will be address based. The locations of same will be the direct result of the order in which applicants are serviced.
 - ❖ Residential Rehabilitation- the City of New Brunswick has prepared an information sheet for the Rehabilitation Program, which answers a number of questions, i.e., who may apply for assistance, how to apply for assistance, contractor selection, scope of eligible work, etc. This sheet is available on the City's website:
<http://thecityofnewbrunswick.org/planninganddevelopment/housing-improvement-program>
-

13. OUTCOME MEASURES

All proposed projects listed in the action plan will be classified by both a general objective category (decent housing, suitable living environment or economic opportunity) and general outcome category (availability/accessibility, affordability, sustainability). This results in a total of nine possible objective/outcome categories that will be used to report project accomplishments into the IDIS reporting system to HUD.

The 2014-2015 Action Plan Proposed Projects and Program Amendments are categorized in the HUD Performance Measurement System as follows:

Decent Housing & Availability/Accessibility

Relocation (CDBG)
Fair Housing Counseling Services (CDBG)
Abandoned House Program (CDBG and HOME)

Decent Housing & Affordability

None

Decent Housing & Sustainability

Code Enforcement (CDBG)

Suitable Living Environment & Availability/Accessibility

Clean Parks Program (CDBG) Neighborhood Security Program (CDBG)
Synthetic Turf Athletic Field (CDBG – reprogrammed, ongoing from 2011-2012)
Community Gardens (CDBG)

Suitable Living Environment & Affordability

None

Suitable Living Environment & Sustainability

Bicycle & Pedestrian Improvements (CDBG – New and Reprogrammed, ongoing from PY 2010)

Recreation Park Improvements (CDBG – ongoing from PY 2011)
Livingston Ave Road Diet (funding from PY 2010)

Economic Opportunity & Affordability

None

Economic Opportunity & Sustainability

None

Economic Opportunity & Availability/Accessibility

Micro Enterprise Business Assistance

14. ANNUAL AFFORDABLE HOUSING GOALS

See attached Table 3B- Annual Housing Completion Goals in Section B – Exhibits.

15. CITIZEN PARTICIPATION

City of New Brunswick, NJ Citizen Participation Schedule for 2014-2015 Annual Action Plan

April 7, 2014	Notice of Public Hearing published in the <i>Home News Tribune</i>
April 14, 2014	Public Hearing on the draft of the 2014-2015 Annual Action Plan held at DPCED
April 15, 2014	Start of thirty-day public comment period
May 15, 2014	End of public comment period
May 16, 2014	Annual Action Plan delivered to HUD

Citizen Participation Plan

As part of the Consolidated Plan process, the City of New Brunswick has prepared and implemented a Citizen Participation Plan. The purpose of the Citizen Participation Plan is to ensure that all residents have an ample opportunity to shape the content and direction of the Consolidated Plan.

Throughout the planning process, the public will have free access to data, information, and records used to develop the Consolidated Plan and its annual Action Plans. The City of New Brunswick will make available a draft copy of the Consolidated Plan and Action Plans 30 days prior to submission to HUD at the following locations:

1. The City of New Brunswick
Dept of Planning, Community and Economic Development
Civic Square, 2nd Floor
25 Kirkpatrick Street
New Brunswick, NJ 08902
2. The New Brunswick Public Library
60 Livingston Ave
New Brunswick, NJ
3. New Brunswick Housing Authority
7 Van Dyke Avenue
New Brunswick, NJ 08901
4. <http://thecityofnewbrunswick.org/planninganddevelopment/category/community-development-news/>

SPECIFIC HOME PROGRAM INFORMATION

1. DESCRIBE HOW HOME MATCHING REQUIREMENTS WILL BE SATISFIED.

The City of New Brunswick has been granted a 100% Match Reduction, and therefore the City has no match obligation. A match log has been, and will continue to be, maintained.

2. PROPOSED HOME ACTIVITIES

Abandoned Property Program:

CDBG Funds

National Objective: LMA/LMC

Funding: \$253,363.75

Use:

Professional/administrative services, demo, clearance and rehab of properties with abandoned properties that have been placed on the City's Abandoned Property List. Properties are to be sold or rented to LMI families as affordable housing to assist in stabilizing neighborhood decay.



HOME Funds

National Objective: N/A

Funding: \$283,500

Use:

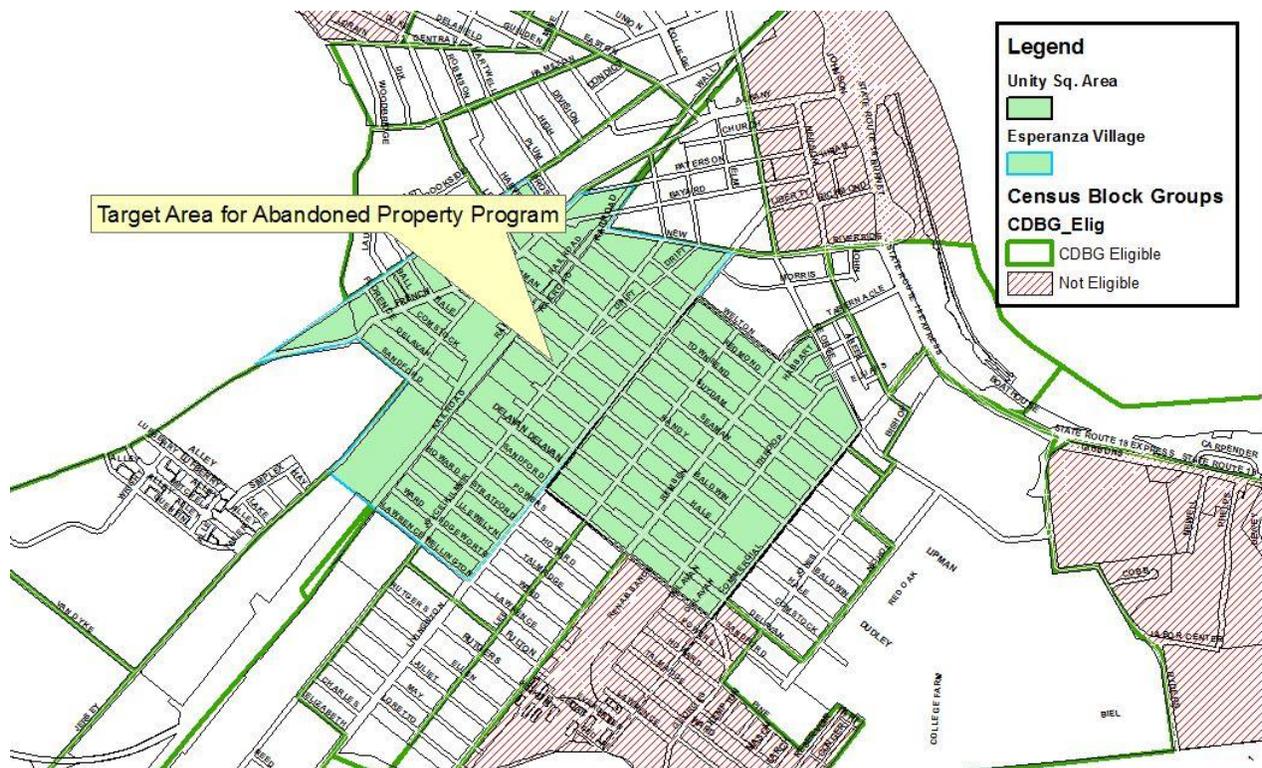
Demo, clearance, rehab, new construction on lots with abandoned properties that have been placed on the City's Abandoned Property List. Properties are to be sold or rented to LMI families as affordable housing to assist in stabilizing neighborhood decay.



Total Program Funding: \$536,863.75

Target Area:

The combined Unity Square/Esperanza Village neighborhood revitalization areas. This area of about 80 blocks is in a CDBG LMI area. The area is designated as a neighborhood revitalization area by the NJ Department of Community Affairs Neighborhood Revitalization Tax Credit Program. The sponsoring non-profit organizations for the area are Catholic Charities (Unity Square) and PRAB/New Brunswick Tomorrow (Esperanza Village).



HOME Program Administration: **\$31,500**

3. OTHER FORMS OF INVESTMENT

- CDBG-DR funds for proposed supportive needs housing (\$2,500,000)
- CDBG funds for proposed abandoned housing program (\$253,363)

4. RESALE/RECAPTURE PROVISIONS- (FOR HOMEOWNERSHIP ACTIVITIES ONLY)

The proposed projects being funded with the City of New Brunswick's 2014-2015 HOME allocation do not include any homeownership activities.

5. REFINANCING

The City of New Brunswick does not intend to use HOME funds to refinance any existing debt secured by multifamily housing that is rehabilitated with HOME funds.

6. HOME Tenant-Based Rental Assistance

There will not be any 2014-2015 HOME funds used for tenant based rental assistance.

7. AFFIRMATIVE MARKETING

For any HOME funded project containing five or more HOME assisted units, the City will follow the procedure contained in its Affirmative Marketing Policy and Procedures information sheet. (See attached)

8. MINORITY/WOMEN'S BUSINESS OUTREACH

The City of New Brunswick has established a Minority Business Enterprise Committee that addresses procurement issues for minority/women owned businesses. The City of New Brunswick has contracted with the Intersect Fund, Inc to provide loans and business advice; The Program is targeted at small minority and women-owned businesses. The City will also follow the procedure contained in its MBE/WBE Policy and Procedure information sheet. (See attached)

9. PROGRAM MONITORING

The City of New Brunswick includes all of the applicable HOME requirements in each project contract executed between the City and each developer. Required reports are submitted to the City of New Brunswick as the information becomes available. At project completion, all demographics, etc. are reported in to the IDIS system. Follow up reports after completion are generated as required.

AFFIRMATIVE MARKETING POLICY AND PROCEDURES

The City of New Brunswick will inform each developer considering a HOME- funded project, containing five or more HOME assisted units, of the HUD Affirmative Marketing Regulations, as well as the developer's obligation to affirmatively market the units within the project.

1. Each HOME funded project must be advertised in local newspapers, including newspapers targeted to Spanish speaking populations.
2. Developers will also be advised to contact local community groups, including groups representing populations least likely to apply for the housing, such as non-English speaking populations.
3. The list of records which will be kept by the City of New Brunswick will include:
 - a. Project developer's Affirmative Marketing Plan.
 - b. Copies of ads placed, or list of when/where ads were placed.
 - c. A list of community groups contacted.
4. The list of records to be kept by the developer will include:
 - a. A list of renters/owners with income qualifications, race and ethnicity.
 - b. A record of ads placed marketing the project.
 - c. A record of contacts with local community groups.
5. The City of New Brunswick will determine whether marketing efforts have been made as required, and whether the marketing has reached the targeted populations. If targeted populations are not receiving the marketing, the City of New Brunswick will investigate alternative methods for reaching these populations.

MBE/WBE POLICY AND PROCEDURES

POLICY AND TERMS

- A. Minority, and Women Business Enterprises (MBE/WBE shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds and that bidders, proposers or contractors and their subcontractors or suppliers shall take all necessary and reasonable steps to ensure that MBE/WBEs shall have the maximum opportunity to compete for and perform contracts financed in whole or in part by federal funds.

This policy shall be implemented through the City of New Brunswick and called the *Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) Participation Plan*

- B. As required by Executive Order 11625 by the U.S. Department of Commerce, on an annual basis, the City of New Brunswick will compile department-wide data on Minority Business Enterprises (MBE) and Women's Business Enterprise (WBE) activity for HUD to submit to the Minority Business Development Agency of the Department of Commerce.
- C. The City of New Brunswick will encourage MBE's and WBE's to participate in the participating jurisdiction's HOME and CDBG Programs.
- D. The City of New Brunswick will require HOME and CDBG Program sub-recipients, contractors and subcontractors to take affirmative steps to use MBE's and/or WBE's in HOME and CDBG funded projects. The City will provide guidance and information to assist contractors in complying with the MBE and WBE recordkeeping and reporting requirements.
- E. The City of New Brunswick will require HOME and CDBG Program sub-recipients, contractors and subcontractors to maintain appropriate records to document the number and types of contracts and subcontracts it awards, the dollar value of each award, and the gender and ethnic/racial status of the management/ownership of the business.
- F. The City of New Brunswick will compile an annual record of MBE's and WBE's participating in the HOME and CDBG Programs and conduct an annual review to assess the effectiveness of efforts to encourage participation by minority and women owned businesses.

Six Affirmative Steps

The Code of Federal Regulations Title 40 Part 31.36(e), "Procurement," requires the Recipient and Prime Contractor to take all necessary affirmative steps to assure that minority-owned and women-owned businesses are afforded contracting opportunities. This policy applies to all

contracts, subcontracts and procurements for services (including engineering and legal), supplies, equipment, and construction. The goal of this policy is to make MBE/WBE firms aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. To achieve this goal, the affirmative steps, otherwise known as “six good faith efforts,” that must be followed are:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business and women's business enterprises;
5. Using the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Administration; and
6. Requiring the prime contractor, if subcontractors are to be let, to take the affirmative steps listed in paragraphs (e)(2) (i) through (v) of this section

NON-COMPLIANCE SANCTIONS

The City of New Brunswick shall have the discretion to apply suitable sanctions to the bidder/proposer if the bidder/proposer is found to be in non-compliance with the MBE/WBE requirements. Failure to comply with the MBE/WBE terms of commitment goals as applicable to and in the contract or failure to use MBE/WBEs as stated in the bidder/proposer's submitted schedules, constitutes a material breach of the contract and may lead to the suspension and/or termination of this contract in whole or in part; furthermore, continued eligibility to enter into future contracting arrangements with the City of New Brunswick may be jeopardized as a result of non-compliance. In some cases, payments may be withheld until corrective action is taken.

SECTION B- EXHIBITS

1. Annual Affordable Housing Completion Goals
See attachment
2. Public Hearing Legal Notice and Notes
See attachment
3. IDIS Project Progress
See attachment

Table 3B
ANNUAL AFFORDABLE HOUSING COMPLETION GOALS

Grantee Name: New Brunswick Program Year: 2014-2015	Expected Annual Number of Units To Be Completed	Actual Annual Number of Units Completed	Resources used during the period			
			CDBG	HOME	ESG	HOPWA
BENEFICIARY GOALS (Sec. 215 Only)						
Homeless households						
Non-homeless households						
Special needs households	<u>10</u>					
Total Sec. 215 Beneficiaries*						
RENTAL GOALS (Sec. 215 Only)						
Acquisition of existing units						
Production of new units						
Rehabilitation of existing units	<u>2</u>					
Rental Assistance						
Total Sec. 215 Affordable Rental						
HOME OWNER GOALS (Sec. 215 Only)						
Acquisition of existing units						
Production of new units						
Rehabilitation of existing units						
Homebuyer Assistance						
Total Sec. 215 Affordable Owner						
COMBINED RENTAL AND OWNER GOALS (Sec. 215 Only)						
Acquisition of existing units						
Production of new units						
Rehabilitation of existing units						
Rental Assistance						
Homebuyer Assistance						
Combined Total Sec. 215 Goals*						
OVERALL HOUSING GOALS (Sec. 215 + Other Affordable Housing)						
Annual Rental Housing Goal	<u>12</u>					
Annual Owner Housing Goal	<u>0</u>					
Total Overall Housing Goal	<u>12</u>			X		

* The total amounts for "Combined Total Sec. 215 Goals" and "Total Sec. 215 Beneficiary Goals" should be the same number.

Sections will be reserved for the following items to be included in final draft:

- Affidavit of legal notice, sign-in sheet and Hearing notes.
- IDIS Project Progress