



Annual Action Plan

Parsippany-Troy Hills, NJ FY 2017

June 20, 2017

PUBLIC DISPLAY DRAFT

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Purchasing/ Community Development Block Grant Office

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Executive Summary

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

1. Introduction

The Township of Parsippany-Troy Hills receives funding annually from the U.S. Department of Housing and Urban Development under the Community Development Block Grant (CDBG) programs. It is also a participant in the HOME Consortium led by Morris County, and receives Emergency Solutions Grant (ESG) funds through the County.

2. Summarize the objectives and outcomes identified in the Plan

For FY 2015-2019, the Township has identified the following goals and outcomes:

- Continue to address obstacles with respect to meeting underserved needs and to foster affordable housing
- Continue to participate in the HOME Program administered by the County of Morris
- Continue to provide coordination through the Human Services Department with both public and private housing along with various social service agencies
- Preserve existing housing stock through rehabilitation programs
- Continue to evaluate and eliminate lead-based paint, if found, in any assisted housing units
- Continue to work with Morris County and the Housing and Human Services departments to further fair housing
- Continue to work with FHEO staff to obtain additional technical assistance to further administer the Section 3 Program
- Investigate grant opportunities to address the obstacles of inadequate federal dollars available through HUD programs

3. Evaluation of past performance

According to the Township's most recent CAPER completed for FY 2015, the Township completed ten single-unit residential rehabilitations, which was identified as a high priority need. The COC successfully created 38 new units of housing for chronically homeless individuals after several programs that had been in the works for several years all came to fruition. Several housing projects are under construction and will be completed in the next year. A large rental housing community is under construction in Morris Plains; four HOME funded units for homeownership are also underway. Rehabilitation of two group homes was funded through CDBG.

4. Summary of Citizen Participation Process and consultation process

The Township's Annual Plan results from a process of consultation between key Township personnel including the Mayor and various Department/Division heads (Department of Human Services, Office on Aging, Township Engineer, etc.), as well as residents and various groups (Historical Society, senior groups, disabled groups, the public library, etc.) located within the Township. In addition, the Township reaches out to neighboring municipalities, counties, organizations and entities such as MCARP in preparing the Consolidated Plan.

The Township Council has adopted a Citizen Participation Plan which outlines the procedures for public participation during the planning process for use of Community Development Block Grant funds. The Township holds at a minimum two public hearings regarding the CDBG program. In addition, the Township sends out mailings to all residents which contain information about the program and accomplishments. The Township also posts various information on the Township web page, at various Township facilities, and in local newspapers.

The first public hearing was held February 1, 2017. The agenda was printed in English, Gujarati, Spanish, and Chinese and posted in several Township buildings. The public display period began on June 20 and included the second public hearing on July 6.

Residents that inquire about the program are given information and encouraged to meet with staff at any time to discuss potential future programs and/or projects. Any comments that are received are noted for the record and taken into consideration.

5. Summary of public comments

[TO BE UPDATED AFTER PUBLIC COMMENT PERIOD]

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

[TO BE UPDATED AFTER PUBLIC COMMENT PERIOD]

7. Summary

In summary, the Annual Action Plan has been developed with community input and reflects the decisions and history of the Township in funding allocations.

The Process

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Table 1 – Responsible Agencies

Agency Role	Name	Department/Agency
Lead Agency	PARSIPPANY-TROYHILLS TOWNSHIP	
CDBG Administrator	PARSIPPANY-TROYHILLS TOWNSHIP	

Narrative

The Township of Parsippany-Troy Hills is a CDBG entitlement community as well as a participant in Morris County’s HOME Consortium, led by the Morris County Department of Human Services.

Consolidated Plan Public Contact Information

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AP-10 Consultation - 91.100, 91.200(b), 91.215(I)

1. Introduction

The Township's Annual Plan resulted from a process of consultation between key Township personnel including the Mayor and various Department/Division heads (Business Administrator, Township Engineer, etc.), as well as residents and various groups (Historical Society, senior groups, disabled groups, the public library, etc.) located within the Township. In addition, the Township reached out to neighboring municipalities, counties, organizations, and entities such as the Morris County Adaptive Recreation Program.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I)).

The Township receives a very small allocation of CDBG funds which has been allocated to the housing rehabilitation program during past fiscal years. When that program is funded, we coordinate with local organizations to reach out to groups with individuals who might be eligible and in need of housing rehabilitation.

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

The Morris County Department of Human Services had been the lead agency for the Continuum of Care since its inception. Within the past three years, the COC created a new organizational entity, the Morris County Continuum of Care (COC). Representatives of the County's Human Services Department continue to provide staff support for this effort. The Human Services Advisory Committee (HSAC) continues to play a large role in directing county resources to address the needs of homeless persons and persons at risk of homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The Township does not receive ESG funding. The Morris County Department of Human Services consults with the COC Board to develop the funding plan for the use of ESG funds in the County as well as the development of the performance standards, outcome measures, and policies and procedures. Before anything is finalized, the matter is brought to the COC for review and approval.

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

1	Agency/Group/Organization	Friendship Senior Club
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was consulted through direct mail. Consultation will result in an improved understanding of the community developments needs throughout the township.
2	Agency/Group/Organization	Lake Hiawatha Seniors
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was consulted through direct mail. Consultation will result in an improved understanding of the community developments needs throughout the township.
3	Agency/Group/Organization	Senior Citizens Club of Parsippany
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was consulted through direct mail. Consultation will result in an improved understanding of the community developments needs throughout the township.
4	Agency/Group/Organization	Golden Age Club of St. Peter's
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was consulted through direct mail. Consultation will result in an improved understanding of the community developments needs throughout the township.
5	Agency/Group/Organization	St. Ann's Social Seniors
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was consulted through direct mail. Consultation will result in an improved understanding of the community developments needs throughout the township.
6	Agency/Group/Organization	St. Christopher's Social Seniors
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was consulted through direct mail. Consultation will result in an improved understanding of the community developments needs throughout the township.
7	Agency/Group/Organization	Baldwin Oaks Senior Social Club
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was consulted through direct mail. Consultation will result in an improved understanding of the community developments needs throughout the township.
8	Agency/Group/Organization	Brookside Apartments Senior Club
	Agency/Group/Organization Type	Services-Elderly Persons

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was consulted through direct mail. Consultation will result in an improved understanding of the community developments needs throughout the township.

Table 2 – Agencies, groups, organizations who participated

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

There were no types of agencies that the Township did not consult, either through public meetings or personal interviews.

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

Table 3 - Other local / regional / federal planning efforts

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
2015-2019 Parsippany-Troy Hills Consolidated Plan	Morris County	Goals of the Strategic Plan relate to five-year efforts, adjusting based on previous outcomes to maximize benefit of CDBG investments
State of the County, 2014	Morris County Planning Board	Strategic Plan goals rely directly upon the data compiled by the County
Analysis of Impediments to Fair Housing Choice, 2016	Division of Community Development	Strategic Plan goals and objectives will intentionally, affirmatively further fair housing
Morris County Ten-Year Plan to End Homelessness, 2014	Morris County Continuum of Care	The goals of the COC were used in the development of the Strategic plan
ALICE, 2014	United Way of Northern New Jersey	Data and trends from this report influenced the Strategic Plan’s funding allocations
Comprehensive Health Plan 2012-2014	Newark EMA HIV Health Services Planning Council	Strategies for serving individuals with HIV/AIDS identified in this plan are aligned with the Strategic Plan
Local Area Plan, 2013	MSW Workforce Investment Board	Strategic Plan acknowledges and addresses needs identified for expanding economic opportunities

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

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

Summarize citizen participation process and how it impacted goal-setting

The Township Council has adopted a Citizen Participation Plan which outlines the procedures for public participation during the planning process for use of Community Development Block Grant funds. The Township holds at a minimum two public hearings regarding the program. During the preparation of the Annual Plan, all municipalities adjacent to the township were notified via letter about plan's comment period and the date for the second public hearing.

In addition, the Township sends out mailings to all residents which contain information about our program and accomplishments. Residents that inquire about the program are given information and encouraged to meet with our staff at any time to discuss potential future programs and/or projects. Any comments that are received are noted for the record and taken into consideration.

The Township posts various information on the Township web page, at various Township facilities, and in local newspapers. Public notifications are provided in Spanish and Chinese, and the Mayor's Office liaison to the Indian Community regularly assists with translation of notices and meeting agendas to Gujarati and in disseminating program information.

Citizen Participation Outreach

Table 4 – Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/broad community Non-English Speaking - Specify other language: Chinese, Spanish, Gujarati	Ads were purchased announcing the availability of funding and the public hearing dates	N/A	N/A	
2	Public Hearing	Non-targeted/broad community		Please see attached appendix	All comments were accepted	
3	Direct Mailing	Nearby Jurisdictions and local organizations	Letters were mailed directly to community organizations and all municipalities adjacent to Parsippany-Troy Hills	N/A	N/A	
4	Public Notices	Non-targeted/broad community Non-English Speaking - Specify other language: Chinese, Spanish, Gujarati	Posting of notices in English, Gujarati, Spanish, and Chinese in various public facilities	N/A	N/A	

Expected Resources

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

Introduction

The total of 2017 CDBG funding for the Township of Parsippany-Troy Hills is \$216,411 with anticipated program income of \$4,700. Four activities were determined to meet overall Township needs and local and national objectives. Of the total available for 2017 activities (exclusive of program administration), 100% will be used for activities that benefit low/moderate income persons.

Anticipated Resources

Table 5 - Expected Resources – Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$216,411	\$4,700		\$221,111	\$432,822	Funds for housing, services, public improvements

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The Township accesses HOME and Emergency Shelter Grant funds through Morris County. The Section 8 Program is administered directly by the Morris County Housing Authority. The McKinney-Vento Homeless Assistance Program is administered through the Morris County COC. Other resources that have been available to meet and complement the Township's needs include Township funds, State Historic Preservation Funds, Local State Aid, New Jersey Environmental Infrastructure Trust, State Open Space Grant, State Clean Communities Grant, Morris County Historic Preservation Grant, Morris County Open Space Grant, Green Acres Funding, Energy Efficiency & Conservation Block Grant Program, and private donations.

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

The Township is not involved with land banking and has a limited amount of resources available to acquire, assemble, and dispose of sites for the purpose of expanding affordable housing and employment opportunities.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Table 6 - Goals Summary

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve/expand infrastructure	2015	2019	Non-Housing Community Development	Township-wide	Infrastructure	\$162,411	
2	Expand/continue public services	2015	2019	Non-Homeless Special Needs Non-Housing Community Development	Township-wide	Public Services	\$24,000	
3	Create/preserve affordable housing	2015	2016	Affordable Housing	Township-wide	Affordable Housing	\$14,7000	
4	Administration	2015	2019	Administration	Township-wide	Planning & Administration	\$20,000	

Goal Descriptions

1	Goal Name	Improve/expand infrastructure
	Goal Description	Infrastructure in the low income areas of the township must be improved or expanded to improve the quality of life for lower income residents.
2	Goal Name	Expand/continue public services
	Goal Description	Expand and continue non-housing community development supportive services.
3	Goal Name	Create/preserve affordable housing
	Goal Description	Preservation of affordable housing through rehabilitation of owner-occupied housing.
4	Goal Name	Administration
	Goal Description	Program oversight, public outreach, and on-going management of the federal grants programs

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b)

For 2017, the Township is allocating \$10,000 to be invested in capital expenses for a group home housing 4 individuals and \$4,700 into ongoing homeowner rehab activities.

AP-35 Projects - 91.420, 91.220(d)

Introduction

The final amount of 2017 Community Development Block Grant (CDBG) funds for the Township of Parsippany-Troy Hills is \$216,411 with anticipated program income of \$4,700. A total of four activities were granted funding as part of the 2017 CDBG Program.

Table 8 – Project Information

#	Project Name
1	Street Improvements
2	Vehicle Purchase
3	Generator Purchase
4	Housing Rehabilitation
5	General Program Administration

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

Funding awards are based on need and activity eligibility. Assistance is spread throughout the Township with actual locations determined by applications received and funding availability.

Obstacles to meeting underserved needs include:

- Limited funds for the CDBG programs
- Diminishment and disappearance of State funds
- Diminishment and disappearance of local funds
- Diminishment and disappearance of private funds
- Increased competition for diminishing pool of funds
- Lack of affordable child care services
- Lack of transportation
- Lack of employment training and opportunities
- Lack of affordable housing; severe shortage of affordable rentals
- Lack of employment training for veterans
- Lack of affordable permanent supportive housing for veterans
- Lack of land for construction of facilities and residential units
- Lack of societal 'will' to address the need of the underserved
- Dwindling capacity on the part of providers due to layoffs
- Severe financial stress on the part of non-profits

AP-38 Project Summary

Project Summary Information

1	Project Name	Street Improvements
	Target Area	Township-wide
	Goals Supported	Improve/expand infrastructure
	Needs Addressed	Infrastructure
	Funding	CDBG: \$162,411
	Description	Curbing, Paving and Drainage Improvements on Beachwood Road, Buena Road, Florham Road, Haddon Road, and Longport Road. Matrix code 03K.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	
Location Description		
Planned Activities		
2	Project Name	Vehicle Purchase
	Target Area	Township-wide
	Goals Supported	Expand/continue public services
	Needs Addressed	Public Services
	Funding	CDBG: \$24,000
	Description	A vehicle to provide transportation services for seniors and disabled persons. Matrix code 05A.
	Target Date	6/30/2018

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
3	Project Name	Generator Purchase
	Target Area	Township-wide
	Goals Supported	
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$10,000
	Description	Generator for Group Home at 1259 Littleton Road. Matrix code 03B.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
4	Project Name	Housing Rehabilitation
	Target Area	Township-wide
	Goals Supported	
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$4,700
	Description	Elimination of code violations for low- and moderate-income owner-occupied households. Matrix code 14A.
	Target Date	6/30/2018

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
5	Project Name	General Program Administration
	Target Area	Township-wide
	Goals Supported	Administration
	Needs Addressed	Planning & Administration
	Funding	CDBG: \$20,000
	Description	On-going program administration and public outreach. Matrix code 21A.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The Township does not set priorities for allocating investments geographically. The Township concentrates on low- and moderate-income areas as well as areas with the greatest needs. The Township executes a housing rehabilitation program for single family homes owned by low and moderate income persons on a first come first serve basis. The only possible exceptions to this rule would be cases of an emergent nature (ex.-collapsed roof, failed furnace in winter, etc.). The Township is also responsible for the implementation of public improvement and facilities projects that qualify per HUD approved guidelines.

Geographic Distribution

Table 9 - Geographic Distribution

Target Area	Percentage of Funds
Township-wide	100

Rationale for the priorities for allocating investments geographically

The Township does not set priorities for allocating investments geographically. The Township concentrates on low and moderate income areas as well as areas with the greatest needs.

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

Introduction

Parsippany has developed the following actions planned to: address obstacles to meeting underserved needs, foster and maintain affordable housing, reduce lead-based hazards, reduce the number of poverty-level families, develop institutional structures, and enhance coordination between public and private housing and social service agencies.

Actions planned to address obstacles to meeting underserved needs

To address the obstacles identified in the five year plan, the Township will seek other funding and maximize the use of existing funding by coordinating efforts with the Morris County Department of Human Services, the Housing Alliance of Morris County, Fair Housing Committee, Foreclosure Taskforce, the county's Human Services Advisory Council, and the Continuum of Care.

Actions planned to foster and maintain affordable housing

The Township has participated in the Morris County Consortium for the purposes of the HOME Program since 1994. The Township will continue to participate in this program so that these funds can be used to provide affordable housing opportunities that benefit low and moderate income persons. The Township also has several senior apartment complexes which provide for additional Section 8 low income affordable housing for seniors and the disabled. The Township will continue to monitor and work with the present management companies to insure affordable housing at our various senior complexes. In addition, the Township addresses the needs of persons with special needs on a case by case basis directly through the Township's Human Services Department.

Actions planned to reduce lead-based paint hazards

The Township addresses the lead-based paint issue as part of our housing rehabilitation program and will continue to enforce the lead-based paint regulations on a case by case basis.

Actions planned to reduce the number of poverty-level families

CDBG, HOME, and ESG funding is integrated into the programs that address poverty and homelessness by participating agencies that are served by the Morris County Continuum of Care, the Fair Housing Committee of the Morris County Human Relations Commission, and the Housing Alliance of Morris County. These agencies, and others, provide much needed services to assist residents that are living in poverty. Further programs undertaken by the Township such as home rehabilitation and transportation assistance reduce the impact of poverty and provide for income growth for families living in poverty.

Actions planned to develop institutional structure

The Township has participated with the County of Morris to address action steps to end chronic homelessness county-wide utilizing available federal funds such as ESG and SuperNOFA. The Township also worked with the County of Morris in developing a county-wide 10-year Homeless Plan and participates in updates of this plan.

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

The jurisdiction will carry out its annual plan through a network of partnerships with governmental and non-profit agencies. It reinforces these relationships through participation in regional efforts such as the Housing Alliance of Morris County and the Housing Committee of the Morris County Human Relations Commission. The Township will continue to provide coordination through the Human Services Department with both public and private housing along with various social service agencies.

Program Specific Requirements

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

Introduction

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	0
5. The amount of income from float-funded activities	0
Total Program Income	0

Other CDBG Requirements

1. The amount of urgent need activities	0
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