

# **MONTGOMERY COUNTY ARCHIVES**

## **Guide to the Records of the Long Branch Neighborhood Initiative 1977-2015**

### **Record Group 18: Civic Organizations**

**November 28, 2017  
Updated 2018**

Montgomery County Archives  
Montgomery County Records Center  
8540 Anniversary Circle, Gaithersburg, Maryland 20877  
(301) 926-5002  
[archive@montgomeryhistory.org](mailto:archive@montgomeryhistory.org)  
[www.montgomeryhistory.org](http://www.montgomeryhistory.org)

### **ADMINISTRATIVE HISTORY**

The Long Branch Neighborhood Initiative, a public/private alliance, was an organization of citizens and civic and business leaders in the Long Branch community of Silver Spring, MD. Their mission focused on deterring crime in their community and promoting programs and projects in support of community economic development, health, and social well-being. In 2000, the Long Branch community was selected as a U.S. Department of Justice Weed and Seed site, and the Initiative (through its community partner the Silver Spring Team for Children and Families, Inc.) received a grant of \$125,000. Extension grants were awarded in subsequent years through 2004, totaling \$675,000. Mr. Jim Johnson served as the president of the Long Branch Neighborhood Initiative. In addition, in 2002, the Montgomery County Council established a Long Branch Task Force.

### **EXTENT**

2 cubic feet: 2 record boxes.

### **SCOPE AND CONTENT**

The records of the Long Branch Neighborhood Initiative contains documentation of the operations, activities, and programs of the Initiative and its community partners resulting from several U.S. Department of Justice Weed and Seed grants. The Program Administration Series includes extensive documentation on the actual grant application and award process. The bulk of the documentation reflects activities and programs during the periods of the grants, 2000 through 2004. Documentation predating 2000 generally relates to issues and concerns in the Long Branch community and the need for a Weed and Seed grant as well as planning activities of the Long Branch Neighborhood Initiative and the Silver Spring Team for Children and Families, Inc., which received the grants on behalf of the Initiative. Much of the material is from the records of Jim Johnson, who served as co-chair and president of the Initiative. Additionally, there is some material related to the Montgomery County Long Branch Task Force.

Material in the collection includes grant applications and funding documents, status and achievement reports, correspondence, meeting minutes, task force and work group reports, event planning, strategic planning processes, photographs, newspaper clippings and press releases, market surveys, memoranda, budget and financial information, and training materials.

The records have been arranged into four series:

Series I: Program Administration

Series II: Community Partners and Programs

Series III: Task Forces and Work Groups

Series IV: Workshops and Conventions

### **SERIES DESCRIPTIONS**

#### **Series I: Program Administration, 1977-2015**

**(1 cubic foot)**

This series contains documents and records related to the need for, planning, development, and administration of the Long Branch Weed and Seed grant as well as the operational and administrative activities of the Long Branch Neighborhood Initiative. Most of the records were created by members of the Initiative and its community partners. Records are arranged in

chronological order by year.

**Series II: Community Partners and Programs, 1996-2015**  
**(0.75 cubic feet)**

This series contains documents and records related to activities and collaborative projects with the Long Branch Neighborhood Initiative's community partners, both formal and informal. Formal partnerships were documented with signed Memoranda of Agreement. Records in this series were created by officers and staff of the various community partners as well as the Long Branch Neighborhood Initiative. The series is arranged in chronological order by year.

**Series III: Task Forces and Work Groups, 1988-2005**  
**(0.25 cubic feet)**

This series contains records of both county and community task forces and work groups established as a result of the Long Branch Weed and Seed grant and Neighborhood Initiative. The records were various members of the different task forces and work groups. The series is arranged in chronological order by year.

**Series IV: Workshops and Conventions, 2001-2002**  
**(0.25 cubic feet)**

This series contains materials from workshops, conventions, and other training events specific to the Weed and Seed grant program and community development. The materials were primarily created by the event sponsors, with additional notes by Long Branch Neighborhood Initiative attendees. This series is in chronological order by year.

**CONDITIONS GOVERNING ACCESS**

This collection is open for research. Some material is restricted because it contains personally identifiable information or discusses topics that are confidential. Folders that contain restricted material are marked as such in the finding aid and will not be served to researchers. Please contact the archivist with questions about restricted material in this collection.

**LANGUAGE**

English.

**PROVENANCE**

This material was donated in 2017, Accession #2017-02.

**RELATED MATERIALS**

For additional information on the Long Branch neighborhood and the County's assistance in administering its programs, see:

Record Group 1: Executive Branch. Records Title: Records of the Silver Spring Regional Services Center. Series I: General Regional Projects.

**USING THESE RECORDS**

To request records listed in this finding aid, the following information should be given to the archivist:

Record Group 18, **Long Branch Neighborhood Initiative**, Series Number and Name, Box

Number and Folder Title(s).

The preferred citation for materials from these records is:

Montgomery County Archives; Gaithersburg, Maryland. Record Group 18: Civic Organizations. Records Title: Long Branch Neighborhood Initiative. Series number and series name. Box number and folder title, if appropriate.

### **PROCESSING PROCEDURES**

General processing procedures consisted of discarding duplicates, unnecessary binders, and routine transmittals. Oversized documents and photographs were removed from the original location in their assigned series and placed in separate containers. Separation sheets were inserted in the original location within the folder to indicate the new location of any records placed elsewhere.

Preservation copying of newspaper clippings was performed whenever feasible. Records in folders were arranged, unless otherwise indicated, in forward chronological order, with undated records appearing at the end of the folder.

### **PROCESSING STAFF/FINDING AID AUTHOR**

Sarah Hedlund  
Jane Karakashian  
Claire McDonald

**BOX INVENTORY**

**Series I: Program Administration, 1977-2015**

**Box 1**

DOJ Weed and Seed Implementation Manual, n.d.  
Grant Submission Package, n.d.  
Maps, n.d.  
Master Plan, 1977; 2000-2001  
Market Survey and Analysis, 1978; 2000-2002  
Long Branch Neighborhood Initiative Achievements, 1992  
Long Branch Community Children and Families, 1994-1995  
Miscellaneous Planning Documents, 1995-1998; 2005  
Personnel Related, 1995-2004 [RESTRICTED]  
Landlord-Tenant Dispute, 1996-1997  
Miscellaneous Correspondence, 1997; 2001-2006; 2009-2015  
Federal Family Preservation Support Grant, 1997-1998  
IRS and Tax Documents, 1997-2003  
Meeting Agenda, Minutes, and Notes, 1997-2004  
News Releases and Articles, 1998-2001; 2005  
Grant Administration, 1998-2004 (4 Folders)  
Articles of Incorporation and Bylaws, 2000  
Law Enforcement Efforts, 2000; 2003 [RESTRICTED]  
DOJ Weed and Seed Program, 2000-2002  
Progress and Financial Status Reports, 2000-2005  
DOJ Seminar on Financial Management, 2001  
Youth Advisory Board, 2001  
National Congress for Community Economic Development, 2001-2003 (3 Folders)  
Impact Statements and Individual Cases, 2003; 2007-2008 [RESTRICTED]

**Series II: Community Partners and Programs, 1996-2015**

**Box 2**

Silver Spring Team for Children and Families, Orientation and Planning Retreat, 1996  
H.O.M.E. at Carroll Avenue-Quebec Terrace, 1996-1998  
Memoranda of Agreement, 1998-2002  
Silver Spring Community Coalition, 1998-2002  
Montgomery County Community Foundation, 2000  
Between the Creeks Neighborhood Association, 2000-2001  
CASA of Maryland, 2000-2001  
Girls and Boys Town, 2000-2001  
Communities in Schools of Maryland, 2000-2003  
Teen Team, 2000-2004 (3 Folders)  
About Better Communities, 2001  
AmeriCorps, 2001  
Boys' and Girls' Homes, 2001  
Community Bridge Project, 2001  
Fathers Count Program, 2001

*(Series II: Community Partners and Programs, cont.)*

*(Box 2, cont.)*

Pedestrian Safety Petitions, 2001, 2003 [RESTRICTED]

Listen, Inc. 2002

Juvenile Justice Programs, 2002-2003

Montgomery Youth Works, 2003

Long Branch Business League, 2011; 2014-2015

**Series III: Task Forces and Work Groups, 1988-2005**

*(Box 2, cont.)*

Special Task Force Concerning Park and Recreational Needs, 1988

Montgomery County Collaboration Council of Children, Youth and Families, 1995

Flower Avenue Task Force, 2000-2001 [RESTRICTED]

Domestic Violence Work Group, 2001

Long Branch Task Force, 2001-2003

Housing Work Group 2002-2004

Safety Work Group, 2003

Long Branch Task Force Annual Reports, 2003-2005 (3 Folders)

Report on Lack of Code Enforcement, 2005

**Series IV: Workshops and Conventions, 2001-2002**

*(Box 2, cont.)*

Getting Started with Community Economic Development, n.d.

Leave No Neighborhood Behind Convention, 2001

Weed and Seed Law Enforcement Workshop, 2002