

***GLOUCESTER COUNTY, NJ***  
***Community Development Block Grant Program (CDBG)***  
***And the***  
***Home Investment Partnerships (HOME)***  
***Programs***

**CAPER**  
**Consolidated Annual Performance**  
**and Evaluation Report**  
**Fiscal Year 2018**

**September 1, 2018**  
**Through**  
**August 31, 2019**

**GLOUCESTER COUNTY**  
**Department of Public Works**  
**Division of Planning**  
**Office of Government Services**  
**1200 N. Delsea Drive**  
**Clayton, New Jersey 08312**  
**Christina Velazquez, Senior Program Analyst**

*November, 2019*

Prepared by:



# Gloucester County, New Jersey

## Consolidated Annual Performance and Evaluation Report Fiscal Year 2018

### TABLE OF CONTENTS

#### **1. Published Notice of CAPER Availability** **2. CAPER Sections**

CR-05 – Goals and Outcomes .....	1
CR-10 – Racial and Ethnic composition of beneficiaries .....	5
CR-15 – Resources and Investments .....	6
CR-20 – Affordable Housing .....	11
CR-25 – Homeless and Other Special Needs .....	13
CR-30 – Public Housing .....	15
CR-35 – Other Actions .....	16
CR-40 – Monitoring .....	20
CR-45 – CDBG .....	22
CR-50 – HOME .....	23

#### **3. IDIS Reports**

- PR-03 – CDBG Activity Summary Report
- PR-26 – CDBG Financial Summary Report
- PR-33 – HOME Matching Liability Report

## **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.

Through completion of a wide range of projects in all corners of the County, the 2018 Gloucester County CDBG and HOME programs made significant progress in achieving the goals of both the 5-year Consolidated Plan, which covers the years 2015-2019, and the 2018 Annual Action Plan.

During the 2018 Program Year (September 1, 2018 through August 31, 2019), thousands of County residents benefited from improvements to important portions of the County's infrastructure. Many others received crucial public services thanks to support from the Gloucester County Community Development Program and a significant number of residents either became homeowners with program assistance or were able to obtain much needed repairs to their homes using CD resources. Public services funding was granted to the following agencies with a particular focus on the county's youth: Newfield Terrace Community Action Organization, for the provision of mentoring and after school care; three locations of the Boys & Girls Club in Paulsboro Center, Glassboro center and Woodbury for mentoring and educational assistance; the Food Bank of South Jersey, for the provision of year-round distribution at several sites in the County for ages 5-17; Center for Family Services, the provision of at-risk youth shelter health education services; and Robin's Nest for the provision Danellie Counseling Center Psychiatric Services for services provided to 2-17 year olds.

Among the infrastructure projects completed in 2019 were street reconstruction and pedestrian improvement projects in Deptford; safety and road improvements in West Deptford near Oakview Elementary School, including road reconstruction and installation of ADA handicap ramps and striped sidewalks; pedestrian safety and ADA improvements in Paulsboro and Woodbury Heights. Also, a project to improve Lafayette Park in Woodbury was completed.

Gloucester County also made progress on their housing rehabilitation goals including the demolition of seven blighted structures in Paulsboro and home improvements on 16 homes through CDBG fundings and another 24 homes through HOME funding.

The accomplishments listed below were calculated from data entered into the individual Activities in IDIS rather than from PR-23 reports, which are often inaccurate.

**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
General administration	Planning & Administration	CDBG: \$ / HOME: \$	Homeowner Housing Added	Household Housing Unit	0	0				
General administration	Planning & Administration	CDBG: \$ / HOME: \$	Other	Other	5	4	60.00%	1	1	0.00%
Housing rehabilitation	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Rehabilitated	Household Housing Unit	175	193	118.29%	35	40	154.29%
Increase home ownership opportunities	Affordable Housing	HOME: \$	Homeowner Housing Added	Household Housing Unit	0	8		0	5	
Increase home ownership opportunities	Affordable Housing	HOME: \$	Direct Financial Assistance to Homebuyers	Households Assisted	75	22	21.33%	4	6	0.00%

Increase number of rental vouchers	Affordable Housing	HOME: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	50	54	112.00%	20	12	70.00%
Public facilities & infrastructure	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	50000	96080	217.02%	16000	5699	113.31%
Public facilities & infrastructure	Non-Housing Community Development	CDBG: \$	Homeowner Housing Added	Household Housing Unit	0	0				
Public facilities & infrastructure	Non-Housing Community Development	CDBG: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted		0				
Public facilities & infrastructure	Non-Housing Community Development	CDBG: \$	Buildings Demolished	Buildings		7			7	
Support homeless facilities	Homeless	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	50	0	0.00%			
Support Public Services	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	4000	18676	466.90%	1260	681	54.05%

Support the addition of affordable housing units	Affordable Housing	HOME: \$	Homeowner Housing Added	Household Housing Unit	5	2	40.00%	1	0	0.00%
Support the addition of affordable housing units	Affordable Housing	HOME: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	10	10	100.00%			
Support the addition of affordable housing units	Affordable Housing	HOME: \$	Buildings Demolished	Buildings	0	4		0	0	

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.**

High Priority needs identified in the Consolidated Plan for the 2015-2019 period include: Preservation of existing housing stock, addition of affordable housing, improvements to infrastructure and support for public services.

During 2018, the County used CDBG and HOME funds exclusively to address high-priority needs. Feedback from the County’s municipalities, housing developers and non-profit service providers continues to emphasize the importance of CDBG and HOME support to the ability of those organizations to serve their constituents.

## 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	HOME
White	2,507	84
Black or African American	1,203	68
Asian	586	0
American Indian or American Native	0	0
Native Hawaiian or Other Pacific Islander	0	0
<b>Total</b>	<b>4,296</b>	<b>152</b>
Hispanic	26	12
Not Hispanic	4,270	140

Table 2 – Table of assistance to racial and ethnic populations by source of funds

### Narrative

Data above is taken from accomplishments reported in IDIS for individual activities rather than from the PR-23 reports, which are frequently inaccurate. The "Native Hawaiian or Other Pacific Islander" category above is actually the number of beneficiaries who identified themselves as "Other Multi-Racial."

Beneficiaries of Gloucester County's CDBG and HOME activities are comprised of a higher percentage of minority residents than the County as a whole, according to the latest American Community Survey data. African-American residents make up some 36% of program beneficiaries, compared to 11% of the County population, while Hispanic residents were 9.5% of the program's beneficiaries and 6.4% of the County population.

## 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	public - federal	1,404,747	793,660.62
HOME	public - federal	626,323	715,924.75

Table 3 - Resources Made Available

### Narrative

Gloucester County received an allocation of \$1,354,747 in CDBG funds for 2017 and \$ 626,323 in HOME funds. Program Income received during 2018 totaled \$51,252.60 in CDBG and \$31,602.20 in HOME. Additionally, the CDBG program entered the 2018 Program Year with \$387,123.65 in unexpended prior years' funds.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Countywide	82		Other
Eligible low-mod census tracts	18		Other

Table 4 – Identify the geographic distribution and location of investments

### Narrative

Infrastructure and facilities improvements, including ADA barrier removal activities, that were completed in specific areas of the County accounted for 18% of combined CDBG and HOME spending during 2018. All other activities, including housing rehabilitation and general planning/administration, accounted for 82% of the spending. These ratios were very similar to the planned distribution of funds.

**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.**

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	
2. Match contributed during current Federal fiscal year	
3 .Total match available for current Federal fiscal year (Line 1 plus Line 2)	
4. Match liability for current Federal fiscal year	
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	

**Table 5 – Fiscal Year Summary - HOME Match Report**

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match

Table 6 – Match Contribution for the Federal Fiscal Year

**HOME MBE/WBE report**

Program Income – Enter the program amounts for the reporting period				
Balance on hand at begin-ning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
\$ 5,953.38	\$ 31,602.20	\$ 28,441.98		\$9,113.60

Table 7 – Program Income

<b>Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period</b>						
	<b>Total</b>	<b>Minority Business Enterprises</b>				<b>White Non-Hispanic</b>
		<b>Alaskan Native or American Indian</b>	<b>Asian or Pacific Islander</b>	<b>Black Non-Hispanic</b>	<b>Hispanic</b>	
<b>Contracts</b>						
Number						
Dollar Amount						
<b>Sub-Contracts</b>						
Number						
Dollar Amount						
	<b>Total</b>	<b>Women Business Enterprises</b>	<b>Male</b>			
<b>Contracts</b>						
Number						
Dollar Amount						
<b>Sub-Contracts</b>						
Number						
Dollar Amount						

Table 8 - Minority Business and Women Business Enterprises

<b>Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b>						
	<b>Total</b>	<b>Minority Property Owners</b>				<b>White Non-Hispanic</b>
		<b>Alaskan Native or American Indian</b>	<b>Asian or Pacific Islander</b>	<b>Black Non-Hispanic</b>	<b>Hispanic</b>	
Number						
Dollar Amount						

Table 9 – Minority Owners of Rental Property

<b>Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition</b>						
Parcels Acquired						
Businesses Displaced						
Nonprofit Organizations Displaced						
Households Temporarily Relocated, not Displaced						
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number						
Cost						

Table 10 – Relocation and Real Property Acquisition

**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	60	0
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>60</b>	<b>0</b>

**Table 11 – Number of Households**

	One-Year Goal	Actual
Number of households supported through Rental Assistance	20	0
Number of households supported through The Production of New Units	1	0
Number of households supported through Rehab of Existing Units	35	0
Number of households supported through Acquisition of Existing Units	4	0
<b>Total</b>	<b>60</b>	<b>0</b>

**Table 12 – Number of Households Supported**

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

Accomplishments for both owner-occupied rehab and households assisted exceeded goals.

The number of families assisted with becoming homeowners was below the program's goal largely because mortgage qualification criteria continue to be very tight while housing prices in the County have increased.

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

Need continues to exist in all housing-related programs so it is anticipated that all will continue to be included in future Action Plans and the upcoming Consolidated Plan, with the possible exception of the homebuyer assistance program, which has been under-utilized for the past three years.

**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	10	1
Low-income	8	7
Moderate-income	4	4
<b>Total</b>	<b>22</b>	<b>12</b>

**Table 13 – Number of Households Served**

**Narrative Information**

Information in the above chart is taken from individual Activity accomplishments as reported in IDIS rather than from the the PR-23 reports, which are often inaccurate.

## **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**

Through fiscal and technical support for the front-line organizations that conduct this important work, in particular the Food Bank of South Jersey, Gloucester County continued to reach out to the homeless, especially unsheltered homeless. The County's Point in Time Survey is one method area providers used to connect with the homeless and bring them into the regional support network.

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

Through fiscal and technical support for shelter and transitional housing providers and by offering networking opportunities for them, the County continued to address the emergency shelter and transitional housing needs of homeless persons throughout the County.

### **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 County's housing rehab program helped low-income homeowners avoid homelessness by providing repairs that kept their homes habitable. Economic development activities also prevented homelessness by expanding employment opportunities. The County's many social service providers also connected their own clients with other needed services, including job training, housing assistance, information on employment and child care and much more.

The HOME-supported Tenant Based Rental Assistance program helped make housing affordable for 12 low-mod income County families, expending a total of \$80,013.10.

Gloucester County also participates in the formulation and implementation of policies regarding those being discharged from publicly funded institutions and systems of care. Those policies include the provision of information on receiving assistance regarding housing, health, social services, employment, education and youth needs.

### **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**

By expanding housing options for low income residents, the County helped shorten the period of homelessness. Gloucester County supported the creation of additional affordable units and provided rent assistance through the Tenant Based Rental Assistance program.

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

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

The County supplemented the Public Housing voucher programs by spending just over \$80,000 in HOME funds for a Tenant Based Rental Assistance program during 2018.

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

Public housing residents were encouraged to become more involved in management and participate in home ownership through continued operation of resident councils at Public Housing developments.

Additionally, the Housing Authority of Gloucester County required each non-exempt adult public housing resident to contribute a minimum of 8 hours of community service per month or participate in an economic self-sufficiency program for a least 8 hours per month. Residents were referred to the Gloucester County Volunteer Center, which acts as a clearinghouse for residents to offer their time or services to organizations in need of volunteers. The Authority considers activities that are designed to encourage, train or facilitate economic independence as valid activities.

The Glassboro Housing Authority identifies the promotion of resident participation in its annual goals. The Authority recognizes the need for “Effective Resident Organization Partnerships” that meet regularly to ensure proactive support for building, managing and maintaining sound, safe, affordable communities. The resident councils meet on a regular basis and consistently work with the Glassboro HA regarding problem identification and pursuing positive approaches to addressing community issues.

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

Neither of the County's 2 housing authorities are troubled PHAs.

## **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)**

While it is beyond the ability of the County or any of its municipalities to control market forces and other factors, there are some steps that can be taken. During the 2018 Program Year, the County:

- Through the use of HOME funding, the County continued to assist affordable housing development. The County also continued to provide technical assistance to non-profit organizations seeking state and federal funds for affordable housing development, both rental and homeownership.
- Continued the homebuyers program to help families afford home ownership, with 5 families moving into homeownership through assistance from HOME funds during 2018.
- Worked with municipalities to assess zoning, design guidelines and local government standards to ensure that these elements of the construction process do not hinder the creation of affordable housing.
- Reviewed building fee ordinances as requested by municipalities and recommended modifications as necessary; investigate possibility of non-profit organizations having fees waived.
- Continued to seek supplementary funding and opportunities to leverage limited resources.

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

The primary obstacle to meeting underserved needs is a lack of funds. There are many needs in all of the areas - public facilities, public services, infra-structure, and economic development – and municipal resources go only so far.

During the 2018 Program Year, the County, through both staff and consultants, continued its practice of constantly looking for additional funding sources to address the unmet needs identified in our community. Gloucester County succeeded in attracting state, federal, regional and private funding for improvements and services that aide the community at large and lower income neighborhoods and residents in particular.

The County successfully applied for USDA Rural Housing Rehabilitation grants and was awarded just over \$59,000 to leverage CDBG and HOME funds for the rehabilitation of homes occupied by low and very low income households in 14 of the County's 24 municipalities.

The development of more and better jobs for low and moderate income persons would help reduce the scale or scope of needs as well. In this vein, the County undertakes economic development projects to

attract and retain employers and works with local and regional job training entities to enhance residents' work skills. The County has not utilized CDBG funds in Economic Development activities specifically. However, the County's Workforce Development Board has conducted several job fairs throughout the year and the standing committees of the Board include the Community Needs to assess funding gaps for training and literacy of adults and dislocated workers to re-enter the workforce.

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

The County Community Development Program addressed lead hazards during housing rehabilitation efforts. All pre-1978 homes receiving rehabilitation assistance and where painted surfaces were to be disturbed were tested for the presence of lead-based paint hazards. When evidence of lead paint hazards was found, the appropriate level of action was taken. Most often, that was the use of interim controls to address all identified lead hazards. In the homebuyers program, when defective painted surfaces are found, the surfaces are tested for lead-based paint as well and addressed by a qualified trained contractor.

The County's Lead-Based Hazard reduction strategy, administered by the Department of Health, involves the administration of the Lead Intervention for Children at Risk Program (LICAR) which supports the abatement or reduction of lead-based paint hazards in low-income housing.

During 2018, the Department of Health provided administrative and program delivery staff responsible for marketing the LICAR program; conducted application intake, review, and approval; completed environmental reviews; completed housing inspections and, when funding was available, prepared work write-ups and cost estimates for lead hazard control work; prepared contractor bid packages and supervised advertisement for bids and selection of contractors; managed temporary resident relocation while lead hazard control work was completed and monitored work in progress through to completion.

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

The County's anti-poverty strategy is linked to the Economic Programs that have been implemented and operated for almost a decade. The objective of poverty reduction requires programming for job readiness areas, including job training and placement, supportive public services, education and basic skills development. The overriding principle, however, is to create new jobs and opportunities for households with incomes below the poverty level. It is only through comprehensive, coordinated strategies that nurture skills and provide opportunities to gain and retain employment and thus improve the quality of life, that people can improve their situation.

Much of the County's public services dollar support youth development programming, supporting success at a young age in order to build a strong foundation for high school graduation and post-secondary education and/or training completion.

All projects to be funded with CDBG funding were encouraged to follow Section 3 requirements to

recruit needed employees from very low income neighborhoods and where possible from the pool of WIA Program graduates. This coordinated effort created additional employment opportunities for low-income residents. All economic development activities/projects that created jobs were also coordinated with the WIA and the FDP Programs.

Employment programs reach only a part of the poverty population. Many of the people living in poverty are not employable and thus the County worked cooperatively with numerous public, social and civic service organizations to develop and implement direct assistance and service delivery programs to improve the quality of life of these persons. The first step of providing health and social services is necessary to enable an unemployed person to become employable.

The County provided financial assistance through direct grants as well as technical and advisory assistance to non-profits and community agencies that administer a wide variety of programs for lower income residents.

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

The County continued its participation in regional and state networking and information opportunities. Also continued familiarity with the service providers in Gloucester County and in neighboring and nearby counties.

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

As a common partner with so many of the public and private housing and social service providers, the Gloucester County Department of Public Works, Division of Planning continued in its role of a natural conduit for communication and interaction among these entities. The CD Program served in that capacity while respecting the autonomy and uniqueness of each partner.

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

Gloucester County reviewed its most recent Analysis of Impediments to Fair Housing Choice and concluded that it continues to accurately reflect the issues and concerns that need to be addressed.

Specifically, the analysis shows a continued need for further educational efforts in the area of fair housing rights and responsibilities and the processes and procedures in place to help assure housing fairness. In response to that need, the County continued to provide information to the public on relevant fair housing topics. Pamphlets, posters and contact information are provided at County offices.

Additionally, a general lack of affordable housing options quite naturally impacts residents in the lower income ranges. As detailed in the Affordable Housing portion of this report, the County sought to

address this impediment in 2018 through rehab of existing units, creation of new units and provision of rental assistance vouchers.

## **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**

Performance monitoring is an important component in the long-term success of the Consolidated Plan and Action Plans. The County, through the Division of Planning, has developed standards and procedures for ensuring that the recipients of CDBG and HOME funds meet the purposes of the appropriate legislation and regulations, and that funds are disbursed in a timely fashion.

The Division of Planning oversees the County's housing and community development programs, and is responsible for most performance measurement activities. The Division has incorporated performance standards into the process of awarding funds, allocating resources to programs and agencies, and obtaining progress and completion reports from those programs and agencies. The monitoring requirements and procedures followed during 2018 were built upon existing monitoring systems and experience in administering federal and state programs and funds.

Following execution of sub-recipient agreements, activities are subsequently monitored through the use of checklists and forms to facilitate uniform monitoring of program activities. Each description of projects and activities and the written agreements related to them contain the specific measures by which the activity is evaluated.

Fiscal monitoring included review and approval of budgets, compliance with executed Grant Agreements, review and approval of vouchers, review of fiscal reports on a monthly basis, and a review of municipal and non-profit audits on an annual basis.

Monitoring occurred through on-site monitoring visits. These visits occurred as necessary with frequency being determined by an analysis of the activity and the sub-recipient, including complexity of the activity, experience of the sub-recipient staff and their timely and accurate reporting of accomplishments.

## **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.**

Gloucester County placed the CAPER document on public display for a period in excess of the required 15 days, from November 9, 2018 through November 26, 2018. Copies were placed in the Department of Public Works office. The public was notified of the public comment period by an advertisement which appeared in the local publication *South Jersey Times* on October 17, 2018. A copy of the advertisement

is provided with this report. Also, a public hearing was held on November 20, 2018 in the County Office building in Clayton, a fully accessible building. No comments from the public were received during the comment period or at the public meeting.

**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.**

Ongoing assessments of community needs and ongoing successes of the County's CDBG program in addressing those needs suggest that no significant changes are needed in the program's objectives. The program will continue to seek efficient, effective means to provide housing, facilities and services to our most vulnerable residents. The County will continue to seek community partners capable of assisting in those efforts.

While always aware of opportunities to improve, the County believes that the overall direction and implementation of its CDBG program meet both the requirements of the federal government and the needs of our local residents.

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

No

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

**CR-50 - HOME 91.520(d)**

**Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

TBRA units inspected during the program year consisted of:

- Address – inspected date
- Address – inspected date
- Address – inspected date

All units of the above were found to meet HQS standards. Other TBRA units were inspected but failed and were dropped from the program.

No other units were scheduled for inspection during the 2018 Program Year.

**Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)**

No individual HOME-funded projects meet the threshold for affirmative marketing requirements. The program as a whole, though, including housing rehab activities, are publicized to all segments of the County's population through general circulation advertising and through information provided by our municipal partners.

These affirmative marketing efforts are clearly effective as 55% of HOME beneficiaries in 2018 were African-American, compared to the County population that is 11% African-American. Additionally, 10% of HOME beneficiaries in 2018 were Hispanic, which is higher than the County's Hispanic population as a whole, which is 6.4%.

**Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

During the 2018 Program Year, \$28,441.98 of HOME Program Income funds were spent. These funds were used on 24 homeowner rehabilitation projects that provided assistance to 2 extremely low income households, 10 low income households and 12 moderate income households.

**Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES**

**ONLY: Including the coordination of LIHTC with the development of affordable housing).  
91.320(j)**

During 2018, the County also used HOME funds on these activities that fostered and maintained affordable housing:

- 1) Completion of 24 owner-occupied residential rehab projects;
- 2) Homebuyer assistance to 5 households moving in to homeownership;
- 3) Tenant-based rental assistance to 12 households.