

The Borough of Sayreville  
Community Development Block Grant  
Consolidated Annual Performance Evaluation Report  
(CAPER)  
2020

September 2021

This Plan was created in accordance with the  
Community Development Objectives set forth by:

The Community Development Block Grant Committee

Mary Novak

In conjunction with the members of the governing body of

The Borough of Sayreville

Mayor Victoria Kilpatrick

Council President Mary Novak

Councilman Kevin Dalina

Councilman Damon Enriquez

Councilwoman Michele Maher

Councilwoman Donna Roberts

Councilman Vincent Conti

Daniel Frankel, Business Administrator

Denise Biancamano, Chief Financial Officer

David Samuel, CME Associates, Borough Engineer

Prepared by,

Gwendolyn Knight, CDBG Coordinator

## **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.

This Consolidated Annual Performance and Evaluation Report (CAPER) describes the activities undertaken during the program year beginning July 1, 2020 and ending June 30, 2021 using Federal funds granted to the Borough of Sayreville by the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) program. Activities and accomplishments described in this report primarily benefit low-income and moderate-income residents of the Sayreville Township, neighborhoods with a higher concentration of low-income and moderate-income residents, and the municipality as a whole.

In FY 2020, the Borough drew down funds for the following completed projects:

1. IDIS Activity 93 Allgair St Reconstruction \$56,823.32
2. IDIS Activity 97 Literacy Program \$2,500

In FY 2020, the Borough of Sayreville started work on the following projects:

- 1-Senior Center Window Renovations
- 2-Grant Administration

### **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
Grant Administration	grant administration	CDBG: \$ / CDBG-CV1: \$ / CDBG-CV3: \$	Other	Other	1	0	0.00%	1	1	100.00%
Housing Rehabilitation Program	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	2	0	0.00%			
Public Facilities - Senior Citizens	Non-Housing Community Development	CDBG: \$ / CDBG-CV1: \$ / CDBG-CV3: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2000	0	0.00%	2000	0	0.00%
Public Facility Improvements - Parks	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	5000	0	0.00%			

Public Infrastructure - Street Improvements	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	5000	0	0.00%			
Public Services	Non-Housing Community Development	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	400	0	0.00%			

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

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

The CDBG funds were used to address the highest priorities identified in the Borough of Sayreville. In 2020 the CDBG committee has placed a priority on assisting the senior citizens through funding improvements to the Senior Center Facility, aiding in purchasing a shuttel bus for transporting seniors as well as an ADA improvements to the Senior Housing Facility.

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

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

91.520(a)

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

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

### Narrative

In FY 2020, the Borough drew down funds for the following completed projects:

1. IDIS Activity 93 Allgair St Reonstruction \$56,823.32 (Demographics were reported in previous years)
2. IDIS Activity 97 Literacy Program \$2,500 (Demographics were reported in previous years)

In FY 2020, the Borough of Sayreville started work on the following projects:

- 1-Senior Center Window Renovations
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**CR-15 - Resources and Investments 91.520(a)**

**Identify the resources made available**

<b>Source of Funds</b>	<b>Source</b>	<b>Resources Made Available</b>	<b>Amount Expended During Program Year</b>
CDBG	public - federal	221,443	59,323
Other	public - federal	486,506	

**Table 3 - Resources Made Available**

**Narrative**

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

<b>Target Area</b>	<b>Planned Percentage of Allocation</b>	<b>Actual Percentage of Allocation</b>	<b>Narrative Description</b>
Borough Wide		100	Borough Wide
Senior Center			

**Table 4 – Identify the geographic distribution and location of investments**

**Narrative**

## **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.**

Primarily, all CDBG funded activities are not leveraged. During PY 2020 no publicly owned land or property located within the Borough was used to address the needs identified in the plan.



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

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

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

Table 5 – Number of Households

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

Table 6 – Number of Households Supported

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

Due to the limited amount of CDBG grant funds, the Borough of Sayreville does not fund provide affordable housing through the CDBG program. The Sayreville Housing Authority administers the Section 8 tenant based rental assistance program. All other interested parties are referred to the County of Middlesex for Service.

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

It is anticipated that the Borough will continue to try utilize their CDBG grant to fund public facility and public infrastructure funding.

**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	0	0
Low-income	0	0
Moderate-income	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

**Table 7 – Number of Households Served**

### **Narrative Information**

## **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**

Any homeless or unsheltered persons in the Borough of Sayreville are assisted by first responders to address any immediate needs and referred to Middlesex County for long term care.

The Middlesex County CoC processes the applications for the homeless housing in Sayreville and many of those housed in the Permanent Supportive Housing programs originate from the Ozanam Family Shelter in Edison. In addition, 2 transitional housing complexes, Amandla Crossing and Imani Park, have successfully converted to Permanent Supportive Housing and currently work alongside the CoC for housing referrals and programming. Imani 2 would offer 55 affordable housing units containing 15 units set aside for homeless/special needs populations as prioritized and referred by the Middlesex CoC.

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

The Borough of Sayreville coordinates efforts with local houses of worship and Middlesex County to assist those in need of emergency or transitional housing

### **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**

Sayreville directly helps those facing homelessness by eviction or foreclosure through fair housing provided by the Puerto Rican Action Board (PRAB)- Housing Coalition. In addition, the Borough of Sayreville continues its Housing Rehabilitation Program and works with the Sayreville Housing Authority for Section 8 tenant based rental assistance in an effort to combat the threat of homelessness for vulnerable populations

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

## **recently homeless from becoming homeless again**

The Borough of Sayreville cooperates with the County of Middlesex County Continuum of Care to assist those making the transition from emergency to permanent housing. In addition, the Borough works closely with those County agencies and departments that provide service and housing to the homeless whether they are chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth.

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

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

The Borough of Sayreville does not currently have public housing

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

N/A

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

N/A

### **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)**

The Borough of Sayreville CDBG committee is proactive in it's approach to the preservation and creation of affordable housing. No barriers have been identified and subsequently, no reforms in this area are proposed at this time.

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

The Borough of Sayreville Community Development Block Grant Committee consist of of members from different populations in the Borough of Sayreville. The committee meets to identify and find solutions to underserved needs that exist. The members meet with local officials, residents, non-profits and outside agencies to identify underserved needs and develop strategies to address them, including

1. Building capacity - hiring additional staff to serve directly in the field to identify residents in need.
2. Education - counsel and educate those identified on CDBG-funded programs and township departments that provide services.
3. Advertise to the general public CDBG-funded activities available to income-eligible families and persons.
4. Meet with supportive housing and service agencies to encourage an increase in available housing in Sayreville

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

Lead based paint hazard reduction has been integrated into the Township's housing policies and programs. In addition, the EPA guidelines for Renovation, Repair and Painting effective in 2010 have also been incorporated. The lead guidelines require that:

1. The guidelines for the Housing Rehabilitation Program comply with the lead based paint hazards at 24 CFR Part 35.

2. When paint is disturbed in the course of non-emergency rehabilitation work in properties constructed prior to January 1, 1978, only a qualified contractor performs lead hazard reduction activities. The contractor must employ a certified lead-based paint abatement supervisor, or have employees certified in lead-based paint abatement. Certified testing companies perform a pre-rehabilitation risk assessment for lead-based paint hazards and a post-rehabilitation clearance test for lead dust hazards where the non-emergency work disturbs a painted surface. Contractors trained in Lead Safe Work practices may be employed on projects costing less than \$25,000.

3. Where emergency work is completed, to the maximum extent practicable, occupants must be

protected from exposure to lead in dust and debris generated.

4. Lead paint hazard reduction is an eligible rehabilitation activity funded by the Housing Rehabilitation Program.

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

The Borough of Sayreville continues to coordinate efforts with the County of Middlesex, the Sayreville Office on Aging, the Sayreville Housing Authority and other agencies to address the number of families living in poverty and populations that are at risk of falling into poverty.

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

The Borough of Sayreville Community Development Block Grant Coordinator is responsible for ensuring coordination between Borough, State, County Federal and Private entities to overcome gaps in the delivery of Sayreville's CDBG program. The Borough of Sayreville participates in a referral system with these entities to ensure the needs of low and moderate income residents are being addressed and affordable and supportive housing goals are being achieved. In addition, the Borough conducts ongoing reviews for:

- Streamline office operations and program administration
- Attend trainings, seminars, and view webinars, when available
- Add additional staff as needed

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

The Borough of Sayreville seeks to avoid fragmented or duplicative delivery of services for low and moderate income residents of the Borough of Sayreville. The Borough of Sayreville strives to provide a single point of intake for assistance and works with other assisting agencies to ensure a smooth delivery of services.

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

The Borough of Sayreville participates in Fair Housing Month each year to inform residents about their rights and responsibilities. Educational pamphlets, posters and flyers are displayed in an effort to better educate residents on equal opportunity protections they are entitled to by law

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

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

The Borough of Sayreville Community Development Block Grant Committee monitors all projects selected for funding in four phases. During the planning phase, all projects are reviewed for eligibility and conformance with strategic plan objectives. During implementation, the projects are reviewed for budget compliance, timeliness compliance and contract compliance. At project close out, the project files are reviewed for completeness and to ensure all that all appropriate documentation is included in the file. Post completion monitoring visits and reviews are conducted after years to ensure continued benefit to low and moderate income residents

## **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.**

All performance reports advertised for a minimum of fifteen days before being submitted to HUD. The ad includes information on where to obtain a copy of the report and how to submit comments

## **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.**

The Borough of Sayreville CDBG does not recommend any changes to the program delivery at this time

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

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The Borough of Sayreville CDBG does not recommend any changes to the program delivery at this time

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

No

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

## NOTICE OF AVAILABILITY

### CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) FOR THE FISCAL YEAR 2020 CDBG PROGRAM BOROUGH of SAYREVILLE

Public Notice is hereby given that the Borough of Sayreville Community Block Grant Development (CDBG) Committee has a draft of the 2020 Comprehensive Annual Performance and Evaluation Report (CAPER) and it will be available on the Borough's website from September 6, 2021 until September 20, 2021. The CDBG Program is operated pursuant to a grant from the U.S. Department of Housing and Urban Development (HUD). The CAPER addresses CDBG actions and accomplishments in program year 2020. Any Borough of Sayreville concerned citizen can submit written comments to Gwendolyn Knight, CDBG Coordinator, 167 Main Street, Sayreville, NJ 08872 or by email at [gknight@sayreville.com](mailto:gknight@sayreville.com).

The Borough intends to submit the FY 2020 Comprehensive Annual Performance Evaluation Report to the U.S. Department of Housing and Urban Development (HUD) on or about September 30, 2021 with a summary of any comments received.

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STATE OF WISCONSIN

Brown County

Personally appeared         *Lester*        

Of the **Home News Tribune**, a newspaper printed in Freehold, New Jersey and published in East Brunswick, in the State of New Jersey and County of Middlesex, and of general circulation in Middlesex County, who being duly sworn, deposeth and saith that the advertisement of which the annexed is a true copy, has been published in the said newspaper 1 time(s), once in each issue as follows:

8/19/2021      **A.D. 2021**

*Nancy Heyrman*  
\_\_\_\_\_  
Notary Public, State of Wisconsin, County of Brown  
*5.15.23*  
\_\_\_\_\_

My commission expires

**NANCY HEYRMAN  
Notary Public  
State of Wisconsin**

## NOTICE OF AVAILABILITY

### CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

#### FOR THE FISCAL YEAR 2020 CDBG PROGRAM BOROUGH OF SAYREVILLE

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