



*Community Development Block Grant Program (CDBG)*

# **FY 2024 CAPER Report**

*July 1, 2024 to June 30, 2025*

**Township of Hamilton**

MERCER COUNTY, NJ

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— CELEBRATING OVER —  
**TRIAD**  
ASSOCIATES  
— \$1.7 BILLION —  
IN FUNDING SECURED

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**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.

The accomplishment numbers reported below are taken from an evaluation of each individual activity completed during the 2024 Program Year. Based on the evaluation of accomplishments, Hamilton Township has maintained its remarkable consistency in the timely delivery of CDBG benefits to its residents. As it has consistently done in the past, Hamilton Township has met or exceeded several of its goals for 2024. The chart below, which again, covers only "regular" CDBG funding, barely begins to tell the story of Hamilton Township's Community Development Block Grant Program during the 2024 Program Year.

**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
Improvements to Public Facilities	Non-Housing Community Development	CDBG: \$1,000,000.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	5000	2635	52.70%	1635	1000	61.16%

Infrastructure Improvements	Non-Housing Community Development	CDBG: \$676,657.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	12500	25031	200.25%	4000	0	0.00%
Maintain and Rehabilitate Existing Housing Units	Affordable Housing	CDBG: \$800,000.00	Homeowner Housing Rehabilitated	Household Housing Unit	75	28	37.33%	5	8	160.00%
Planning & Administration	Administration & Planning	CDBG: \$500,000.00	Other	Other	5	3	60.00%	1	0	0.00%
Support Public Services	Non-Housing Community Development	CDBG: \$508,290.00	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	3045	12317	404.50%	675	1434	212.44%
Support Public Services	Non-Housing Community Development	CDBG: \$508,290.00	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		20	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.**

All funds spent during the 2024 Program Year addressed high priority needs identified in the 2020-2024 Consolidated Plan, specifically the needs for housing preservation, public services, and infrastructure/facility improvements.

During the period from July 1, 2024 to June 30, 2025, the Township of Hamilton received an allocation of CDBG funding totaling \$622,009.00 and \$15,479.10 in CDBG Program Income. During the **2024** Program Year, the City expended a total of **\$775,345.54 in CDBG funds and \$1,064,635.23 (cumulative) in CDBG CV funds.**

## 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)

	<b>CDBG</b>
White	475
Black or African American	891
Asian	14
American Indian or American Native	2
Native Hawaiian or Other Pacific Islander	0
<b>Total</b>	<b>1,382</b>
Hispanic	168
Not Hispanic	1,214

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

### Narrative

The table above does not include families assisted that identify as Other Multi-Racial which account for 55 persons. According to 2023 ACS 5-Year Estimates, Hamilton Township has a population of 91,802 residents. Of these, 52,912 (58.7%) identify as White, 11,947 (13.0%) identify as Black or African American, 3,918 (4.3%) identify as Asian, 7 (0.0%) identify as American Indian and Alaska Native, and 19,697 (21.5%) identify as Hispanic or Latino. Additionally, 273 (0.3%) identify as Some Other Race and 2,013 (2.2%) identify with Two or More Races.

**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	622,009	775,346

**Table 3 - Resources Made Available**

**Narrative**

Hamilton Township received \$622,009.00 in CDBG funds in PY 2024. Additionally, the Township received \$15,479.10 in Program Income and had \$785,148.49 in unexpended CDBG funds from previous program years. In sum, the Township had \$1,422,636.59 available during PY 2024. In PY 2024, the Township expended \$775,345.54 in program funding.

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

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Locations throughout the Township based on low/low mod income		39	
Township-wide	100	61	Other

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

**Narrative**

During the 2024 Program Year, many projects that focus on low- and moderate-income areas, such as road repairs, were implemented. These included improvements to Samuel Street, Robers Road, E State Street, and Beal Street. Other public facility and infrastrucutre improvements included ADA curb cuts/accessibility improvements and the continuation of the Nearpara Rubber Factory Environmental Clean-up, Wilson Center Door Replacement, and Improvements to the McManimon Building.

## 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.**

Hamilton Township leverages federal funding through its own local resources and encourages service providers to seek private funding for social services as well. Apart from housing rehab activities, the creation of new affordable homeowner housing, and administration, Hamilton Township does not serve as the sole source of funding for any of its subrecipients or partners. All the social services providers have various streams of fundign available to them, and in many cases, the funding received from the Township's CDBG program represents a small portion of their overall budget.

During the 2024 Program Year, no publicly owned land or property within the jurisdiction 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	15	8
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>15</b>	<b>8</b>

Table 6 – Number of Households Supported

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

In program year 2024, a total of **\$98,398.45** in CDBG funds were expended to complete eight (8) housing rehabilitation cases. When the CDBG program focus shifted to the provision of pandemic-related services and support, housing rehabilitation took a back seat. Additionally, there were lingering pandemic-related impacts on moving the rehabilitation program forward, including reluctance of residents to have people in one's home.

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

It is expected that demand for and performance of the housing rehabilitation program will continue to rebound to pre-pandemic levels as we have seen happen this program year, and that this activity will remain a vital part of future program plans.

**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	647	0
Low-income	601	0
Moderate-income	194	0
<b>Total</b>	<b>1,442</b>	<b>0</b>

**Table 7 – Number of Households Served**

**Narrative Information**

Data reported above was compiled from individual PR-03 activity reports.

## **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**

The Mercer County Board of Social Services serves as the main referral for homeless individuals and families. Consequently, all cases of homeless individuals and families are referred to Mercer County.

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

Emergency Solutions Grant funds are awarded to community agencies through a request for proposals. Proposals are submitted for consideration to the Homeless Network Planning Council which makes its recommendations to the HSAC. The funding is then distributed to social services providers who make their programs available to residents of all participating jurisdictions within the County, including Hamilton Township.

### **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**

By implementing a rent and mortgage assistance program with CDBG-CV funds, the Township of Hamilton has helped 29 families avoid homelessness brought on by the economic impact of the COVID-19 pandemic. Additionally, the Township continued its support for the Arm N Arm program, which provides subsistence payments to prevent low-income families from experiencing homelessness.

### **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 Township's strategy for implementing its homeless program is multi-faceted approach to the problem, focusing first on the prevention of homelessness, the medical and substance abuse treatment and counseling of persons experiencing homelessness, and third, the provision of emergency services

for persons and families experiencing homelessness.

The strategy for eliminating chronic homelessness flows from the strategies described above. Treating persons experiencing homelessness and providing the means and support necessary to make the transition to permanent housing and independent living are all a part of the efforts and programs in place in the Township and in the County.

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

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

Hamilton Township's Public Housing Authority operates as a HUD Section 8 Voucher program. Other than planning and needs assessment activities, no specific actions were planned during the 2024 Program Year by the CDBG program in support of the public housing program.

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

As a Section 8 Voucher Program, the Hamilton Township Public Housing Authority does not manage property. Interested tenants are referred to the County and regional homeownership opportunities.

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

The Hamilton Township Public Housing Authority is not a troubled PHA.

## **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)**

By far, the largest barrier to affordable housing in Hamilton Township is the cost of housing. Housing costs in the nation's most densely populated state are high and rising.

During the 2024 Program Year, Hamilton Township accomplished the following in relation to the availability of affordable housing:

- Continued to support responsible applications for state and federal housing programs pursued by local non-profits and for-profit developers.
- The Township continued to allocate significant CDBG resources for direct housing assistance, including its Owner-Occupied Housing Rehabilitation Program, and supplemented it with CDBG-CV funded rent and mortgage assistance.

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

With the onset of the COVID-19 pandemic, the urgency to provide services and support to a growing number of those in need reached an unprecedented level. The Township responded by quickly augmenting its regularly planned CDBG activities with efforts to aid businesses and save jobs, to keep people in their homes through rent and mortgage assistance, to provide information and comfort to residents through our non-profit partners, and to provide food to people who suddenly found themselves in the unfamiliar position of being out of work and out of options. In less than a year, the Township, with no additional staff, used nearly 60% of its CDBG-CV allocation to provide needed relief to more than 14,000 individuals and several local businesses. To date, of the \$1,065,952.00 in CDBG-CV funds awarded to the Township of Hamilton, \$1,065,634.23 (close to 100% of funds) have been spent.

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

The Township Residential Rehabilitation Program conducted lead-based paint testing and risk assessments for each property assisted that was built prior to January 1, 1978 and incorporated safe work practices or abatement into the scope of work as required to reduce lead-based paint hazards in accordance with 24 CFR Part 35.

The Residential Rehab Program also provided homeowners with educational materials on the hazards of lead-based paint and how to mitigate their impact.

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

The implementation of CDBG activities during the 2024 Program Year helped reduce the number of poverty level families by:

- Quickly implementing activities in response to the pandemic, including business support that saved jobs and rent/mortgage assistance that saved homes.
- Supporting activities that expand the supply of housing that is affordable to low- and moderate-income households.
- Supporting activities that preserve the supply of decent housing that is affordable to low- and moderate-income households.
- Supporting a continuum of housing and public services programs to prevent and eliminate homelessness.

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

The Township continued training of Community Development staff on best practices, HUD requirements, partnering opportunities, and funding availability. Part of that came from participation in the statewide Community Development Association, a network of CD professionals that exchanges information, training, and ideas for improving CD programs.

The following provides the Township's institutional structure for administration of its entitlement program. The Township does not foresee any changes to its structure in the coming program year.

The Director of the Neighborhood Preservation Program oversees the administration of all CDBG and HOME entitlement programs. The Office also administers the Housing Choice Voucher Program, ensuring all resources are highly integrated and administered efficiently. The Office is responsible for the following:

- Program management and oversight
- Inter-department/Agency coordination
- Subrecipient contract administration and monitoring
- Program evaluation
- Report preparation and submission
- Public education and participation
- Project development
- Consolidated Plan and Annual Action Plan preparation, monitoring, and evaluation
- Housing Rehabilitation Program

In addition to the community development and housing support, Township staff provide assistance to subrecipients of grants and loans funded through the Community Development Block Grant program.

Other Township agencies that participate in housing, community development, and economic development in Hamilton Township are as follows:

- Administration
- Department of Public Works
- Department of Health, Recreation, Seniors & Veterans
- Police Department
- Fire Department
- Department of Technology & Economic Development

The Hamilton Township Housing Choice Voucher Program is an important housing provider assisting primarily extremely low-income households.

Mercer County, through the Department of Health and Human Services, provides and shares their resources and programs with the Township and is therefore considered as having a role in their Township's Consolidated Plan. The contributions are administered by the various human services providers.

The Township also collaborated with non-profit agencies receiving CDBG funds through the 2024 Annual Action Plan to ensure that the needs of low- and moderate-income residents are met as envisioned within the 2020-2024 Consolidated Plan.

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

The Township continued to provide referrals and linkages as appropriate while operating all program activities. Ongoing dialogues with local providers and with provider organizations facilitated this effort.

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

During the 2024 Program Year, the Township:

- Continued to support local agencies to improve Fair Housing Education
- Continued to raise the visibility of Fair Housing and the Fair Housing Complaint process, including increasing landlord and resident awareness and knowledge of Fair Housing Assisted with the marketing of transit opportunities
- Made credit and budget counseling information from approved agencies available to the public through the Community Development Office and the Section 8 Office
- Continued to support the development of affordable housing through the implementation of their Third Round Housing Plan approved under the NJ Fair Housing Act.

## **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**

Internal controls have been designed to ensure adequate segregation of duties. The Neighborhood Preservation Office prepares agreements for non-housing activities supported by CDBG and establishes accounts. Invoices are monitored for compliance with the approved spending plan and federal regulations.

The following procedures are in place to ensure long-term compliance with program requirements:

1. **Planning:** Planning, including the public participation process, must begin in January of each year to ensure timely submission of the Annual Action Plan. Each project is evaluated in terms of its eligibility and the appropriate performance measures are chosen for each activity.
2. **The New Program Year:** At the beginning of each program year, the Environmental Review Record is completed. In addition, each new program is entered into IDIS. Files are also established with all required supporting documentation. Subrecipient agreements are completed.
3. **On-going Program Management:** Performance measurement data collection on the progress of each activity is completed on a quarterly basis and entered into IDIS. The CDBG program manager also conducts a site visit at the Willson Center annually to ensure that appropriate documentation is kept on file.
4. **End of Year Reporting:** The CAPER is submitted to HUD each year. Performance measures data is collected for all open projects. Other monitoring reports include the Section 3 report due with the CAPER and the Minority Business Enterprise Report due October 10th.

Subrecipient monitoring occurred through regular telephone and on-site monitoring visits by the Neighborhood Preservation Director. These on-site visits with administrative staff of the subrecipients were held as necessary and at least once per year. The subrecipients provide the Director with an annual report and a list of all Township clients served by their program.

Minority Business Outreach - The Township encourages participation by minority-owned businesses in CDBG assisted activities and maintains records concerning the participation of minority-owned businesses to assess the results of its efforts and to complete the semiannual "Minority Business Enterprise Report" to HUD. Qualified minority contractors are encouraged to bid on properties participating in the Housing Rehabilitation Program.

Comprehensive Planning Requirements - To ensure compliance with the comprehensive planning requirements of the Consolidated Plan process, the Township reviews the process on an ongoing basis.

The review ensures compliance with federal requirements concerning citizen participation and consistency of actions taken with those specified in the Citizen Participation Plan. Records documenting actions are maintained for each program year.

**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.**

The Township placed the CAPER document on its website and made a copy available in-person for public display at the Neighborhood Preservation Office for a period of the required fifteen (15) days, from September 8, 2025 through September 22, 2025. A public hearing was held on September 8, 2025 at 2:00PM. The public was notified of the public comment period and public hearing by an advertisement that appeared in the local newspaper of record, the Trentonian.

**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 Township'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 Township will continue to seek community partners capable of assisting in those efforts.

While always aware of opportunities to improve, the Township believes that the overall direction and implementation of its CDBG program meet both the requirements of the federal government and 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-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.**

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While always aware of opportunities to improve, the Township believes that the overall direction and implementation of its CDBG program meet both the requirements of the federal government and 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-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

<b>Total Labor Hours</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

**Table 8 – Total Labor Hours**

<b>Qualitative Efforts - Number of Activities by Program</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
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**Table 9 – Qualitative Efforts - Number of Activities by Program**

**Narrative**