



# **FY 2015 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION Report (CAPER)**

## **Parsippany-Troy Hills, NJ**

### **Prepared by:**

The Township of Parsippany-Troy Hills  
Purchasing/ Community Development  
Block Grant Office

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**September 2016**

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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 Township has met the goals outlined for FY 2015. Public Facility projects to enhance accessibility have been completed, as well as the Public Services project to expand senior services through purchase of a vehicle. Implementation of the 2015 Housing Rehabilitation activity has been delayed while prior year funds were expended.

### 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
Administration	Administration	CDBG: \$	Other	Other	5	1	20.00%	1	1	100.00%
Create/preserve affordable housing	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	50	10	20.00%	10	10	100.00%
Expand/continue public services	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	600	120.00%	100	600	600.00%

Improve/expand infrastructure	Non-Housing Community Development	CDBG: \$	Other	Other	10	0	0.00%	2	0	0.00%
Improve/expand public facilities	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	21953		8000	21953	274.41%
Improve/expand public facilities	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	40000	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.**

## 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	22,275
Black or African American	1,635
Asian	4,180
American Indian or American Native	4
Native Hawaiian or Other Pacific Islander	0
<b>Total</b>	<b>28,094</b>
Hispanic	677
Not Hispanic	0

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

### Narrative

There were 28,153 persons assisted including 677 Hispanic persons. The non-housing beneficiaries are based on the handicap barrier removal activities in various parks and the seniors assisted with the purchase of a new vehicle providing transportation services. There were 10 households assisted with housing rehabilitation including one Asian household. The remainder were White households. In PR23, IDIS is drawing 22 households from the total of households assisted with FY 2014 funds since inception in the prior year.

## 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		866,240	188,979

Table 3 – Resources Made Available

### Narrative

Resources made available for FY 2015 include the FY 2015 grant of \$216,560. In addition there was \$264,187 remaining in prior year funds for a total of \$480,747.76. PR 26 shows that there was a total of \$189,949.15 expended during FY 2015.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Township-wide	100	100	there is no targeted area.

Table 4 – Identify the geographic distribution and location of investments

### Narrative

The Township does not set priorities for allocating investments geographically. The Township evaluates low and moderate income areas as defined by census information as well as areas with the greatest needs. The Township used Program Year 2015 funds for activities that served low and moderate income residents. For the Housing Rehabilitation Program, in order to qualify, participants must meet the low/moderate income levels provided by HUD. The balance of funds was used to purchase a vehicle to provide services for seniors and the disabled on a town-wide basis, to make improvements to the Township Senior Center located on Knoll Road and to provide ADA improvements to the Library and two parks.

## **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.**

Other resources that are available to meet and complement the Township's needs include Township funds, State Historic Preservation Funds, New Jersey Environmental Infrastructure Trust, State Open Space Grant, State Clean Communities Grant, Local State Aid, Morris County Historic Preservation Grant, Morris County Open Space Grant, Green Acres Funding, Energy Efficiency & Conservation Block Grant Program and private donations.

## 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		
Number of non-homeless households to be provided affordable housing units		
Number of special-needs households to be provided affordable housing units		
<b>Total</b>		

Table 5- Number of Households

	One-Year Goal	Actual
Number of households supported through rental assistance		
Number of households supported through the production of new units		
Number of households supported through the rehab of existing units		
Number of households supported through the acquisition of existing units		
<b>Total</b>		

Table 6 - Number of Households Supported

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

The COC successfully created 38 new units of housing for chronically homeless individuals. Several programs that had been in the works for several years all came to fruition. The Township completed rehabilitation on 10 owner-occupied housing units.

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

The COC successfully created 38 new units of housing for chronically homeless individuals. Several programs that had been in the works for several years all came to fruition.



The new construction and preservation of housing goals were not met. Several housing projects are under construction and will be completed in the next year. A large rental housing community is under construction in Morris Plains, four HOME funded units for homeownership are also underway. Rehabilitation of two group homes was funded with CDBG. The owner-occupied housing rehabilitation goals were overstated.

**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 Persons Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	1	0
Low-income	4	0
Moderate-income	5	0
<b>Total</b>	<b>10</b>	<b>0</b>

**Table 7 – Number of Persons Served**

### **Narrative Information**

The only activity that the Township undertakes that requires income intake is the housing rehabilitation program.

## **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**

Morris County has an active outreach team that works to connect unsheltered individuals to housing and shelter. The outreach team has been successful in engaging unsheltered individuals and connecting them to housing and shelter. Every December, a Project Homeless Connect event is held to connect participants to services and housing information. Regular street outreach is conducted by the Mental Health Association and Market Street Mission in known and service based locations, such as food pantries and drop in centers.

Operation Chill Out does street outreach to identify and assist homeless veterans. In addition, the CoC is holding a system-wide Stand Down for homeless veterans. The CoC will continue to work with agencies to more accurately identify homeless veterans and create new strategies to connect them to permanent housing.

The creation of a new drop in center in Morristown (Our Promise) meets the needs of the homeless population after a long standing drop in center closed 2 yrs ago. Our Promise has served as an additional support to street homeless and other outreach needs in Morris County. Our Promise partners with the Community Soup Kitchen and other local agencies in order to provide the full-spectrum of services to outreach individuals. Our Promise case management includes linkage and referral to appropriate resources, a mailing address and crisis intervention as needed. The facility is also a Point In Time location and serves many of the same people attending Project Homeless Connect.

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

The Morris County COC is a complete continuum of service with shelters, transitional, and permanent housing. Family Promise, Homeless Solutions, and Jersey Battered Women's Service are a few of the major providers. ESG and CDBG funding have been used to support shelter operations and rehabilitation and the provision of supportive services in permanent supportive 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**

The funding and enhancement of the Community Support Program through Family Promise has served to prevent homelessness among formerly homeless and at-risk homeless families and individuals. The program has grown over the last 5 years as the COC has identified a growing need among this population in Morris County. Additional funding through DCA has supported the creation of a pilot program, Intensive Case Management, designed to serve the “hardest to house” population. Additionally, providing linkage and referral as diversion to individuals on the shelter waiting list is another method of helping those who can, avoid homelessness and shelter placement.

**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**

There are ESG funded prevention and rapid re-housing programs as well as privately funded initiatives, state funded services (SSH) and programs that work to prevent the occurrence of homelessness by families. Families eligible for Temporary Assistance for Needy Families (TANF) receive a variety of emergency and prevention services through the Office of Temporary Assistance. The Morris County COC is actively working to connect with local school districts to identify homeless children and families in the school system.

The addition of Housing Resource Specialists has enabled shelter programs to provide more efficient housing placement, shortening length of stay in shelter programs and increasing successful housing placements with permanent housing vouchers. Family Promise has developed and implemented a Landlord/Tenant Program designed to ensure tenants are knowledgeable about their own responsibilities, provide ongoing support to both tenants and landlords as well as social work intervention with tenants when appropriate.

The Morris County CoC is committed to ending veteran's homelessness. CoC members participated in the annual summit on ending veteran homelessness convened by the VA. While the number of veterans identified in HMIS and the Point-in-Time remain relatively low, the CoC is actively working to connect those identified to permanent housing. Community Hope, a CoC member, is the county's largest veteran service provider. Community Hope, which operates a transitional housing program for veterans, was awarded funding through the VA SSVF program to provide HPRP services to veterans, and is also working with the VA to develop 90 units of permanent housing on the campus of the Lyons VA hospital. The CoC has prioritized the development of housing opportunities for homeless veterans and has facilitated the connection with the HUD VASH program.

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

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

There is no public housing authority in the Township of Parsippany Troy-Hills. The Morris County Housing Authority covers this area. The Township also has several senior apartment complexes which provide for additional Section 8 low income affordable housing for seniors and the disabled. The Township will continue to monitor and work with the present management companies to insure affordable housing at our various senior complexes.

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

There is no public housing authority in the Township of Parsippany Troy-Hills.

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

The Morris County Housing Authority is not a troubled agency.

## **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)**

There were no public policies identified in the Consolidated Plan to serve as barriers to affordable housing. However, the Analysis to Impediments pointed to a statement in the Master Plan's Housing Element that explicitly states that it will not plan for any more multi-family housing and townhouses due to the large percentage of the housing stock which is already devoted to these housing types except where it is determined to be in the best interest of the Township. The Township's policy is to continue to accommodate this broad array of housing pursuant to the specific delineations depicted on the land use plan map, but not to plan any additional multi-family and townhouse development beyond that which is depicted on the Plan. This policy is expressed in recognition of the broad range of housing in the community, and the fact that the Township has affirmatively addressed its low and moderate income housing obligation, as defined by the New Jersey Council on Affordable Housing, through the preparation and adoption of a Housing Element and Fair Share Housing Plan.

Beyond the comprehensive plan, Parsippany has a COAH-approved Fair Share Plan that promotes affordable housing through inclusionary zoning, alternative living arrangements for the developmentally disabled, and housing rehabilitation through the CDBG program. The Plan also stated that the Township will continue to monitor and work with the present management companies of existing senior complexes in order to preserve the affordability of those units.

As a result, the AI suggests that the Township form a committee to review this statement in the Master Plan and consider its options. Currently, the Township has such a committee that is formulating an updated Affordable Housing Plan to meet the state's COAH requirements

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

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

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

The Township addresses the lead-based paint issue as part of our housing rehabilitation program and will continue to enforce the lead-based paint regulations on a case by case basis should any households be reported with Elevated Lead Levels. There are lead-safe brochures on display in the codes office and

provided when homeowners pick up permits for work.

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

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

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

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

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

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

**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 2015, a new Analysis of Impediments to Fair Housing was completed for Morris County and the Township of Parsippany Troy-Hills. In this plan impediments and action steps were identified along with actions taken. The narrative is too long for this space and is attached in the appendices.

***Impediment: Fair housing education and outreach efforts may not satisfy need.***

**Goal: Increase education and outreach within all of Parsippany.**

**Priority Action:** Work with the Morris County Human Relations Commission to ensure fair housing

outreach and education is being provided in Parsippany. In response to Parsippany's growing Asian and

Hispanic communities, fair housing rights as they relate to race, ethnicity, and country of origin should be emphasized.

**Action Taken:** There is a County-wide fair housing committee working to develop outreach strategies, including a fair housing workshop planned for October 2016.

**Priority Action:** Evaluate the LAP to ensure it presents an effective strategy for communicating with LEP populations in issues of community development programs, housing programs, transportation, and other resources.

**Action Taken:** The Township is working on updating the LAP and will provide it to HUD.

**Priority Action:** Parsippany should work with Morris County through the HOME Consortium in completing an Affirmative Marketing Plan.

**Action Taken:** There is a fair housing committee working on this plan.

**Priority Action:** Ensure that the Fair Housing logo is posted in relevant offices. Also ensure that the Fair Housing logo is clearly visible on all materials related to Parsippany's housing rehabilitation program, including materials provided to applicants.

**Action Taken:** The Fair Housing logo is on display in the offices of Code Enforcement and the Grants Administration Office where housing rehabilitation applications are taken. The Housing Rehabilitation flyer carries the Fair Housing logo.

## **Actions to Overcome Effects of Impediments (continued)**

Impediment: Parsippany's land use regulations, including its zoning ordinance and comprehensive plan, may inadvertently restrict housing choice for members of the protected classes. Goal: Ensure local land use decisions do not restrict fair housing choice. Priority Action: Establish a committee or group involving members of the Township including administration, the town planner, the zoning office, and members of the planning board. This group should identify implicitly discriminatory components in the land use regulations and zoning ordinance. Study how restrictions in the zoning ordinance perpetuate racial and ethnic segregation and housing opportunities outside of racially concentrated areas. Set a time frame for addressing these provisions and eliminating these components. Action Taken: The Planning Board has reviewed the zoning ordinances and found that there are no discriminatory practices in the requirements. Priority Action: Revisit the comprehensive plan's policy statement regarding multi-family and townhouse development. Connect the Township's affordable housing needs to its Fair Share requirements to ensure affordable housing is adequately planned for. Action Taken: The Township is working to update the Fair Share Housing Plan, which will supercede the housing element in the Master Plan. Priority Action: Establish a plan of action that includes monitoring and evaluating of fair housing goals in a realistic timeframe. Ensure the plan of action contains measurable outcomes towards fulfilling national objectives. Action Taken: The Fair Share Housing Plan will reflect the COAH goals and timeframes established by the state. Impediment: Parsippany does not have up-to-date information on the needs of its non-homeless special needs populations, who are disproportionately members of the protected classes. Goal: Understand the needs of non-homeless special needs populations in Parsippany, and tailor investments to best fit these needs. Priority Action: Collaborate with the local Human Services agency on their five-year planning requirements. This collaboration should prioritize Parsippany's non-homeless special needs population. Action Taken: The Township addresses the needs of persons with special needs on a case by case basis through the Township's Human Services Department.



## **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 Township has no subrecipients. All activities are directly administered by the Township. Community Development activities are monitored monthly to ensure program compliance and fiscal accuracy. The Township's standards and procedures for monitoring are designed to ensure that:

1. Objectives of the National Affordable Housing Act are met.
2. Program activities are progressing in compliance with the requirements for each program.
3. There is compliance with other applicable laws, implementing regulations and with the requirements to affirmatively further fair housing.

Fiscal monitoring includes review and approval of budgets, review and approval of vouchers, review of drawdowns, review of fiscal reports from our Finance Office and review of our municipal audit on an annual basis. Monitoring occurs through regular and on-site monitoring visits. All files are maintained with necessary documentation. In addition, the Township will continue to monitor the performance measurement objectives and outcomes for all of our projects with respect to all improvements/services completed through our CDBG Program and the IDIS Online screens.

The CDBG program is one tool of the overall implementation strategy of the Township's Comprehensive Plan. The projects are developed with the Comprehensive planning goals in mind.

When contracting for projects, the Township makes efforts to identify and outreach to MBE/WBE and Section 3 Firms.

## **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 Council has adopted a Citizen Participation Plan that outlines the procedures for public participation during the planning process for use of Community Development Block Grant Funds. The Township also makes available to the public all reports generated from the Integrated Disbursements and Information System (IDIS). In addition to three public hearings, the Township also provides information to all of its residents about the CDBG Program and the Township's accomplishments through on-line access to reports and program information. Any resident that attends these hearings or

who contacts the Township directly is given information about the program and is encouraged to call or meet with Township staff at any time to discuss current or future potential programs and/or projects. In addition, the Township will continue to post information on the Township web page, publish notices in the local newspaper and to send notices to local groups and organizations to encourage more feedback from residents. The Township will continue to develop and improve its Language Assistance Plan to ensure all national origin groups are involved in the CDBG planning process and aware of available programs. The Township also has bilingual staff available as a resource through the Parsippany Library.

The CAPER was made available on September 12, 2016 for a period of 15 days for public comment. Notice of the availability of the CAPER was sent to agencies and individuals as well as a number of local organization that work with low income and non-English speaking populations.

The advertisement was translated to Gujarati and Spanish. Copies were distributed to several local ethnic businesses, temples and the senior centers consistent with the new Language Access Plan.

While Chinese was also identified as a language group in the LEP, the Township has not been able to identify a specific group in the township as yet.

**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.**

There are no plans to make changes to the program objectives.

**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-60 - ESG 91.520(g) (ESG Recipients only)**

### **ESG Supplement to the CAPER in *e-snaps***

#### **For Paperwork Reduction Act**

#### **1. Recipient Information—All Recipients Complete**

##### **Basic Grant Information**

<b>Recipient Name</b>	PARSIPPANY-TROYHILLS TOWNSHIP
<b>Organizational DUNS Number</b>	099256869
<b>EIN/TIN Number</b>	226002190
<b>Identify the Field Office</b>	NEWARK
<b>Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance</b>	

##### **ESG Contact Name**

**Prefix**  
**First Name**  
**Middle Name**  
**Last Name**  
**Suffix**  
**Title**

##### **ESG Contact Address**

**Street Address 1**  
**Street Address 2**  
**City**  
**State**  
**ZIP Code**  
**Phone Number**  
**Extension**  
**Fax Number**  
**Email Address**

##### **ESG Secondary Contact**

**Prefix**  
**First Name**  
**Last Name**  
**Suffix**  
**Title**  
**Phone Number**  
**Extension**  
**Email Address**

#### **2. Reporting Period—All Recipients Complete**

<b>Program Year Start Date</b>	07/01/2015
<b>Program Year End Date</b>	06/30/2016

**3a. Subrecipient Form – Complete one form for each subrecipient**

**Subrecipient or Contractor Name**  
**City**  
**State**  
**Zip Code**  
**DUNS Number**  
**Is subrecipient a victim services provider**  
**Subrecipient Organization Type**  
**ESG Subgrant or Contract Award Amount**

## CR-65 - Persons Assisted

### 4. Persons Served

#### 4a. Complete for Homelessness Prevention Activities

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
<b>Total</b>	

Table 8 – Household Information for Homeless Prevention Activities

#### 4b. Complete for Rapid Re-Housing Activities

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
<b>Total</b>	

Table 9 – Household Information for Rapid Re-Housing Activities

#### 4c. Complete for Shelter

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
<b>Total</b>	

Table 10 – Shelter Information

#### 4d. Street Outreach

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
<b>Total</b>	

Table 11 – Household Information for Street Outreach

#### 4e. Totals for all Persons Served with ESG

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
<b>Total</b>	

Table 12 – Household Information for Persons Served with ESG

#### 5. Gender—Complete for All Activities

	Total
Male	
Female	
Transgender	
Don't Know/Refused/Other	
Missing Information	
<b>Total</b>	

Table 13 – Gender Information

## 6. Age—Complete for All Activities

	Total
Under 18	
18-24	
25 and over	
Don't Know/Refused/Other	
Missing Information	
<b>Total</b>	

Table 14 – Age Information

## 7. Special Populations Served—Complete for All Activities

Number of Persons in Households				
Subpopulation	Total	Total Persons Served – Prevention	Total Persons Served – RRH	Total Persons Served in Emergency Shelters
Veterans				
Victims of Domestic Violence				
Elderly				
HIV/AIDS				
Chronically Homeless				
<b>Persons with Disabilities:</b>				
Severely Mentally Ill				
Chronic Substance Abuse				
Other Disability				
Total (unduplicated if possible)				

Table 15 – Special Population Served



## **CR-70 – ESG 91.520(g) - Assistance Provided and Outcomes**

### **10. Shelter Utilization**

Number of New Units – Rehabbed	
Number of New Units – Conversion	
Total Number of bed - nighths available	
Total Number of bed - nights provided	
Capacity Utilization	

**Table 16 – Shelter Capacity**

### **11. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)**

## CR-75 – Expenditures

### 11. Expenditures

#### 11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	2013	2014	2015
Expenditures for Rental Assistance			
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance			
Expenditures for Housing Relocation & Stabilization Services - Services			
Expenditures for Homeless Prevention under Emergency Shelter Grants Program			
<b>Subtotal Homelessness Prevention</b>			

Table 17 – ESG Expenditures for Homelessness Prevention

#### 11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	2013	2014	2015
Expenditures for Rental Assistance			
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance			
Expenditures for Housing Relocation & Stabilization Services - Services			
Expenditures for Homeless Assistance under Emergency Shelter Grants Program			
<b>Subtotal Rapid Re-Housing</b>			

Table 18 – ESG Expenditures for Rapid Re-Housing

#### 11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	2013	2014	2015
Essential Services			
Operations			
Renovation			
Major Rehab			
Conversion			
<b>Subtotal</b>			

Table 19 – ESG Expenditures for Emergency Shelter

**11d. Other Grant Expenditures**

	Dollar Amount of Expenditures in Program Year		
	2013	2014	2015
Street Outreach			
HMIS			
Administration			

**Table 20 - Other Grant Expenditures****11e. Total ESG Grant Funds**

Total ESG Funds Expended	2013	2014	2015

**Table 21 - Total ESG Funds Expended****11f. Match Source**

	2013	2014	2015
Other Non-ESG HUD Funds			
Other Federal Funds			
State Government			
Local Government			
Private Funds			
Other			
Fees			
Program Income			
<b>Total Match Amount</b>			

**Table 22 - Other Funds Expended on Eligible ESG Activities****11g. Total**

Total Amount of Funds Expended on ESG Activities	2013	2014	2015

**Table 23 - Total Amount of Funds Expended on ESG Activities**



Office of Community Planning and Development  
U.S. Department of Housing and Urban Development  
Integrated Disbursement and Information System  
PR26 - CDBG Financial Summary Report  
Program Year 2015  
PARSIPPANY-TROYHILLS TOWNSHIP , NJ

DATE: 08-12-16  
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**PART I: SUMMARY OF CDBG RESOURCES**

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	264,187.76
02 ENTITLEMENT GRANT	216,560.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	0.00
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	480,747.76

**PART II: SUMMARY OF CDBG EXPENDITURES**

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	172,096.29
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	172,096.29
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	16,852.86
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	188,949.15
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	291,798.61

**PART III: LOWMOD BENEFIT THIS REPORTING PERIOD**

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	172,096.29
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	172,096.29
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

**LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS**

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITTING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

**PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS**

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	26,186.19
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	26,186.19
32 ENTITLEMENT GRANT	216,560.00
33 PRIOR YEAR PROGRAM INCOME	5,908.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	222,468.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	11.77%

**PART V: PLANNING AND ADMINISTRATION (PA) CAP**

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	16,852.86
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	16,852.86
42 ENTITLEMENT GRANT	216,560.00
43 CURRENT YEAR PROGRAM INCOME	0.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	216,560.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	7.78%



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U.S. Department of Housing and Urban Development  
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**LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17**

Report returned no data.

**LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18**

Report returned no data.

**LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19**

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2015	2	122	5917332	ADA ACCESSIBLE IMPROVEMENTS	03	LMC	\$12,650.00
2015	2	122	5924661	ADA ACCESSIBLE IMPROVEMENTS	03	LMC	\$13,950.00
2015	2	122	5935277	ADA ACCESSIBLE IMPROVEMENTS	03	LMC	\$1,000.00
					<b>03</b>	<b>Matrix Code</b>	<b>\$27,600.00</b>
2015	3	123	5917332	SENIOR CENTER IMPROVEMENTS	03A	LMC	\$21,679.50
					<b>03A</b>	<b>Matrix Code</b>	<b>\$21,679.50</b>
2014	3	119	5833069	PARK IMPROVEMENTS	03F	LMC	\$10,000.00
					<b>03F</b>	<b>Matrix Code</b>	<b>\$10,000.00</b>
2014	2	118	5848960	VEHICLE PURCHASE FOR SERVICES FOR SENIORS/HANDICAPPED	05A	LMC	\$1,145.28
2014	2	118	5881706	VEHICLE PURCHASE FOR SERVICES FOR SENIORS/HANDICAPPED	05A	LMC	\$40.91
2015	4	124	5907166	VEHICLE PURCHASE FOR SERVICES	05A	LMC	\$17,899.00
2015	4	124	5924661	VEHICLE PURCHASE FOR SERVICES	05A	LMC	\$3,893.00
2015	4	124	5935277	VEHICLE PURCHASE FOR SERVICES	05A	LMC	\$3,208.00
					<b>05A</b>	<b>Matrix Code</b>	<b>\$26,186.19</b>
2013	1	115	5833069	HOUSING REHABILITATION	14A	LMH	\$3,755.94
2013	1	115	5865086	HOUSING REHABILITATION	14A	LMH	\$7,457.00
2013	1	115	5881706	HOUSING REHABILITATION	14A	LMH	\$12,950.00
2013	1	115	5893929	HOUSING REHABILITATION	14A	LMH	\$12,421.06
2013	1	115	5907166	HOUSING REHABILITATION	14A	LMH	\$38,030.00
2013	1	115	5935277	HOUSING REHABILITATION	14A	LMH	\$75.00
2014	1	117	5848960	HOUSING REHABILITATION	14A	LMH	\$4,273.02
2014	1	117	5893929	HOUSING REHABILITATION	14A	LMH	\$4,594.06
2014	1	117	5917332	HOUSING REHABILITATION	14A	LMH	\$3,074.52
					<b>14A</b>	<b>Matrix Code</b>	<b>\$86,630.60</b>
<b>Total</b>							<b>\$172,096.29</b>

**LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27**

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2014	2	118	5848960	VEHICLE PURCHASE FOR SERVICES FOR SENIORS/HANDICAPPED	05A	LMC	\$1,145.28
2014	2	118	5881706	VEHICLE PURCHASE FOR SERVICES FOR SENIORS/HANDICAPPED	05A	LMC	\$40.91
2015	4	124	5907166	VEHICLE PURCHASE FOR SERVICES	05A	LMC	\$17,899.00
2015	4	124	5924661	VEHICLE PURCHASE FOR SERVICES	05A	LMC	\$3,893.00
2015	4	124	5935277	VEHICLE PURCHASE FOR SERVICES	05A	LMC	\$3,208.00
					<b>05A</b>	<b>Matrix Code</b>	<b>\$26,186.19</b>
<b>Total</b>							<b>\$26,186.19</b>

**LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37**

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2014	4	120	5833069	PROGRAM ADMINISTRATION	21A		\$5,315.00



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2014	4	120	5848960	PROGRAM ADMINISTRATION	21A		\$14.08
2014	4	120	5865086	PROGRAM ADMINISTRATION	21A		\$75.00
2014	4	120	5881706	PROGRAM ADMINISTRATION	21A		\$110.15
2014	4	120	5917332	PROGRAM ADMINISTRATION	21A		\$10,682.56
2015	5	125	5917332	PROGRAM ADMINISTRATION	21A		\$645.32
2015	5	125	5924661	PROGRAM ADMINISTRATION	21A		\$10.75
					<b>21A</b>	<b>Matrix Code</b>	<b>\$16,852.86</b>
<b>Total</b>							<b>\$16,852.86</b>

0001571419-01

**PARSIPPANY TROY-HILLS**

**Consolidated Annual Performance Report (CAPER)  
FY 2015**

Notice is hereby given that in accordance with the Federal regulations at 24 CFR, Part 91 and the Township's Citizen Participation Plan, the Township of Parsippany-Troy Hills has prepared the FY 2015 Consolidated Annual Performance Report (CAPER) for the Community Development Block Grant Program. This report contains information including: 1) Summary of the resources and accomplishments, 2) Status of actions taken during the year to implement the goals outlined in the Consolidated Plan, and 3) evaluation of the progress made during the year in addressing identified priority needs and objectives.

**PUBLIC COMMENT**

Citizens have an opportunity to comment on the CAPER through September 28, 2016.

The CAPER may be viewed on-line at <http://morriscountynj.gov/hs/community/> and at the Municipal Building:  
Purchasing Office  
Township of Parsippany-Troy Hills  
1001 Parsippany Boulevard  
Parsippany, NJ 07054

Comments and questions may be directed to Michael Hardie at the above address.

The Township is part of the Morris County Consortium. Additional information on the HOME grant consortium may be viewed at <http://morriscountynj.gov/hs/community/> and at the Township building, Purchasing Office.

La información será proporcionada en español a petición.  
(\$33.44)

0001571435-01

## Economic Opportunities for Low- and Very Low-Income Persons

OMB Approval No: 2529-0043  
(exp. 11/30/2010)

HUD Field Office:

Section back of page for Public Reporting Burden statement

1. Recipient Name & Address: (street, city, state, zip)  <b>Township of Parsippany-Troy Hills</b> <b>1001 Parsippany Boulevard</b> <b>Parsippany, NJ 07054</b>	2. Federal Identification: (grant no.) <b>B-15-MC-34-0113</b>	3. Total Amount of Award: <b>\$216,560.00</b>
	4. Contact Person <b>Michael Hardie</b>	5. Phone: (Include area code) <b>973-263-4377</b>
	6. Length of Grant: <b>07-01-15 to 06-30-16</b>	7. Reporting Period: <b>07-01-15 to 06-30-16</b>
8. Date Report Submitted: <b>09-28-16</b>	9. Program Code: (Use separate sheet for each programcode) <b>7</b>	10. Program Name: <b>CDBG</b>

**Part I: Employment and Training** (\*\* Columns B, C and F are mandatory fields. Include New Hires in E &F)

A Job Category	B Number of New Hires	C Number of New Hires that are Sec. 3 Residents	D % of Aggregate Number of Staff Hours of New Hires that are Sec. 3 Residents	E % of Total Staff Hours for Section 3 Employees and Trainees	F Number of Section 3 Trainees
Professionals					
Technicians					
Office/Clerical					
Construction by Trade (List Trade)					
Trade					
Trade					
Trade					
Trade					
Other (List)					
Total	0				

8 = CDBG State Administered  
9 = Other CD Programs  
10 = Other Housing Programs



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**Part II: Contracts Awarded**

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**1. Construction Contracts:**

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A. Total dollar amount of all contracts awarded on the project	\$49,280
B. Total dollar amount of contracts awarded to Section 3 businesses	\$ 0
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	0 %
D. Total number of Section 3 businesses receiving contracts	0

**2. Non-Construction Contracts:**

A. Total dollar amount all non-construction contracts awarded on the project/activity	\$53,489
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$ 0
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	0 %
D. Total number of Section 3 businesses receiving non-construction contracts	0

**Part III: Summary**

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- ☒ Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contracts with the community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
- ☐ Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- ☐ Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- ☐ Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- ☒ Other; describe below.

The Township will continue to include Section 3 language in all bid specifications for CDBG related projects. The Township, through pre-construction meetings and project monitoring, will make every effort to promote and encourage, to the greatest extent feasible, the use of Section 3 contractors for all future projects. Various contractors/vendors who have been employed through our CDBG program have noted they comply with Section 3 practices. The Township will continue to work with the FHEO Office to receive additional guidance and assistance to further implement the Section 3 program.

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Public reporting for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mandates that the Department ensures that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very-low income persons, particularly those who are recipients of government assistance housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as self-monitoring tool. The data is entered into a database and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-1 08 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

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Form HUD-60002, **Section 3 Summary Report, Economic Opportunities for Low- and Very Low-Income Persons.**

**Instructions:** This form is to be used to report annual accomplishments regarding employment and other economic opportunities provided to low- and very low-income persons under Section 3 of the Housing and Urban Development Act of 1968. The Section 3 regulations apply to any **public and Indian housing programs** that receive: (1) development assistance pursuant to Section 5 of the U.S. Housing Act of 1937; (2) operating assistance pursuant to Section 9 of the U.S. Housing Act of 1937; or (3) modernization grants pursuant to Section 14 of the U.S. Housing Act of 1937 and to **recipients of housing and community development assistance in excess of \$200,000** expended for: (1) housing rehabilitation (including reduction and abatement of lead-based paint hazards); (2) housing construction; or (3) other public construction projects; and to **contracts and subcontracts in excess of \$100,000** awarded in connection with the Section-3-covered activity.

Form HUD-60002 has three parts, which are to be completed for all programs covered by Section 3. Part I relates to **employment and training**. The recipient has the option to determine numerical employment/training goals either on the basis of the number of hours worked by new hires (columns B, D, E and F). Part II of the form relates to **contracting**, and Part III summarizes recipients' efforts to comply with Section 3.

Recipients or contractors subject to Section 3 requirements must maintain appropriate documentation to establish that HUD financial assistance for housing and community development programs were directed toward low- and very low-income persons.\* A recipient of Section 3 covered assistance shall submit one copy of this report to HUD Headquarters, Office of Fair Housing and Equal Opportunity. Where the program providing assistance requires an annual performance report, this Section 3 report is to be submitted at the same time the program performance report is submitted. Where an annual performance report is not required, this Section 3 report is to be submitted by January 10 and, if the project ends before December 31, within 10 days of project completion. **Only Prime Recipients are required to report to HUD. The report must include accomplishments of all recipients and their Section 3 covered contractors and subcontractors.**

HUD Field Office: Enter the Field Office name .

1. Recipient: Enter the name and address of the recipient submitting this report.
2. Federal Identification: Enter the number that appears on the award form (with dashes). The award may be a grant, cooperative agreement or contract.
3. Dollar Amount of Award: Enter the dollar amount, rounded to the nearest dollar, received by the recipient.
- 4 & 5. Contact Person/Phone: Enter the name and telephone number of the person with knowledge of the award and the recipient's implementation of Section 3.
6. Reporting Period: Indicate the time period (months and year) this report covers.
7. Date Report Submitted: Enter the appropriate date.

Program Code: Enter the appropriate program code as listed at the bottom of the page.

8. Program Name: Enter the name of HUD Program corresponding with the %Program Code+in number 8.

**Part I: Employment and Training Opportunities**

**Column A:** Contains various job categories. Professionals are defined as people who have special knowledge of an occupation (i.e. supervisors, architects, surveyors, planners, and computer programmers). For construction positions, list each trade and provide data in columns B through F for each trade where persons were employed. The category of %Other+includes occupations such as service workers.

**Column B: (Mandatory Field)** Enter the number of new hires for each category of workers identified in **Column A** in connection with this award. New hire refers to a person who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

**Column C: (Mandatory Field)** Enter the number of Section 3 new hires for each category of workers identified in **Column A** in connection with this award. Section 3 new hire refers to a Section 3 resident who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

**Column D:** Enter the percentage of all the staff hours of new hires (Section 3 residents) in connection with this award.

**Column E:** Enter the percentage of the total staff hours worked for Section 3 employees and trainees (including new hires) connected with this award. Include staff hours for part-time and full-time positions.

**Column F: (Mandatory Field)** Enter the number of Section 3 residents that were trained in connection with this award.

**Part II: Contract Opportunities**

**Block 1: Construction Contracts**

**Item A:** Enter the total dollar amount of all contracts awarded on the project/program.

**Item B:** Enter the total dollar amount of contracts connected with this project/program that were awarded to Section 3 businesses.

**Item C:** Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

**Item D:** Enter the number of Section 3 businesses receiving awards.

**Block 2: Non-Construction Contracts**

**Item A:** Enter the total dollar amount of all contracts awarded on the project/program.

**Item B:** Enter the total dollar amount of contracts connected with this project awarded to Section 3 businesses.

**Item C:** Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

**Item D:** Enter the number of Section 3 businesses receiving awards.

**Part III: Summary of Efforts . Self -explanatory**

Submit one (1) copy of this report to the HUD Headquarters Office of Fair Housing and Equal Opportunity, at the same time the performance report is submitted to the program office. The Section 3 report is submitted by January 10. Include only contracts executed during the period specified in item 8. PHAs/IHAs are to report all contracts/subcontracts.

\* The terms %low-income persons+and very low-income persons+have the same meanings given the terms in section 3 (b) (2) of the United States Housing Act of 1937. **Low-income persons** mean families (including single persons) whose incomes do not exceed 80 percent of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that

The Secretary may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of the Secretary's findings such that variations are necessary because of prevailing levels of construction costs or unusually high- or low-income families. **Very low-income persons** mean low-income families (including single persons) whose incomes do not exceed 50 percent of the median family income area, as determined by the Secretary with adjustments or smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 percent of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.