



FY 2015 Comprehensive Annual Performance and Evaluation Report (CAPER)

Morris COUNTY, NJ

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Human Services

and

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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.

During FY 2015, prior year activities were completed. Very few 2015 activities were completed given the short construction season. The exception is public services where most agencies expended their funds. Prior year funds and program income allocated to housing rehabilitation were used to complete 12 housing rehabilitation projects. In addition, the Operation Fix-It program completed 61 units. Under the HOME program, several projects were initiated but only one unit from a prior year was completed and sold. The Emergency Solutions Grant (ESG) provided Shelter and Rapid Re-housing for families that were homeless, in addition to homeless prevention services.

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: \$ / HOME: \$	Other	Other	5	1	20.00%	1	1	100.00%
Create/preserve homeownership opportunities	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Added	Household Housing Unit	20	1	5.00%	2	1	50.00%

Create/preserve homeownership opportunities	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Rehabilitated	Household Housing Unit	200	73	36.50%	140	73	52.14%
Create/preserve homeownership opportunities	Affordable Housing	CDBG: \$ / HOME: \$	Direct Financial Assistance to Homebuyers	Households Assisted	20	0	0.00%			
Create/preserve rental housing	Affordable Housing	CDBG: \$ / HOME: \$	Rental units constructed	Household Housing Unit	100	0	0.00%	117	0	0.00%
Create/preserve rental housing	Affordable Housing	CDBG: \$ / HOME: \$	Rental units rehabilitated	Household Housing Unit	100	0	0.00%			
Housing for persons who are homeless	Public Housing Homeless	HOME: \$ / ESG: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	65	14	21.54%	15	14	93.33%
Housing for persons who are homeless	Public Housing Homeless	HOME: \$ / ESG: \$	Homeless Person Overnight Shelter	Persons Assisted	1000	38	3.80%	279	38	13.62%
Housing for persons who are homeless	Public Housing Homeless	HOME: \$ / ESG: \$	Homelessness Prevention	Persons Assisted	0	96		195	96	49.23%

Improve/expand infrastructure	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	35000	22779	65.08%	9368	22779	243.16%
Improve/expand public facilities	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	35000	7215	20.61%	53105	7215	13.59%
Non-homeless special needs housing	Affordable Housing Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Rental units rehabilitated	Household Housing Unit	0	0		86	0	0.00%
Non-homeless special needs housing	Affordable Housing Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Other	Other	10	0	0.00%			
Public services	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2300	658	28.61%	343	658	191.84%

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.

Morris County allocated CDBG, HOME and ESG funding to address high priority goals and objectives as outlined in the Five Year Consolidated Plan. For FY 2015-2019, Morris County has identified the following goals and outcomes:

- Creation and preservation of rental housing for low-income households
- Creation and preservation of affordable homeownership housing
- Support activities that prevent homelessness
- Support the ongoing operation and preservation of shelter facilities for homeless
- Support activities that move persons experiencing homelessness to permanent housing
- Improve and expand public facilities to serve low income populations
- Improve and expand infrastructure to serve low income populations
- Support public services for children and homeless and special needs populations

FY 2015 activities, particularly CDBG, met the needs of the low income community by providing infrastructure and facility improvements, housing for low income and special needs populations and services for the homeless.

CR-10 - Racial and Ethnic composition of families assisted

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

91.520(a)

	CDBG	HOME	ESG
White	892	38	0
Black or African American	189	17	0
Asian	9	0	0
American Indian or American Native	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0
Total	1,090	55	0
Hispanic	286	13	0
Not Hispanic	846	42	0

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

Narrative

In addition to the beneficiaries of infrastructure and facilities project shown above under CDBG, there were 73 homeowners assisted with rehabilitation. Of these 67 were White and 6 were Black. Of the White, 2 were Hispanic. There was also one homebuyer who was White.

HOME program expenditures reflect the Tenant Based Rental Assistance Program operated in coordination with the Continuum of Care.

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		6,483,835	518,116
HOME		2,244,093	55,921
ESG		578,594	102,239

Table 3 - Resources Made Available

Narrative

CDBG

Resources made available for FY 2015 include the FY 2015 grant of \$1,704,496 and program income received of \$104,545 for a total of \$1,809,041. In addition there was \$1,909,358.78 remaining in prior years funds for a total of \$3,718,399.78. PR 26 shows that there was a total of \$1,779,025.34 expended for CDBG during FY 2015.

HOME

Resources made available for FY 2015 include the FY 2015 grant of \$589,936. During the year, the County had \$1,471,891 from older years for a total available of \$2,061,827. During FY 2015, Morris County spent the sum of \$712,887.66 including funds from FY 2012, 2013, 2014 and 2015.

ESG

Resources made available for FY 2015 include the FY 2015 grant of \$152,103. There was no prior year funding available. During FY 2015, the County spent \$102,238.85.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Countywide	100	0	no target area identified

Table 4 – Identify the geographic distribution and location of investments

Narrative

The geographic area within the Consortium consists of all the 39 municipalities making up Morris County, with a land area of 469 square miles. 2010 Census figures indicate a total population of 492,276. In terms of race, the population's major constituent groups consist of 3.1% Black or African

American, 9.0% Asian, and 82.6% White. When considering origin and race, 11.5% of the total population is Hispanic/Latino. Pockets, or concentrations of these subpopulations, occur in 14 of the county's 39 municipalities.

The County does not set priorities for allocating investments geographically. Funding awards are based on need and activity eligibility within low income areas. Assistance is spread throughout the consortium with actual locations determined by applications received and funding availability. Activities have been recommended for funding in areas of minority concentrations in the Town of Boonton, the Budd Lake section of Mt. Olive, Town of Morristown, Borough of Rockaway and Borough of Wharton. The Township of Parsippany-Troy Hills determines the location of activities to be assisted with CDBG funds within the Township.

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.

Typically, other resources made available to meet the needs identified in the Consolidated Plan include state and municipal funds, County grant-in-aid, weatherization funds, private foundations, private donations, volunteer labor and private loans from lending institutions.

HOME and HESG require match. The HOME match is 25% of the grant funds received. The match liability for Morris county for FY 2015 was \$66,891.92 based on expenditures of \$267,567 (excludes administrative funds received) as reported on PR33.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	10,910,404
2. Match contributed during current Federal fiscal year	195,780
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	11,106,184
4. Match liability for current Federal fiscal year	66,892
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	11,039,292

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
10 Willow-1	08/26/2015	0	0	0	0	18	0	18
10 Willow-2	07/20/2015	0	0	0	0	2,000	0	2,000
10 Willow-3	01/12/2016	0	0	0	0	50	0	50
Harding-1	06/14/2016	110,321	0	0	0	0	0	110,321
Harding-2	06/30/2015	0	0	0	0	73,800	0	73,800
Harding-3	08/26/2015	0	0	0	0	1,220	0	1,220
Harding-4	12/07/2015	0	0	0	0	180	0	180
Harding-5	08/26/2015	0	0	0	0	300	0	300
Harding-6	03/15/2015	0	0	0	0	348	0	348
Harding-7	03/22/2016	0	0	0	0	700	0	700
Harding-8	05/24/2016	0	0	0	0	250	0	250
Wallman-1	05/23/2016	38,500	0	0	0	0	0	38,500
Wallman-2	10/30/2015	0	0	65,000	0	0	0	65,000
Wallman-3	06/30/2015	0	0	0	0	6,075	0	6,075
Wallman-4	01/12/2016	0	0	0	0	360	0	360
Wallman-5	03/07/2016	0	0	0	0	6,200	0	6,200
Wallman-6	06/14/2016	0	0	0	0	780	0	780

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at begin-ning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
0	0	0	0	0

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	0	0	0			
Number	0	0	0			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			

Table 8 – Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0		0		
Businesses Displaced		0		0		
Nonprofit Organizations Displaced		0		0		
Households Temporarily Relocated, not Displaced		0		0		
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

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

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	489	38
Number of Non-Homeless households to be provided affordable housing units	359	1
Number of Special-Needs households to be provided affordable housing units	86	0
Total	934	39

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	15	14
Number of households supported through The Production of New Units	119	1
Number of households supported through Rehab of Existing Units	240	73
Number of households supported through Acquisition of Existing Units	374	0
Total	748	88

Table 12 – 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 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.

Discuss how these outcomes will impact future annual action plans.

The goals were based on activities planned in the year but several will take more than one year to complete. These goals will be achieved in subsequent years.

The annual goals for housing rehabilitation of owner occupied housing will have to be more modest.

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.

Number of Persons Served	CDBG Actual	HOME Actual
Extremely Low-income	319	11
Low-income	186	4
Moderate-income	60	0
Total	565	15

Table 13 – Number of Persons Served

Narrative Information

There are a number of social services programs and facility improvements projects that require clients to qualify based on income. In addition, the County’s Housing Rehabilitation Program and HOPE House Operation Fix-IT program require income qualification.

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 were no requests from the housing authorities for funding in FY 2015. There are five (5) housing authorities: Morris County, Boonton, Dover, Madison, Morristown.

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

The County took no actions to encourage resident participation. Morris County Housing Authority continued to promote its Self-Sufficiency program and its emphasis on homeownership. It partners with Habitat for Humanity to provide affordable homeownership opportunities.

Actions taken to provide assistance to troubled PHAs

None of the housing authorities in Morris County are considered troubled.

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 FY 2015 Annual Plan identified actions that the County would take to remove obstacles to affordable housing. These actions were undertaken. Many were undertaken through participating community organizations such as the Housing Alliance of Morris County, Fair Housing Committee, Foreclosure Taskforce, the County's Human Services Advisory Committee and the Continuum of Care/CEAS.

- Investigate all potential funding sources to address the obstacles of inadequate federal dollars

available through HUD programs

- Continue to advocate for affordable housing
- Continue to collaborate with nonprofits, municipalities, county and state government

representatives, and the general public to encourage further development of affordable housing

- Continue participation on Morris County Foreclosure Taskforce
- Continue to participate in the Housing Alliance of Morris County
- Continue to participate in the Fair Housing Committee of the Morris County Human Relations
- Commission, focusing on improving accessibility of tenants to Fair Housing education e.g.,

providing training on tenant rights, landlord rights, and improving facility of lodging a Fair

Housing complaint

- Maintain allocation to Tenant Based Rental Assistance program
- Continue participation in the CoC and on the Human Services Advisory Committee to maintain

discussions on providing all the ancillary services needed to live in the county

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

To address the obstacles to meeting underserved needs identified in the five year plan, the County has sought other funding and worked to maximize the use of existing funding by coordinating efforts with the Housing Alliance of Morris County, Fair Housing Committee, Foreclosure Taskforce, the county's Human Services Advisory Council, and the Continuum of Care.

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

The housing rehabilitation program incorporates all aspects of lead safe work practices and abatement as required. Further, educational presentation on the hazards of lead-based paint to participants in the Step-by-Step first time homebuyer education classes makes them more aware of possible dangers as they prepare for homeownership. The EPA material on lead-based paint is distributed.

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 such as job training, child care, transportation assistance and Tenant Based Rental Assistance (TBRA) 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)

Administration of Morris County's federal grants programs was moved from the Department of Planning to the Department of Human Services in 2013. This move has better facilitated coordination between human services programs and these important federal funding resources. The network of partnerships between the County and regional organizations such as the Fair Housing Committee of the Morris County Human Relations Commission and the Housing Alliance of Morris County strengthen the impact that the federal funds have in the communities.

The County has entered into inter-local Cooperation Agreements with 37 municipalities to form the Urban County. The remaining two municipalities, Parsippany-Troy Hills and Dover, are part of the HOME consortium. Each of the 37 municipalities may apply for CDBG funding through the County, and housing activity through the HOME Program can be delivered anywhere in the County.

The housing programs are delivered through a variety of development entities. Housing rehabilitation is provided by in house by the County as well as through Catholic Social Services D/B/A HOPE House. The Fix It program provides essential repairs for elderly and disabled residents. Several organizations provide group homes that have received support from both HOME and CDBG funding. Other organizations, such as Morris County Habitat for Humanity and Morris Affordable Housing Corporation construct new units for homeownership and or rental housing.

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

The County carries out its consolidated 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, the Housing Committee of the Morris County Human Relations Commission, and the Comprehensive Emergency Assistance Strategy Committee (CEAS).

The Division collaborates with the Community Development Revenue Sharing (CDRS) Committee, consisting of municipal representatives and other municipal officials, in coordinating efforts to meet public facility, infrastructure improvements, public service needs, accessibility needs, economic development needs, and housing needs. The CDRS Committee determines which projects receive funding. Funding resources and programs for the homeless are coordinated through the Comprehensive Emergency Assistance System (CEAS).

Priority human service needs are developed and incorporated into the Comprehensive Human Services Plan, and funding resources and programs to meet service needs, including health and mental health, are coordinated through the Department of Human services based on recommendations made by the Human Services Advisory Council (HSAC) and its committees. Both public and private agencies are active on their respective committees. The lead agency meets with appropriate staff and committees to implement the strategies of the plan.

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

In 2015, Morris County completed an Analysis of Impediments to Fair Housing Choice. This document outlined impediments, goals and actions to be taken to overcome the impediments.

Impediment: A lack of affordable housing throughout Morris County disproportionately affects members of the protected classes.

Recommended actions steps included more oversight and technical assistance to local governments as they implement their COAH goals and continued funding of affordable housing projects. The County continued to provide such assistance through the Planning Department and funding through the Human Services Division's use of CDBG and HOME funds.

Impediment: Racially concentrated areas of poverty are found in several census tracts in Morris County. These areas may be indicative of constrained housing choice for members of the protected classes.

The County continued to fund projects that improved overall living conditions in racially concentrated areas of poverty while expanding affordable housing options in higher opportunity areas. HOME projects funded in 2015 included a homeownership project in Mt. Olive and a rental project in Morris Township. CDBG funded a new rental development in Morris Plains. Each of these projects are in areas that are not areas of concentration of poverty or race/ethnicity.

Impediment: Members of the protected classes are more likely to have lower incomes, higher

unemployment rates, and higher poverty rates. This limits housing choice, restricting access to community assets for members of the protected classes.

The action steps recommended were to negotiate non-discrimination on the basis of income in affordable housing, which is already a state law, and to link transportation to jobs centers with RCAPs. The latter is a long-term goal.

Impediment: Morris County and Parsippany's public transportation systems are fragmented, and could more adequately provide access to jobs and services for members of the protected classes.

These actions steps are also long term in that improving the transportation network is a slow moving process. The Planning Department continues to work with New Jersey Transportation Planning Agency (NJTPA) to promote expanded service, and with municipalities to capitalize on areas that have service by increasing density.

Actions to Overcome Effects of Impediments (continued)

Impediment: Members of the protected classes are disproportionately denied mortgages in the private sector. The recommended action step of providing homebuyer assistance has not yet been implemented. HOME funds have been directed to several homebuyer activities, notably Habitat for Humanity, that provide affordable homeownership. Impediment: Morris County's monitoring and evaluation procedures do not properly track fair housing expenditures. Other policy components related to fair housing require revision. The Community Development office has enhanced procedures for tracking fair housing expenditures, such as mapping the past five years of affordable housing development and charting this progress on a spreadsheet. The monitoring tools have been re-designed to include fair housing outreach efforts and the use of the fair housing logo by subrecipients who develop new housing. Impediment: Fair housing education and outreach efforts may not satisfy need. The Fair Housing Task Force has been re-energized and is planning a workshop for October to expand outreach. Impediment: Morris County's subrecipients may not be aware of their obligation to affirmatively further fair housing. Subrecipients' zoning ordinances and/or attitudes towards affordable housing development may be restricting housing choice for members of the protected classes in higher opportunity areas of the County. Recent publicity of the new AFFH tools to be used by HUD have brought the importance of fair housing to the forefront of local decision making. The County will continue to provide technical assistance to municipalities on their zoning and land use issues. Impediment: Morris County's Master Plan is out of date and lacks a detailed plan for affordable housing and accommodating members of the protected classes. The Planning Department is working to update the housing element of the Master Plan for Morris County.

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

All activities are monitored on both an on-going basis through construction or service drawdown requests and via on-site visits to verify information and or complete wage monitoring requirements. In FY 2015, the monitoring forms for all three programs, CDBG, HOME and ESG, were updated.

Fiscal monitoring of activities includes the review and approval of activity budgets, compliance with executed grant agreements and review and approval of vouchers.

Staff attend meetings with contractors for construction and rehabilitation activities to assure their compliance with HUD requirements and inspections are conducted as work progresses.

Site visits are made to social service providers on an annual basis to review program activity and fiscal and regulatory compliance. Activity files are maintained with the necessary documentation. The Community Development staff visit agencies funded through Community Development Block Grant to ensure compliance with national objectives and applicable program requirements.

All files from 2010 through 2015 are undergoing desk reviews as part of the County's monitoring activities, and the County has sent recertification forms to assure that municipalities and agencies are all still using the facilities for the activities they indicated in their grant agreements.

Upon Close-out, all activity files are reviewed to assure that the activity meets the objectives and strategies of the Consolidated Plan and the proposed accomplishments, and that all pertinent and mandated documentation are included.

To ensure long-term compliance for HOME projects, annual income verification procedures are in place as well as on-site monitoring. This monitoring enables staff to ensure compliance with the following:

- Period of affordability
- Income of tenants and source documentation
- Amount of rent charged
- Housing quality standards of facility

All subgrantees must follow competitive bidding practices and include outreach to MBE/WBE vendors in their process. Their efforts are monitored prior to the award of contracts.

To ensure that the County is addressing the long-term goals for the program, it matches activities to the goals in the award process for selecting projects for the fiscal 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 CAPER document was placed on public display for a period of 15 days from September 12, 2016 to September 27, 2016.

Copies of the notice of the CAPER were distributed as follows:

- County website:
- *The Daily Record* Newspaper
- Morris County Housing Authority – P.O.B. 900, Morristown, NJ 07963-0900
- Morris Habitat for Humanity- 240 South Salem Street, Suite 100, Randolph, NJ 07869
- Cornerstone Family Services - 62 Elm Street, Morristown 07960
- Interfaith Food Pantry - 2 Executive Dr, Morris Plains 07950
- Jersey Battered Women's Service (JBWS) - P.O. Box 1437, Morristown 07962
- Morris County Division on Aging, Disabilities and Veterans - POB 900, Morristown, NJ 07963-0900
- Continuum of Care agencies (blast email)

Family Promise provided updates for the Homeless Section of the CAPER which were incorporated.

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 goals of the program objectives. The program is meeting the needs of local municipalities and residents.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?	No
--	----

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

CR-50 - HOME 91.520(d)

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

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

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

HOME inspections were conducted for Carlton St. and Harding Ave., which are new projects that were inspected upon completion and no issues were found.

The inspection for several other properties that were due for their 3rd year inspections were delayed due to staff turnover. These include:

- Community Hope-14 Lorraine Ave-2 group homes;
- 54 Boonton Ave-2 group homes;
- Jewish Services-Dev Disabled 18 Jeffrie Trail, Whippany;
- NewBridge 182 Lakeside Dr. Rockaway-Group homes

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

Each housing project with five or more rental units must develop an affirmative marketing plan and is monitored to see if it is following the plan. The plans appear to be successful in creating a greater racial diversity in the units.

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

There was no program income received.

Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)

During FY 2015, the County undertook a number of programs that foster and maintain affordable housing:

- County's Homeowner Rehab Program
- Mr. Fix-It
- Collaborated with Morris County Housing Authority on TBRA Program
- Providing technical assistance to prospective subgrantees on the subject of acquiring, rehabilitating or constructing affordable housing
- Participation in the Housing Alliance of Morris County, the Fair Housing Committee and CEAS
- Funded HOME construction and rehabilitation activities
- ESG And COC funding provides rental support to homeless families to move to affordable housing

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

Recipient Name	MORRIS COUNTY
Organizational DUNS Number	080611700
EIN/TIN Number	226002462
Identify the Field Office	NEWARK
Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance	Morris County CoC

ESG Contact Name

Prefix	Mr
First Name	Timothy
Middle Name	J
Last Name	Tansey
Suffix	0
Title	Director

ESG Contact Address

Street Address 1	Office of Community Development
Street Address 2	PO Box 900
City	Morristown
State	NJ
ZIP Code	-
Phone Number	9732856060
Extension	0
Fax Number	0
Email Address	ttansey@co.morris.nj.us

ESG Secondary Contact

Prefix	Ms
First Name	Shelia
Last Name	Carter
Suffix	0
Title	Assist Director
Phone Number	9732856851
Extension	0
Email Address	scarter@co.morris.nj.us

2. Reporting Period—All Recipients Complete

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

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

Subrecipient or Contractor Name: MORRIS COUNTY OFFICE OF TEMPORARY ASSISTANCE

City: Morristown

State: NJ

Zip Code: 07963, 0900

DUNS Number: 080611700

Is subrecipient a victim services provider: N

Subrecipient Organization Type: Unit of Government

ESG Subgrant or Contract Award Amount: 33551

Subrecipient or Contractor Name: JERSEY BATTERED WOMEN SERVICES, INC.

City: Morristown

State: NJ

Zip Code: 07962, 1437

DUNS Number: 122144272

Is subrecipient a victim services provider: N

Subrecipient Organization Type: Other Non-Profit Organization

ESG Subgrant or Contract Award Amount: 15000

Subrecipient or Contractor Name: HOMELESS SOLUTONS, INC.

City: Morristown

State: NJ

Zip Code: 07960, 8104

DUNS Number: 191422468

Is subrecipient a victim services provider: N

Subrecipient Organization Type: Other Non-Profit Organization

ESG Subgrant or Contract Award Amount: 35000

Subrecipient or Contractor Name: ROOTS & WINGS

City: Denville

State: NJ

Zip Code: 07834, 2735

DUNS Number: 010764663

Is subrecipient a victim services provider: N

Subrecipient Organization Type: Other Non-Profit Organization

ESG Subgrant or Contract Award Amount: 35000

Subrecipient or Contractor Name: FAMILY PROMISE OF MORRIS COUNTY

City: Morristown

State: NJ

Zip Code: 07962, 1494

DUNS Number: 838214633

Is subrecipient a victim services provider: N

Subrecipient Organization Type: Faith-Based Organization

ESG Subgrant or Contract Award Amount: 33551

CR-65 - Persons Assisted

4. Persons Served

4a. Complete for Homelessness Prevention Activities

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 14 – Household Information for Homeless Prevention Activities

4b. Complete for Rapid Re-Housing Activities

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 15 – Household Information for Rapid Re-Housing Activities

4c. Complete for Shelter

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 16 – Shelter Information

4d. Street Outreach

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 17 – Household Information for Street Outreach

4e. Totals for all Persons Served with ESG

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 18 – Household Information for Persons Served with ESG

5. Gender—Complete for All Activities

	Total
Male	0
Female	0
Transgender	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 19 – Gender Information

6. Age—Complete for All Activities

	Total
Under 18	0
18-24	0
25 and over	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 20 – 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	0	0	0	0
Victims of Domestic Violence	0	0	0	0
Elderly	0	0	0	0
HIV/AIDS	0	0	0	0
Chronically Homeless	0	0	0	0
Persons with Disabilities:				
Severely Mentally Ill	0	0	0	0
Chronic Substance Abuse	0	0	0	0
Other Disability	0	0	0	0
Total (Unduplicated if possible)	0	0	0	0

Table 21 – Special Population Served

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

10. Shelter Utilization

Number of New Units - Rehabbed	0
Number of New Units - Conversion	0
Total Number of bed-nights available	22,995
Total Number of bed-nights provided	17,852
Capacity Utilization	77.63%

Table 22 – Shelter Capacity

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

The national standards for performance measurements varied greatly from the local design. In future years, the County will adopt the national measurements. For FY 2015, the standards that were measured were compared to the goals set by the COC.

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	0	8,000	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	18,570	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	33,552
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	0	2,897	0
Subtotal Homelessness Prevention	0	29,467	33,552

Table 23 – 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	0	0	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	0
Expenditures for Homeless Assistance under Emergency Shelter Grants Program	0	29,468	18,687
Subtotal Rapid Re-Housing	0	29,468	18,687

Table 24 – ESG Expenditures for Rapid Re-Housing

11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	2013	2014	2015
Essential Services	0	0	35,000
Operations	0	0	15,000
Renovation	0	0	0
Major Rehab	0	0	0
Conversion	0	0	0
Subtotal	0	0	50,000

Table 25 – ESG Expenditures for Emergency Shelter

11d. Other Grant Expenditures

	Dollar Amount of Expenditures in Program Year		
	2013	2014	2015
HMIS	0	0	0
Administration	0	0	0
Street Outreach	0	0	0

Table 26 - Other Grant Expenditures

11e. Total ESG Grant Funds

Total ESG Funds Expended	2013	2014	2015
161,174	0	58,935	102,239

Table 27 - Total ESG Funds Expended

11f. Match Source

	2013	2014	2015
Other Non-ESG HUD Funds	0	0	0
Other Federal Funds	0	0	15,769
State Government	0	0	245,830
Local Government	0	0	0
Private Funds	0	0	562,350
Other	0	0	38,880
Fees	0	0	0
Program Income	0	0	0
Total Match Amount	0	0	862,829

Table 28 - Other Funds Expended on Eligible ESG Activities

11g. Total

Total Amount of Funds Expended on ESG Activities	2013	2014	2015
1,024,003	0	58,935	965,068

Table 29 - Total Amount of Funds Expended on ESG Activities

Attachment

eCart Caper



ESG-CAPER-Reporti
ng-Tool-and-eCart-C

PR-26



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PART I: SUMMARY OF CDBG RESOURCES	
01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	1,909,358.78
02 ENTITLEMENT GRANT	1,704,496.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	104,545.00
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)	3,718,399.78
PART II: SUMMARY OF CDBG EXPENDITURES	
09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	1,501,754.73
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	1,501,754.73
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	277,270.61
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)	1,779,025.34
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	1,939,374.44
PART III: LOW/MOD 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	1,351,754.73
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	1,351,754.73
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	90.01%
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 BENEFITING 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	239,815.32
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	73,322.52
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	71,557.84
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	241,580.00
32 ENTITLEMENT GRANT	1,704,496.00
33 PRIOR YEAR PROGRAM INCOME	45,330.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	1,749,826.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	13.81%
PART V: PLANNING AND ADMINISTRATION (PA) CAP	
37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	277,270.61
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	68,000.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	45,062.74
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 + LINE 40)	300,207.87
42 ENTITLEMENT GRANT	1,704,496.00
43 CURRENT YEAR PROGRAM INCOME	104,545.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	1,809,041.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	16.59%



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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

Plan Year	IDIS Project	IDIS Activity	Activity Name	Matrix Code	National Objective	Drawn Amount
2014	13	1239	Madison Affordable Tabor Road site work	12	LMH	\$60,000.00
2015	12	1293	Morris Plains Housing	12	LMH	\$90,000.00
				12	Matrix Code	\$150,000.00
Total						\$150,000.00

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
2012	4	1161	5827613	Bethel AME	03	LMA	\$575.08
					03	Matrix Code	\$575.08
2014	4	1265	5940955	Montville Senior Center	03A	LMC	\$80,000.00
					03A	Matrix Code	\$80,000.00
2014	17	1243	5921422	Delta Community Supports	03B	LMC	\$14,780.00
2014	17	1243	5934170	Delta Community Supports	03B	LMC	\$14,220.00
					03B	Matrix Code	\$29,000.00
2013	6	1207	5876429	Church of the Redeemer	03E	LMC	\$31,048.44
2014	5	1244	5925903	Bethel AME Church	03E	LMC	\$36,287.50
2014	5	1244	5940955	Bethel AME Church	03E	LMC	\$38,662.50
2014	5	1246	5883281	St. John's Church Soup kitchen	03E	LMC	\$16,850.00
2014	5	1246	5905144	St. John's Church Soup kitchen	03E	LMC	\$22,369.20
					03E	Matrix Code	\$145,217.64
2010	5	1064	5843133	Borough of Lincoln Park	03J	LMA	\$1,000.00
2014	6	1248	5843133	Butler Borough - sewer main on Ogden Terr.	03J	LMA	\$21,312.80
2014	6	1248	5905144	Butler Borough - sewer main on Ogden Terr.	03J	LMA	\$58,687.20
2014	6	1249	5833956	Netcong WaterMain Replacement	03J	LMA	\$16,000.00
2014	6	1250	5858615	Wharton - Water main replacement	03J	LMA	\$80,000.00
2015	5	1278	5940955	Gifford St. Water Main Replacement	03J	LMA	\$76,911.00
2015	5	1280	5934170	Budd Ave. Drainage Project	03J	LMA	\$46,100.00
					03J	Matrix Code	\$300,011.00
2011	22	1271	5911764	Street improvements	03K	LMA	\$99,190.00
2011	22	1271	5929919	Street improvements	03K	LMA	\$11,134.23
					03K	Matrix Code	\$110,324.23
2014	3	1266	5854202	Speedwell Ave. Streetscape Improvements	03L	LMA	\$80,000.00
					03L	Matrix Code	\$80,000.00
2015	6	1283	5921422	Zufall Health Center Roof Replacement	03P	LMC	\$26,680.00
					03P	Matrix Code	\$26,680.00
2014	7	1251	5833956	NewBridge Counseling	05A	LMC	\$5,775.00
2014	7	1251	5858615	NewBridge Counseling	05A	LMC	\$7,250.00
2014	7	1251	5891484	NewBridge Counseling	05A	LMC	\$10,950.00
2014	7	1251	5921422	NewBridge Counseling	05A	LMC	\$7,275.00
					05A	Matrix Code	\$31,250.00
2014	8	1252	5833956	Employment Horizons	05B	LMC	\$415.01
2014	8	1252	5843133	Employment Horizons	05B	LMC	\$461.27
2014	8	1252	5854202	Employment Horizons	05B	LMC	\$407.06
2014	8	1252	5858615	Employment Horizons	05B	LMC	\$373.58
2014	8	1252	5871777	Employment Horizons	05B	LMC	\$329.78
2014	8	1252	5883281	Employment Horizons	05B	LMC	\$309.25
2014	8	1252	5891484	Employment Horizons	05B	LMC	\$195.64
2014	8	1252	5900924	Employment Horizons	05B	LMC	\$329.87



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2014	8	1252	5905144	Employment Horizons	05B	LMC	\$347.90
2014	8	1252	5916254	Employment Horizons	05B	LMC	\$504.18
					05B	Matrix Code	\$3,673.54
2014	9	1253	5843133	Roots and Wings	05D	LMC	\$14,032.50
					05D	Matrix Code	\$14,032.50
2014	11	1256	5843133	Children on the Green	05L	LMC	\$11,813.64
2015	8	1285	5871777	Cedar Hill Com. Dev. Summer Camp Scholarships	05L	LMC	\$17,000.00
2015	8	1286	5921422	Children on the Green Childcare Scholarships	05L	LMC	\$12,575.84
2015	8	1286	5940955	Children on the Green Childcare Scholarships	05L	LMC	\$9,101.64
2015	8	1288	5883281	Morristown Neighborhood House Childcare Scholarships-School Age	05L	LMC	\$16,320.00
2015	8	1288	5916254	Morristown Neighborhood House Childcare Scholarships-School Age	05L	LMC	\$13,260.00
					05L	Matrix Code	\$80,071.12
2014	12	1258	5827613	CASA	05N	LMC	\$10,788.16
2015	7	1289	5876429	CASA Case Supervisor Positions	05N	LMC	\$13,680.00
2015	7	1289	5883281	CASA Case Supervisor Positions	05N	LMC	\$13,680.00
2015	7	1289	5911764	CASA Case Supervisor Positions	05N	LMC	\$13,680.00
2015	7	1289	5929919	CASA Case Supervisor Positions	05N	LMC	\$8,960.00
2015	7	1290	5925903	Deirdre O'Brien Clinical Counseling Program	05N	LMC	\$50,000.00
					05N	Matrix Code	\$110,788.16
2013	1	1194	5935472	Rehab; Single-Unit Residential	14A	LMH	\$2,437.00
2014	2	1237	5824980	Housing rehabilitation program	14A	LMH	\$300.00
2014	2	1237	5827148	Housing rehabilitation program	14A	LMH	\$5,980.00
2014	2	1237	5836365	Housing rehabilitation program	14A	LMH	\$10,157.00
2014	2	1237	5844817	Housing rehabilitation program	14A	LMH	\$9,634.00
2014	2	1237	5846998	Housing rehabilitation program	14A	LMH	\$610.00
2014	2	1237	5851155	Housing rehabilitation program	14A	LMH	\$12,650.00
2014	2	1237	5858649	Housing rehabilitation program	14A	LMH	\$4,000.00
2014	2	1237	5860809	Housing rehabilitation program	14A	LMH	\$18,654.00
2014	2	1237	5865994	Housing rehabilitation program	14A	LMH	\$47,446.00
2014	2	1238	5833956	Operation Fix-It	14A	LMH	\$25,779.00
2014	2	1238	5872111	Operation Fix-It	14A	LMH	\$23,380.00
2015	10	1291	5895711	Fix-It Program	14A	LMH	\$26,412.00
2015	10	1291	5921422	Fix-It Program	14A	LMH	\$25,319.00
2015	10	1292	5877901	Housing Rehabilitation Program	14A	LMH	\$5,600.00
2015	10	1292	5881796	Housing Rehabilitation Program	14A	LMH	\$8,422.00
2015	10	1292	5886569	Housing Rehabilitation Program	14A	LMH	\$11,595.00
2015	10	1292	5889037	Housing Rehabilitation Program	14A	LMH	\$300.00
2015	10	1292	5895027	Housing Rehabilitation Program	14A	LMH	\$100.00
2015	10	1292	5908735	Housing Rehabilitation Program	14A	LMH	\$6,800.00
2015	10	1292	5913422	Housing Rehabilitation Program	14A	LMH	\$2,800.00
2015	10	1292	5924913	Housing Rehabilitation Program	14A	LMH	\$1,470.00
2015	10	1292	5929904	Housing Rehabilitation Program	14A	LMH	\$7,300.00
2015	10	1292	5933411	Housing Rehabilitation Program	14A	LMH	\$735.00
2015	10	1292	5935472	Housing Rehabilitation Program	14A	LMH	\$14,613.00
					14A	Matrix Code	\$272,493.00
2013	1	1195	5828459	County Rehab Delivery of Costs	14H	LMC	\$2,878.79
2013	1	1195	5833081	County Rehab Delivery of Costs	14H	LMC	\$2,877.27
2013	1	1195	5837314	County Rehab Delivery of Costs	14H	LMC	\$2,878.80
2013	1	1195	5842018	County Rehab Delivery of Costs	14H	LMC	\$2,878.82
2013	1	1195	5846201	County Rehab Delivery of Costs	14H	LMC	\$2,878.81
2013	1	1195	5850313	County Rehab Delivery of Costs	14H	LMC	\$2,878.82
2013	1	1195	5855233	County Rehab Delivery of Costs	14H	LMC	\$2,878.81
2013	1	1195	5859451	County Rehab Delivery of Costs	14H	LMC	\$2,878.82
2013	1	1195	5864771	County Rehab Delivery of Costs	14H	LMC	\$2,878.81
2013	1	1195	5868904	County Rehab Delivery of Costs	14H	LMC	\$2,878.80



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2013	1	1195	5872654	County Rehab Delivery of Costs	14H	LMC	\$1,898.32
2014	2	1304	5894736	Rehab Delivery of Costs	14H	LMH	\$2,873.83
2014	2	1304	5899238	Rehab Delivery of Costs	14H	LMH	\$2,873.84
2014	2	1304	5904011	Rehab Delivery of Costs	14H	LMH	\$2,873.83
2014	2	1304	5908373	Rehab Delivery of Costs	14H	LMH	\$2,996.50
2014	2	1304	5912510	Rehab Delivery of Costs	14H	LMH	\$2,996.48
2014	2	1304	5917235	Rehab Delivery of Costs	14H	LMH	\$7,356.63
2014	2	1304	5922268	Rehab Delivery of Costs	14H	LMH	\$2,996.49
2014	2	1304	5926823	Rehab Delivery of Costs	14H	LMH	\$2,996.51
2014	2	1304	5929919	Rehab Delivery of Costs	14H	LMH	\$2,996.51
2014	2	1304	5934944	Rehab Delivery of Costs	14H	LMH	\$2,996.48
2014	2	1304	5939740	Rehab Delivery of Costs	14H	LMH	\$2,996.49
					14H	Matrix Code	\$67,638.46
Total							\$1,351,754.73

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	7	1251	5833956	NewBridge Counseling	05A	LMC	\$5,775.00
2014	7	1251	5858615	NewBridge Counseling	05A	LMC	\$7,250.00
2014	7	1251	5891484	NewBridge Counseling	05A	LMC	\$10,950.00
2014	7	1251	5921422	NewBridge Counseling	05A	LMC	\$7,275.00
					05A	Matrix Code	\$31,250.00
2014	8	1252	5833956	Employment Horizons	05B	LMC	\$415.01
2014	8	1252	5843133	Employment Horizons	05B	LMC	\$461.27
2014	8	1252	5854202	Employment Horizons	05B	LMC	\$407.06
2014	8	1252	5858615	Employment Horizons	05B	LMC	\$373.58
2014	8	1252	5871777	Employment Horizons	05B	LMC	\$329.78
2014	8	1252	5883281	Employment Horizons	05B	LMC	\$309.25
2014	8	1252	5891484	Employment Horizons	05B	LMC	\$195.64
2014	8	1252	5900924	Employment Horizons	05B	LMC	\$329.87
2014	8	1252	5905144	Employment Horizons	05B	LMC	\$347.90
2014	8	1252	5916254	Employment Horizons	05B	LMC	\$504.18
					05B	Matrix Code	\$3,673.54
2014	9	1253	5843133	Roots and Wings	05D	LMC	\$14,032.50
					05D	Matrix Code	\$14,032.50
2014	11	1256	5843133	Children on the Green	05L	LMC	\$11,813.64
2015	8	1285	5871777	Cedar Hill Com. Dev. Summer Camp Scholarships	05L	LMC	\$17,000.00
2015	8	1286	5921422	Children on the Green Childcare Scholarships	05L	LMC	\$12,575.84
2015	8	1286	5940955	Children on the Green Childcare Scholarships	05L	LMC	\$9,101.64
2015	8	1288	5883281	Morristown Neighborhood House Childcare Scholarships-School Age	05L	LMC	\$16,320.00
2015	8	1288	5916254	Morristown Neighborhood House Childcare Scholarships-School Age	05L	LMC	\$13,260.00
					05L	Matrix Code	\$80,071.12
2014	12	1258	5827613	CASA	05N	LMC	\$10,788.16
2015	7	1289	5876429	CASA Case Supervisor Positions	05N	LMC	\$13,680.00
2015	7	1289	5883281	CASA Case Supervisor Positions	05N	LMC	\$13,680.00
2015	7	1289	5911764	CASA Case Supervisor Positions	05N	LMC	\$13,680.00
2015	7	1289	5929919	CASA Case Supervisor Positions	05N	LMC	\$8,960.00
2015	7	1290	5925903	Deirdre O'Brien Clinical Counseling Program	05N	LMC	\$50,000.00
					05N	Matrix Code	\$110,788.16
Total							\$239,815.32



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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	
2013	2	1197	5831924	CDBG Admin	21A		\$43,390.24	
2014	1	1236	5827613	Administration	21A		\$6,516.18	
2014	1	1236	5828459	Administration	21A		\$4,675.80	
2014	1	1236	5833081	Administration	21A		\$4,942.11	
2014	1	1236	5833956	Administration	21A		\$152.66	
2014	1	1236	5836365	Administration	21A		\$143.85	
2014	1	1236	5837314	Administration	21A		\$6,039.36	
2014	1	1236	5839548	Administration	21A		\$153.29	
2014	1	1236	5842018	Administration	21A		\$4,945.80	
2014	1	1236	5843133	Administration	21A		\$36.76	
2014	1	1236	5846201	Administration	21A		\$5,009.08	
2014	1	1236	5850313	Administration	21A		\$4,451.60	
2014	1	1236	5851155	Administration	21A		\$111.51	
2014	1	1236	5854202	Administration	21A		\$3,306.67	
2014	1	1236	5855233	Administration	21A		\$4,591.83	
2014	1	1236	5859451	Administration	21A		\$4,699.81	
2014	1	1236	5864771	Administration	21A		\$4,565.66	
2014	1	1236	5865994	Administration	21A		\$31.67	
2014	1	1236	5868904	Administration	21A		\$4,719.19	
2015	1	1294	5872654	Administration	21A		\$5,563.38	
2015	1	1294	5876429	Administration	21A		\$19.41	
2015	1	1294	5877065	Administration	21A		\$6,200.00	
2015	1	1294	5877396	Administration	21A		\$7,509.85	
2015	1	1294	5881552	Administration	21A		\$7,464.35	
2015	1	1294	5883281	Administration	21A		\$800.00	
2015	1	1294	5885611	Administration	21A		\$7,436.98	
2015	1	1294	5889037	Administration	21A		\$71.78	
2015	1	1294	5890299	Administration	21A		\$7,436.98	
2015	1	1294	5891484	Administration	21A		\$60.50	
2015	1	1294	5894736	Administration	21A		\$4,563.12	
2015	1	1294	5895711	Administration	21A		\$6.61	
2015	1	1294	5899238	Administration	21A		\$4,775.72	
2015	1	1294	5900924	Administration	21A		\$249.58	
2015	1	1294	5904011	Administration	21A		\$4,813.07	
2015	1	1294	5905144	Administration	21A		\$805.34	
2015	1	1294	5908373	Administration	21A		\$4,772.98	
2015	1	1294	5911764	Administration	21A		\$41,154.84	
2015	1	1294	5912510	Administration	21A		\$2,726.74	
2015	1	1294	5916254	Administration	21A		\$35,713.12	
2015	1	1294	5917235	Administration	21A		\$4,595.64	
2015	1	1294	5921422	Administration	21A		\$82.62	
2015	1	1294	5922268	Administration	21A		\$4,568.20	
2015	1	1294	5925903	Administration	21A		\$390.23	
2015	1	1294	5926823	Administration	21A		\$4,670.59	
2015	1	1294	5929919	Administration	21A		\$7,999.83	
2015	1	1294	5934170	Administration	21A		\$704.38	
2015	1	1294	5934944	Administration	21A		\$4,785.78	
2015	1	1294	5939740	Administration	21A		\$4,772.99	
2015	1	1294	5940955	Administration	21A		\$72.93	
Total								
							Matrix Code	\$277,270.61
								\$277,270.61

Every effort is made to encourage contracts with Section 3 businesses. All grantees receive a detailed compliance package which includes an attachment clearly outlining the Section 3 requirements as noted in the Federal regulations. During the bidding process, every bid proposal is reviewed to assure that all compliance requirements are met, including Section 3 requirements. We continuously monitor and continue to endeavor to ascertain the use of Section 3 businesses in all contracts and/or subcontracts during our reporting period.

A. Total dollar amount of all contracts awarded on the project	\$	
B. Total dollar amount of contracts awarded to Section 3 businesses	\$	
C. Percentage of the total dollar amount that was awarded to Section 3 businesses		%
D. Total number of Section 3 businesses receiving contracts		
2. Non-Construction Contracts:		
A. Total dollar amount of all non-construction contracts awarded on the project/activity	\$	
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$	
C. Percentage of the total dollar amount that was awarded to Section 3 businesses		%
D. Total number of Section 3 businesses receiving non-construction contracts		

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, contacts with 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.

Public reporting burden 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 control number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u., mandates that the Department ensure 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 for 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 a self-monitoring tool. The data is entered into a data base 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-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

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) or the number of new hires utilized on the Section 3 covered project (columns B, C 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 two copies of this report to the local HUD Field Office. 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 forwarding the Section 3 report.

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.

Submit two (2) copies of this report to the HUD Field Office of Fair Housing and Equal Opportunity, Program Operations and Compliance Center Director, at the same time the performance report is submitted to the program office. For those programs where such a report is not required, the Section 3 report is submitted by January 10. Include only contracts executed during the reporting period specified in item 8. PHAs/HAs 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 per centum of the median income for the area, as determined by the Secretary, with adjustments for

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

9. Program Name: Enter the name of the 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: 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: 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: Enter the number of Section 3 residents that were employed and 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

smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum 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 per centum of the median family 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 50 per centum 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.

Part II: Contracts Awarded

1. Construction Contracts:

A. Total dollar amount of all contracts awarded on the project	\$ 1,060,722.00	
B. Total dollar amount of contracts awarded to Section 3 businesses	\$ 145,500	
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	14	%
D. Total number of Section 3 businesses receiving contracts	3	

2. Non-Construction Contracts:

A. Total dollar amount of all non-construction contracts awarded on the project/activity	\$ 475,148	
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, contacts with 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.

Every effort is made to encourage contracts with Section 3 businesses. All grantees receive a detailed compliance package which includes an attachment clearly outlining the Section 3 requirements as noted in the Federal regulations. During the bidding process, every bid proposal is reviewed to assure that all compliance requirements are met, including Section 3 requirements. We continuously monitor and continue to endeavor to ascertain the use of Section 3 businesses in all contracts and/or subcontracts during our reporting period.

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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) or the number of new hires utilized on the Section 3 covered project (columns B, C 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 two copies of this report to the local HUD Field Office. 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 forwarding the Section 3 report.

1. Recipient: Enter the name and address of the recipient submitting the 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.

Submit two (2) copies of this report to the HUD Field Office of Fair Housing and Equal Opportunity, Program Operations and Compliance Center Director, at the same time the performance report is submitted to the program office. For those programs where such a report is not required, the Section 3 report is submitted by January 10. Include only contracts executed during the reporting period specified in Item 8. PHAs/HAs 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 per centum of the median income for the area, as determined by the Secretary, with adjustments for

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

9. Program Name: Enter the name of the 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: 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: 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: Enter the number of Section 3 residents that were employed and 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

smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum 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 per centum of the median family 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 50 per centum 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.