PURPOSE:

Section 3 of the Housing and Urban Development Act of 1968 is intended to ensure that, to the extent feasible, low- and very low-income persons receive benefit in employment and related economic opportunities when such opportunities are generated by funding from the U.S. Department of Housing and Urban Development (HUD). It also specifically encourages economic opportunities for households who are recipients of government assistance for housing. The Section 3 program requires that recipients of HUD CDBG-DR funds, to the greatest extent feasible, provide (a) employment and training and (b) contracting opportunities for low- or very-low income residents in connection with construction projects in their neighborhoods.

This amendment specifically excludes the following CDBG-DR programs from Section 3 reporting requirements, based on HUD’s directive that Section 3 does not apply to private beneficiaries:

- Reconstruction, Rehabilitation, Elevation and Mitigation Program (Pathway B applicants ONLY)
- Landlord Rental Repair Program
- Grants/Forgivable Loans to Small Businesses
- Direct Loans for Small Businesses
- LMI Homeowners Program
I. SECTION 3 APPLICABILITY

Projects for which Section 3 Compliance is Required

Section 3 is triggered when the award of CDBG-DR funds for new construction and rehabilitation projects creates the need for new employment, contracting, or training opportunities.

Section 3 requirements that apply to CDBG-DR Programs:

- Section 3 applies to the State of New Jersey, as recipient of HUD funding, as well as to subrecipients receiving HUD funding exceeding $200,000. Whenever any portion of HUD funding is invested into projects involving housing construction, demolition or rehabilitation, commercial/private improvements for economic development, or other public construction (e.g., roads, sewers, community centers, and public facilities), the requirements of Section 3 may apply, based on the guidance provided below.

Section 3 requirements that apply to CDBG-DR Projects:

In conjunction with construction activity, Section 3 applies to projects that are fully or partially funded with CDBG-DR assistance, including projects that are financed in conjunction with state, local or private matching or leveraged funds, provided that the Section 3 monetary threshold requirements are met. In particular:

- In conjunction with construction activities, Section 3 applies to contractors or subcontractors that receive contracts in excess of $100,000 for Section 3 covered projects/activities. Once it is determined that Section 3 applies to a project, the requirements apply to all contracts for construction work arising in connection with that project exceeding $100,000, including those not funded with CDBG-DR assistance. Contractors or subcontractors are required to comply with the Section 3 regulations in the same manner as the State; and

- “Section 3 covered contract” includes professional service contracts, provided that the work to be performed is generated by the expenditure of funds in furtherance of Section 3 covered work (e.g., housing construction, housing rehabilitation and other public...
construction), arising in connection with construction projects. Professional service contracts that may constitute Section 3 “covered contracts” include construction contract oversight, engineering, architectural, environmental and property evaluation, construction progress and construction draw inspection and prevailing wage labor compliance.

- Direct beneficiaries (i.e. homeowners, landlords and businesses) are not responsible for meeting Section 3 requirements, as outlined in the bullets above.

The regulations should not be construed to mean that recipients are required to hire Section 3 residents or award contracts to Section 3 businesses other than what is needed to complete covered projects and activities. If the expenditure of funding for an otherwise covered project and activity does not result in new employment, contracting, or training opportunities, reporting is still required. Recipients are not required to hire or enter into contracts with Section 3 residents or business concerns simply to meet the Section 3 goals, as anyone selected for contracting or employment opportunities must meet the qualifications for the job/contract being sought.

DCA will apply Section 3 criteria and standards to “covered activities” within the following programs:

- Reconstruction, Rehabilitation, Elevation and Mitigation Program (RREM Pathway C ONLY);
- Restoration of Multi-family Housing;
- Neighborhood Enhancement (Blight Reduction Pilot) Program;
- Special Needs Housing Program;
- Neighborhood and Community Revitalization Program.
- Lead Hazard Reduction
- Energy Resiliency Bank
- Flood Hazard Risk Reduction
- Blue Acres Buyout

Section 3 is not implicated by the remaining CDBG programs detailed in the Action Plan. Descriptions of these programs can be found within the Action Plan submitted to HUD by the State of New Jersey (http://www.state.nj.us/dca/divisions/sandyrecovery/action/).
Notably as to the RREM program, Section 3 requirements apply not only to the general construction contractors and subcontractors in the RREM construction pool, but also to the RREM contract construction managers. Section 3 also applies to the contractors hired to assist subrecipients in managing construction-related tasks.

II. SECTION 3 GOALS

The State, its subrecipients and partners will attempt to meet the Section 3 HUD numerical goals found at 24 CFR Part 135.30:

- Thirty percent (30%) of the aggregate number of new hires are Section 3 residents;
- Ten percent (10%) of the total dollar amount of all covered construction contracts are awarded to Section 3 business concerns; and
- Three percent (3%) of the total dollar amount of all covered non-construction contracts are awarded to Section 3 business concerns. Non-construction contracts may include, but not be limited to, accounting, payroll, bookkeeping, purchasing, data processing, marketing, printing, environmental, architectural/engineering, and related.

When the State awards CDBG-DR funds to units of local government, nonprofit organizations, subrecipients or other funded entities, the State will require that the minimum numerical goals set forth at 24 CFR Part 135.30 be met for all covered projects or programs. The State will inform its subrecipients and other funded entities of the requirements of Section 3, assist them and their contractors with achieving compliance, and monitor their performance with respect to the Section 3 objectives and requirements.

III. SECTION 3 DEFINITIONS

Section 3 Residents

A “Section 3 resident” is: 1) a public housing resident; or 2) a low- or very low-income person,
as further defined, residing in the metropolitan statistical area or non-metropolitan county in which federal funds that implicate Section 3 are expended. HUD established for CDBG-DR in response to Superstorm Sandy that an individual is eligible to be considered a “Section 3 resident” if the annual wages or salary of the person is at, or under, 80% Area Median Income (“AMI”) for a one-person family for the jurisdiction. Local income limits can be obtained from the Department of Community Affairs – Sandy Recovery Unit.

The State recognizes the importance of ensuring that low- and very-low income residents’ benefit from CDBG-DR projects built in their communities. Therefore, contractors are likewise expected to demonstrate, through their implementation actions, that Section 3 eligible residents are included in their hiring goals and are indeed beneficiaries of hiring policies and practices.

Where possible, priority consideration will be given to (in the following order):

- Section 3 residents who live in the neighborhood of the project;
- Participants in HUD Youthbuild programs; and
- Other Section 3 residents, including residents of the metropolitan area or non-metropolitan county.
Section 3 Business Concerns

A Section 3 eligible business concern is a business that can provide evidence it meets one of the following:

- 51 percent (51%) or more of the business is owned by Section 3 residents; or
- At least thirty percent (30%) of the business ‘full-time employees include persons that are currently Section 3 residents, or within three (3) years of the date of first employment with the business concern were Section 3 residents; or
- Evidence, as required, of a commitment by the business to subcontract in excess of twenty-five percent (25%) of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications in the above two paragraphs.

Where possible, priority consideration will be given to the following businesses (in the following order):

- Section 3 business concerns that provide economic opportunities for Section 3 residents in the neighborhood of the project;
- Applicants selected to carry out HUD Youthbuild programs; and
- Other Section 3 businesses.

IV. SECTION 3 HIRING POLICY

Under the State’s Section 3 Policy, subrecipients and other funded entities, including contractors and subcontractors, are contractually obligated to:

1. Conduct aggressive employment outreach to community-based agencies such as community action agencies (Appendix 8), local Housing Authorities (Appendix 9) and Youthbuild Organizations (Appendix 10) for all new hires.

2. Accept and give preferential employment consideration to referred Section 3 eligible residents who are qualified for the positions available.
3. Provide appropriate employment outreach signage at the project site and throughout the project area to inform low- and very-low neighborhood residents of employment opportunities.

4. Distribute employment outreach flyers throughout the project community and with community based organizations, Housing Authorities and Youthbuild organizations regarding employment opportunities.

5. Contact local Workforce Investment Boards (WIB) to market the availability of jobs. The WIBs may be found at: http://www.njsetc.net/njsetc/localwib/what/find/

The State, its subrecipients and other funded entities, including contractors and subcontractors must certify low- and very-low income persons as “Section 3 eligible. “Appendix 3” provides a sample certification form. These requirements will also apply to any funded entities, such as “construction contract managers” who are engaged to oversee and manage any CDBG-DR funded projects that are considered “Section 3 covered contracts.”

V. SECTION 3 BUSINESS OPPORTUNITY POLICY

The State is committed to ensuring that designated Section 3-eligible business concerns derive economic benefit from HUD-assisted projects built in their communities. Subrecipients and other funded entities, including contractors and subcontractors are likewise expected to demonstrate that Section 3 certified business concerns are included in the contracting goals and are economic beneficiaries of business and procurement policies and practices. Section 3 eligible business concerns must be given priority in contracting for appropriate work.

The State of New Jersey’s Department of Transportation (DOT) maintains a Disadvantaged and Small Business Programs Unit whose mission is to promote contracting opportunities for small, socially and economically disadvantaged firms. Often, disadvantaged business enterprises will also qualify as Section 3-eligible businesses, and may also qualify as minority- or woman-owned business enterprises.

To be eligible for Disadvantaged Business Enterprise (DBE) certification, the business must be a small business as defined by the Small Business Administration standards, and be 51% owned, and controlled by, one or more socially and economically disadvantaged individuals, based on
SBA standards and definitions. Further, per U.S. Small Business Administration guidelines, African Americans, Hispanics, Native Americans, Asian-Pacific Islanders, Subcontinent Asian Americans and women are presumed to be socially and economically disadvantaged.

Application processes and materials for businesses wishing to qualify as Disadvantaged Business Enterprises may be accessed at http://www.state.nj.us/transportation/business/civilrights/dbe.shtm

The State, its subrecipients and other funded entities, including contractors and subcontractors are strongly encouraged to make contracting opportunities (both construction and non-construction) available to Section 3-qualifying DBEs.

The New Jersey Department of Transportation maintains the New Jersey Unified Certification Program Directory, through which potential Section 3-qualifying businesses may be contacted and provided the opportunity to bid or otherwise respond to requests for proposal, requests for qualifications, bid on contracts, and/or be identified as subcontractors by contractors seeking to meet the Section 3 numeric goals. The directory can be searched by business name, business description (i.e., “lead-based paint abatement”), SIC or NAICS Code, specialty code, or NGIP code. The directory may be accessed on-line at http://www.njucp.net/

In addition to utilizing the DBE directory, the State, its subrecipients and other funded entities, including contractors and subcontractors will also be encouraged to provide information regarding Section 3 employment and training opportunities through outreach to local, state and county organizations. (See Appendix 8 – List of Organizational Resources).

The State, its subrecipients and other funded entities, including contractors and subcontractors must document outreach efforts related to Section 3-eligible business concerns. The State, its subrecipients and other funded entities, including contractors and subcontractors must also certify businesses/subcontractors as “Section 3 eligible.” See Appendix 4 for a certification to be submitted by a business indicating its Section 3 status. Further, as a condition for receiving an award, each subrecipient must sign a Section 3 Certification, if such award exceeds $200,000 (Appendix 5).
VI. REQUIRED CONTRACT LANGUAGE AND CERTIFICATION OF BIDDER(S)

The State, its subrecipients, other funded entities and covered contractors are required to notify potential contractors/subcontractors of the Section 3 requirements, and must incorporate the Section 3 clause in all solicitations and contracts (Appendix 1). Further, for covered contracts exceeding $100,000, the State, its subrecipients and/or those contractors contracting directly with an agency or authority of the state must obtain the certification of bidder (Appendix 6).

VII. ADDITIONAL OUTREACH AND TRAINING EFFORTS

The State also recognizes that outreach, training and education are critical components of a successful Section 3 strategy. Examples of such activities, as well as examples of Section 3 approaches, are described in Appendix 2.

VIII. DOCUMENTING SECTION 3 EFFORTS

The State will complete and submit quarterly reports on Section 3 projects using the HUD Form 600002 (See Appendix 7 for report form). The State will require its subrecipients and other funded entities, including contractors, to complete and submit quarterly reports on Section 3 projects using the HUD Form 600002. Reports will be due within one week of the end of each calendar quarter. Reports shall be submitted to:

Department of Community Affairs
Sandy Recovery Division
Monitoring and Compliance Office – 6th Floor
101 S. Broad Street
Trenton, New Jersey 08625-0800

The State will submit the annual Section 3 report to HUD. All reports shall be submitted on HUD Form 60002. An additional copy of the annual HUD Form 60002 will be submitted to FHEO at the time of the CAPER submission.

The State will take steps to receive and maintain records to document compliance with the Section 3 program objectives. Such records will include specific information and documentation
to demonstrate whether the numerical goals were met and that a subrecipient, other funded entity, including contractors and subcontractors have carried out their responsibilities properly.

IX. ENFORCEMENT – COMPLIANTS AND COMPLIANCE REVIEWS
(PURSUANT TO SECTION 135.76)

Any Section 3 resident or business may file a complaint alleging noncompliance with Section 3 by a subrecipient, other funded entity, including contractors, and subcontractors. Complaints will be investigated by the Director of the Sandy Recovery Unit or his designee; if appropriate, voluntary resolutions will be sought.

The complainant shall have appeal rights to the Secretary of the U.S. Department of Housing and Urban Development concerning any agency decision. Section 3 residents and businesses may also seek judicial relief. Complaints must be submitted to HUD within one hundred and eighty (180) days of the action or omission upon which the complaints based. Complaints are to be filed in writing to the local FHEO office or the Assistant Secretary for Fair Housing and Equal Opportunity, U.S. Department of Housing and Urban Development, 451 Seventh Street, SW, Room 5100, Washington, DC 20410-2000

A written complaint must contain:
- Name and address of the person filing the complaint;
- Name and address of the subject of complaint (HUD Recipient or Contractor);
- Description of acts or omissions in alleged violation of Section 3; and
- Statement of corrective actions sought.

Written complaints should be filed with:

Gabrielle N. Gallagher
Director, Legal and Regulatory Affairs
State of New Jersey
Department of Community Affairs
Office of the Commissioner
Upon receipt of a written complaint the Director of Legal and Regulatory Affairs will designate person(s) to investigate the specific allegations of the complaint and render a finding. If it is determined that the (subrecipient/contractor/subcontractor) has functioned in such a manner as to breach the contractual obligations of the approved Section 3 Plan, the Director of Legal and Regulatory Affairs will notify the Commissioner of the Department of Community Affairs of such findings and of the corrective measures that will be required. The Commissioner will respond to the complainant.

State’s complaint process:

Any Section 3 resident or business may file a complaint alleging noncompliance with Section 3 by a recipient, contractor, or subcontractor. Complaints will be investigated by the Director of Legal and Regulatory Affairs.

X. SCOPE OF SECTION 3 POLICY

This document describes the steps to be taken by the State, in connection with the use of CDBG funds, to comply with Section 3 of the Housing and Community Development Act of 1968 (as amended, 12 U.S.C. 1701u). For purposes of Section 3 compliance, nothing in this document should be construed to neither expand the scope of Section 3 nor constitute an agreement by the State to undertake processes or procedures beyond those required to satisfy Section 3.
Appendix 1 - Contract Clause for Covered Contracts

A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u(Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with 24 CFR Part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers’ representative of the contractor’s commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than
those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor’s obligations under 24 CFR Part 135.

F. Noncompliance with HUD’s regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).
Appendix 2 -- Additional Resources & Examples

HUD Section 3 webpage -

Section 3 Federal Register Notice

Example Efforts to Offer Training and Employment

**Opportunities to Section 3 Residents**

- Entering into "first source" hiring agreements with organizations representing Section 3 residents.

- Sponsoring a HUD-certified "Step-Up" employment and training program for Section 3 residents.

- Establishing training programs, which are consistent with the requirements of the Department of Labor, for public and Indian housing residents and other Section 3 residents in the building trades.

- Advertising the training and employment positions by distributing flyers (which identify the positions to be filled, the qualifications required, and where to obtain additional information about the application process) to every occupied dwelling unit in the housing development or developments where category 1 or category 2 persons (as these terms are defined in Sec. 135.34) reside.

- Advertising the training and employment positions by posting flyers (which identify the positions to be filled, the qualifications required and where to obtain additional information about the application process) in the common areas or other prominent areas of the housing development or developments. For Housing Authorities, post such advertising in the housing development or developments where category 1 or category 2 persons reside; for all other recipients, post such advertising in the housing development or developments and transitional housing in the neighborhood or service area of the Section 3 covered project.
Contacting resident councils, resident management corporations, or other resident organizations, where they exist, in the housing development or developments where category 1 or category 2 persons reside, and community organizations in HUD assisted neighborhoods, to request the assistance of these organizations in notifying residents of the training and employment positions to be filled.

Sponsoring (scheduling, advertising, financing or providing in-kind services) a job informational meeting to be conducted by a Housing Authority or contractor representative or representatives at a location in the housing development or developments where Category 1 or Category 2 persons reside or in the neighborhood or service area of the Section 3 covered project.

Arranging assistance in conducting job interviews and completing job applications for residents of the housing development or developments where Category 1 or Category 2 persons reside and in the neighborhood or service area in which a Section 3 project is located.

Arranging for a location in the housing development or developments where Category 1 persons reside, or the neighborhood or service area of the project, where job applications may be delivered to and collected by a recipient or contractor representative or representatives.

Conducting job interviews at the housing development or developments where Category 1 or Category 2 persons reside, or at a location within the neighborhood or service area of the Section 3 covered project.

Contacting agencies administering HUD Youthbuild programs, and requesting their assistance in recruiting HUD Youthbuild program participants for the Housing Authority's or contractor's training and employment positions.

Consulting with State and local agencies administering training or workforce development programs funded through JTPA or JOBS, probation and parole agencies, unemployment compensation programs, community organizations and other officials or organizations to assist with recruiting Section 3 residents for the HA's or contractor's training and employment positions.

Advertising the jobs to be filled through the local media, such as community television networks, newspapers of general circulation, and radio advertising.
- Employing a job coordinator, or contracting with a business concern that is licensed in the field of job placement (preferably one of the Section 3 business concerns identified in 24 CFR Part 135), that will undertake, on behalf of the Housing Authority, other recipient or contractor, the efforts to match eligible and qualified Section 3 residents with the training and employment positions that the Housing Authority or contractor intends to fill.

- For a Housing Authority employing Section 3 residents directly on either a permanent or a temporary basis to perform work generated by Section 3 assistance. (This type of employment is referred to as "force account labor" in HUD's Indian housing regulations. See 24 CFR 905.102, and Sec. 905.201(a)(6).)

- Where there are more qualified Section 3 residents than there are positions to be filled, maintaining a file of eligible qualified Section 3 residents for future employment positions.

- Undertaking job counseling, education and related programs in association with local educational institutions.

- Undertaking such continued job training efforts as may be necessary to ensure the continued employment of Section 3 residents previously hired for employment opportunities.

- After selection of bidders but prior to execution of contracts, incorporating into the contract a negotiated provision for a specific number of public housing or other Section 3 residents to be trained or employed on the Section 3 covered assistance.

- Coordinating plans and implementation of economic development (e.g., job training and preparation, business development assistance for residents) with the planning for housing and community development.

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**Example Efforts to Award Contracts to Section 3 Business Concerns**

- Utilizing procurement procedures for Section 3 business concerns similar to those provided in 24 CFR Part 905 for business concerns owned by Native Americans (see Section III of this Appendix).
• In determining the responsibility of potential contractors, consider their record of Section 3 compliance as evidenced by past actions and their current plans for the pending contract.

• Contacting business assistance agencies, minority contractors associations and community organizations to inform them of contracting opportunities and requesting their assistance in identifying Section 3 businesses which may solicit bids or proposals for contracts for work in connection with Section 3 covered assistance.

• Advertising contracting opportunities by posting notices, which provide general information about the work to be contracted and where to obtain additional information, in the common areas or other prominent areas of the housing development or developments owned and managed by the Housing Authority.

• For a Housing Authority, contacting resident councils, resident management corporations, or other resident organizations, where they exist, and requesting their assistance in identifying Category 1 and Category 2 business concerns.

• Providing written notice to all known Section 3 business concerns of the contracting opportunities. This notice should be in sufficient time to allow the Section 3 business concerns to respond to the bid invitations or request for proposals.

• Following up with Section 3 business concerns that have expressed interest in the contracting opportunities by contacting them to provide additional information on the contracting opportunities.

• Coordinating pre-bid meetings at which Section 3 business concerns could be informed of upcoming contracting and subcontracting opportunities.

• Carrying out workshops on contracting procedures and specific contract opportunities in a timely manner so that Section 3 business concerns can take advantage of upcoming contracting opportunities, with such information being made available in languages other than English where appropriate.

• Advising Section 3 business concerns as to where they may seek assistance to overcome limitations such as inability to obtain bonding, lines of credit, financing, or insurance.

• Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery
 schedules in ways to facilitate the participation of Section 3 business concerns.

- Where appropriate, breaking out contract work items into economically feasible units to facilitate participation by Section 3 business concerns.

- Contacting agencies administering HUD Youthbuild programs, and notifying these agencies of the contracting opportunities.

- Advertising the contracting opportunities through trade association papers and newsletters, and through the local media, such as community television networks, newspapers of general circulation, and radio advertising.

- Developing a list of eligible Section 3 business concerns.

- For Housing Authorities participating in the "Contracting with Resident-Owned Businesses" program provided under 24 CFR Part 963.

- Establishing or sponsoring programs designed to assist residents of public or Indian housing in the creation and development of resident-owned businesses.

- Establishing numerical goals (number of awards and dollar amount of contracts) for award of contracts to Section 3 business concerns.

- Supporting businesses which provide economic opportunities to low income persons by linking them to the support services available through the Small Business Administration (SBA), the Department of Commerce and comparable agencies at the State and local levels.

- Encouraging financial institutions, in carrying out their responsibilities under the Community Reinvestment Act, to provide no or low interest loans for providing working capital and other financial business needs.

- Actively supporting joint ventures with Section 3 business concerns.

- Actively supporting the development or maintenance of business incubators which assist Section 3 business concerns.
Examples Procurement Procedures That Provide for

Preference for Section 3 Business Concerns

This Section III provides specific procedures that may be followed by recipients and contractors (collectively, referred to as the “contracting party”) for implementing the Section 3 contracting preference for each of the competitive procurement methods authorized in 24 CFR 85.36(d).

(1) Small Purchase Procedures. For Section 3 covered contracts aggregating no more than $25,000, the methods set forth in this paragraph (1) or the more formal procedures set forth in paragraphs (2) and (3) of this Section III may be utilized.

(i) Solicitation.

(A) Quotations may be solicited by telephone, letter or other informal procedure provided that the manner of solicitation provides for participation by a reasonable number of competitive sources. At the time of solicitation, the parties must be informed of:

--the Section 3 covered contract to be awarded with sufficient specificity;

--the time within which quotations must be submitted; and

--the information that must be submitted with each quotation.

(B) If the method described in paragraph (i)(A) is utilized, there must be an attempt to obtain quotations from a minimum of three (3) qualified sources in order to promote competition. Fewer than three (3) quotations are acceptable when the contracting party has attempted, but has been unable, to obtain a sufficient number of competitive quotations. In unusual circumstances, the contracting party may accept the sole quotation received in response to a solicitation provided the price is reasonable. In all cases, the contracting party shall document the circumstances when it has been unable to obtain at least three (3) quotations.

(ii) Award.

(A) Where the Section 3 covered contract is to be awarded based upon the lowest price, the contract shall be awarded to the qualified Section 3 business concern with the lowest responsive quotation, if it is reasonable and no more than ten (10%) percent higher than the quotation of the lowest responsive quotation from any qualified source. If no responsive quotation by a qualified Section 3 business
concern is within ten (10%) percent of the lowest responsive quotation from any qualified source, the award shall be made to the source with the lowest quotation.

(B) Where the Section 3 covered contract is to be awarded based on factors other than price, a request for quotations shall be issued by developing the particulars of the solicitation, including a rating system for the assignment of points to evaluate the merits of each quotation. The solicitation shall identify all factors to be considered, including price or cost. The rating system shall provide for a range of 15% to 25% of the total number of available rating points to be set aside for the provision of preference for Section 3 business concerns. The purchase order shall be awarded to the responsible firm whose quotation is the most advantageous, considering price and all other factors specified in the rating system.

(2) Procurement by sealed bids (Invitations for Bids). Preference in the award of Section 3 covered contracts that are awarded under a sealed bid (IFB) process may be provided as follows:

(i) Bids shall be solicited from all businesses (Section 3 business concerns, and non-Section 3 business concerns). An award shall be made to the qualified Section 3 business concern with the highest priority ranking and with the lowest responsive bid if that bid--

(A) is within the maximum total contract price established in the contracting party's budget for the specific project for which bids are being taken, and

(B) is not more than "X" higher than the total bid price of the lowest responsive bid from any responsible bidder. "X" is determined as follows:
If the Lowest Bid is | $100,000 | $200,000 | $300,000 | $400,000 | $500,000 | $1,000,000 | $2,000,000 | $4,000,000 | $7,000,000
---|---|---|---|---|---|---|---|---|---
At Least | N/A | 9% | 8% | 7% | 6% | 5% | 4% | 3% | 2%
But Less Than | $9,000 | $16,000 | $21,000 | $24,000 | $25,000 | $40,000 | $60,000 | $80,000 | $105,000

(ii) If no responsive bid by a Section 3 business concern meets the requirements of paragraph (2)(i) of this section, the contract shall be awarded to a responsible bidder with the lowest responsive bid.

(3) Procurement under the competitive proposals method of procurement (Request for Proposals (RFP)).

For contracts and subcontracts awarded under the competitive proposals method of procurement (24 CFR 85.36(d)(3)), a Request for Proposals (RFP) shall identify all evaluation factors (and their relative importance) to be used to rate proposals.

(i) One of the evaluation factors shall address both the preference for Section 3 business concerns and the acceptability of the strategy for meeting the greatest extent feasible requirement (Section 3 strategy), as disclosed in proposals submitted by all business concerns (Section 3 and non-Section 3 business concerns). This factor shall provide for a range of 15% to 25% of the total number of available points to be set aside for the evaluation of these two components.
The component of this evaluation factor designed to address the preference for Section 3 business concerns must establish a preference for these business concerns in the order of priority ranking as described in 24 CFR Part 135.36.

With respect to the second component (the acceptability of the Section 3 strategy), the RFP shall require the disclosure of the contractor's Section 3 strategy to comply with the Section 3 training and employment preference, or contracting preference, or both, if applicable. A determination of the contractor's responsibility will include the submission of an acceptable Section 3 strategy. The contract award shall be made to the responsible firm (either Section 3 or non-Section 3 business concerns) whose proposal is determined most advantageous, considering price and all other factors specified in the RFP.
Appendix 3 – Sample Section 3 Resident Certification Form

RESIDENT EMPLOYMENT OPPORTUNITY DATA

Eligibility for Preference

A Section 3 resident seeking the preference in training and employment provided by this part shall certify, or submit evidence to the recipient contractor or subcontractor, if requested, that the person is a Section 3 resident, as defined in 24 CFR Part 135.5. (An example of evidence of eligibility for the preference is evidence of receipt of public assistance, or evidence of participation in a public assistance program.)

Certification for Resident Seeking Section 3 Preference in Training and Employment

I, _____________________________________, am a legal resident of the _____________________________ and meet the income eligibility guidelines for a low- or very-low-income person.

My permanent address is: ________________________________________________________________

_________________________________________________________

I have attached the following documentation as evidence of my status:

☐ Copy of lease  ☐ Copy of receipt of public assistance

☐ Copy of Evidence of participation  ☐ Other evidence

____________________________________________

(Printed name)

____________________________________________

(Date)
### Section 3 Resident Certification Page 2

**SECTION 3 INCOME LIMITS**

All residents of public housing developments of the ________________ Housing Authority qualify as Section 3 residents.

Additionally, individuals residing in the ________________ (City/County) of ________________ who meet the income limits set forth below, can also qualify for Section 3 status.

A picture identification card and proof of current residency is required.

<table>
<thead>
<tr>
<th>Number in Household</th>
<th>Very Low Income</th>
<th>Low Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 individual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 individuals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 individuals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 individuals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 individuals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 individuals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 individuals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 individuals</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 4 – Sample Certification, Section 3 Business

CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3 PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY

Name of Business _______________________________________________________________

Address of Business _____________________________________________________________

Type of Business:  □ Corporation □ Partnership □ Sole Proprietorship □ Joint Venture

Attached is the following documentation as evidence of status:

For Business claiming status as a Section 3 resident-owned enterprise:

☐ Copy of resident lease

☐ Copy of evidence of participation in a public assistance program

☐ Copy of receipt of public assistance

☐ Other evidence

For business entity as applicable:

☐ Copy of Articles of Incorporation

☐ Certificate of Good Standing

☐ Assumed Business Name Certificate

☐ Partnership Agreement

☐ List of owners/stockholders and % ownership of each

☐ Corporation Annual Report

☐ Latest Board minutes appointing officers

☐ Organization chart with names and titles and brief function statement

☐ Additional documentation

For business claiming Section 3 status by subcontracting 25 percent of the dollar awarded to qualified Section 3 business:

☐ List of subcontracted Section 3 business(es) and subcontract amount

For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:

☐ List of all current full-time employees

☐ List of employees claiming Section 3 status

☐ PHA/IHA Residential lease less than 3 years from date of employment

☐ Other evidence of Section 3 status less than 3 years from day of employment

☐ Other evidence

☐ Additional documentation
Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

- [ ] Current financial statement
- [ ] Statement of ability to comply with public policy
- [ ] List of owned equipment
- [ ] List of all contracts for the past two years

______________________________  (Corporate Seal)

Authorizing Name and Signature

Attested by: ____________________________
Appendix 5 - Section 3 Certification for Subrecipients Receiving More than $200,000

Certification Regarding Section 3 of the Housing and Urban Development Act of 1968, 24 CFR Part 135

In accordance to Section 3 requirements for awards exceeding $200,000, the undersigned certifies, to the best of his or her knowledge that as an applicant, this agency or its key employees:

- Will ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

- Will ensure that notices about funding availability and for competitively awarded assistance involving housing rehabilitation, construction or other public construction, where the amount awarded exceeds $200,000, the notice must include a statement that one of the purposes of the assistance is to give job training, employment, contracting and other economic opportunities to Section 3 residents and Section 3 business concerns. In addition, if the above threshold is met the requirements also apply to contractor and subcontractor contracts that exceed $100,000 (see “HUD Section 3” section of the Small Cities Program Handbook at http://www.nj.gov/dca/divisions/dhcr/offices/cdbg.html).

- Will ensure the use of the Section 3 clause in all covered contracts

- Will collect information, document actions taken and submit cumulative reports at least annually while the program is underway as required by the NJ CDBG-DR Sandy Recovery Division.
The applicant agrees that by submitting this certification, it will obtain from all its sub-grantees and contractors a certification that includes paragraphs (a) to (d) above as required.

<table>
<thead>
<tr>
<th>Name of Agency:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name and Title of Official Signing for Agency:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of the Above Official: Date Signed:</th>
</tr>
</thead>
</table>

Date Signed:
Appendix 6 – Certification of Bidder

CERTIFICATION OF BIDDER REGARDING
SECTION 3 AND SEGREGATED FACILITIES

Name of Prime Contractor: __________________________

Project Name: ____________________________________

The undersigned hereby certifies that

(a) Section 3 provisions are included in the Contract.

(b) If contract equals or exceeds $100,000, HUD form 60002 will be submitted within one week of the end of each calendar quarter, as well as with the final pay estimate.

(c) No segregated facilities will be maintained.

__________________________________
Signature

__________________________________
Name & Title of Signer (Print or Type)

__________________________________
Date
<table>
<thead>
<tr>
<th>SUBJECT:</th>
<th>Section 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUMBER:</td>
<td>2.10.22</td>
</tr>
<tr>
<td>EFFECTIVE:</td>
<td>June 2013</td>
</tr>
<tr>
<td>AMENDED:</td>
<td>May 2014</td>
</tr>
<tr>
<td>AMENDED:</td>
<td>November 2014</td>
</tr>
</tbody>
</table>

**Appendix 7 – HUD Form 600002**

# Section 3 Summary Report

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

See back of page for Public Reporting Burden statement.

1. Recipient Name & Address: (street, city, state, zip)
2. Federal Identification: (contract/award no.)
3. Dollar Amount of Award:
4. Contact Person:
5. Phone: (include area code)
6. Reporting Period:
7. Date Report Submitted:
8. Program Code: 
9. Program Name:

## Part I: Employment and Training

**includes New Hires in columns E & F.**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E**</th>
<th>F**</th>
</tr>
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<tbody>
<tr>
<td>Job Category</td>
<td>Number of New Hires</td>
<td>Number of New Hires that are Sec. 3 Residents</td>
<td>% of Aggregates</td>
<td>Number of Total Staff Hours for Section 3 Employees and Trainees</td>
<td>Number of Section 3 Employees and Trainees</td>
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<tr>
<td>Professionals</td>
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</tr>
<tr>
<td>Technicians</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office/Clerical</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction by Trade (List)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Trade</td>
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<td>Trade</td>
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<td>Other (List)</td>
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<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

*Program Codes*

1 = Flexible Subsidy
2 = Section 202/8H
3 = Public/Indian Housing
4 = Homeless Assistance
5 = HOME
6 = HOME-State Administered
7 = CDBG-Entitlement
8 = CDBG-State Administered
9 = Other CD Programs
10 = Other Housing Programs
**Part II: Contracts Awarded**

<table>
<thead>
<tr>
<th>1. Construction Contracts:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Total dollar amount of all contracts awarded on the project</td>
<td>$</td>
</tr>
<tr>
<td>B. Total dollar amount of contracts awarded to Section 3 businesses</td>
<td>$</td>
</tr>
<tr>
<td>C. Percentage of the total dollar amount that was awarded to Section 3 businesses</td>
<td>%</td>
</tr>
<tr>
<td>D. Total number of Section 3 businesses receiving contracts</td>
<td></td>
</tr>
</tbody>
</table>

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

**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 in 24 CFR Part 195. 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 recipient 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 806(a)(3) 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.
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 expanded 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 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. Data Report Submitted: Enter the appropriate data.

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/HAAs are to report all contracts/subcontracts.

* The terms “low-income persons” and “very low-income persons” have the same meanings given 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 family size in the area as determined by the Secretary; very low-income persons mean families (including single persons) whose incomes do not exceed 50 percent of the median income for the family size in the area as determined by the Secretary; smaller and larger families, except that the Secretary may establish income ceilings for or lower than 80 percent of the median for the area on the basis of the Secretary’s findings that such variations are necessary because of prevailing levels of construction costs or unusually high- or low-income families. Very low-income families mean low-income families (including single persons) whose incomes do not exceed 50 percent of the median family income for the area, as determined by the Secretary. Non-Construction Contracts

Item A: Enter the total dollar amount of contracts awarded on the contract/program. Item B: Enter the total dollar amount of contracts connected with this contract/program that were awarded to Section 3 businesses. Item C: Enter the percentage of the total dollar amount of contracts connected with this contract/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 contract/program. Item B: Enter the total dollar amount of contracts connected with this contract awarded to Section 3 businesses. Item C: Enter the percentage of the total dollar amount of contracts connected with this contract/program awarded to Section 3 businesses. Item D: Enter the number of Section 3 businesses receiving awards. Part III: Summary of Efforts - Self-explanatory
Appendix 8 – List of Organizational Resources

**ATLANTIC, CAPE MAY COUNTIES**

**Atlantic Human Resources**
One South New York Avenue – Suite 303
Atlantic City, NJ 08401

**Executive Director:** Joseph E. Gaynor
Telephone Number: (609) 348-4132
Facsimile Number: (609) 345-5750

**BERGEN COUNTY**

**Bergen County Community Action Program**
241 Moore Street
Hackensack, NJ 07601

**Executive Director:** Robert Halsch
Telephone Number: (201) 342-5189
Facsimile Number: (201) 342-9339

**BURLINGTON COUNTY**

**Burlington County Community Action Program, Inc.**
718 Route 130 South
Burlington, NJ 08016

**Executive Director:** Silas Townsend, Ph.D.
Telephone Number: (609) 386-5800
Facsimile Number: (609) 386-7380

**CAMDEN COUNTY**

**Camden Council on Economic Opportunity**
538 Broadway
Camden, NJ 08103

**Executive Director:** Arnold Byrd
Telephone Number: (856) 964-6887
Facsimile Number: (856) 964-0428

**CUMBERLAND, GLOUCESTER & SALEM COUNTIES**

**Tri-County Community Action Agency**
110 Cohansey Street
Bridgeton, NJ 08302

**President/CEO:** Albert Kelly
Telephone Number: (856) 451-6330
Facsimile Number: (856) 455-7288

**ESSEX COUNTY**

**Essex County, excluding the city of Newark**
Essex County Division of Community Action
50 South Clinton Street
East Orange, NJ 07018

**Division Director:** Benjamin Amos
Telephone Number: (973) 395-8350
Facsimile Number: (973) 395-8433

**City of Newark / United Community Corporation**
31 Fulton Street
Newark, NJ 07102

**Executive Director:** Craig Rogers
Telephone Number: (973) 642-0181
Facsimile Number: (973) 621-5453
<table>
<thead>
<tr>
<th>Hudson County</th>
<th>Executive Director/Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>City of Bayonne</strong></td>
<td>Executive Director: Eleanor Tiefenwerth</td>
</tr>
<tr>
<td>Bayonne Economic Opportunity Foundation</td>
<td>Telephone Number: (201) 437-7222</td>
</tr>
<tr>
<td>555 Kennedy Boulevard / P.O. Box 1032</td>
<td>Facsimile Number: (201) 437-2810</td>
</tr>
<tr>
<td>Bayonne, NJ 07002</td>
<td></td>
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<tr>
<td><strong>City of Jersey City</strong></td>
<td>Director: Darice Bell</td>
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<tr>
<td>Jersey City Division of Community Development</td>
<td>Telephone Number: (201) 547-6910</td>
</tr>
<tr>
<td>30 Montgomery Street – Room 404</td>
<td>Facsimile Number: (201) 220-3803</td>
</tr>
<tr>
<td>Jersey City, NJ 07302</td>
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<tr>
<td><strong>North Hudson Community Action Corporation</strong></td>
<td>President/CEO: Christopher F. Irizarry</td>
</tr>
<tr>
<td>Hudson County excluding cities of Bayonne, Hoboken and Jersey City</td>
<td>Telephone Number: (201) 866-2388</td>
</tr>
<tr>
<td>Broadway</td>
<td>Facsimile Number: (201) 330-3803</td>
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<tr>
<td>West New York, NJ 07093</td>
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<tr>
<td><strong>City of Hoboken</strong></td>
<td>Executive Director: Ora Welch</td>
</tr>
<tr>
<td>Hoboken Organization Against Poverty &amp; Economic Stress (HOPES)</td>
<td>Telephone Number: (201) 656-3713</td>
</tr>
<tr>
<td>124 Grand Street</td>
<td>Facsimile Number: (201) 653-8213</td>
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<tr>
<td>Hoboken, NJ 07030</td>
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</tr>
</tbody>
</table>

**HUNTERDON, MORRIS, SUSSEX & WARREN COUNTIES**

| North Jersey Community Action Program          | Executive Director: Terry Newhard                          |
| 350 Marshall Street                            | Telephone Number: (908) 454-7000                           |
| Phillipsburg, NJ 08865                         | Facsimile Number: (908) 859-0729                           |

**MERCE COUNTY**

| Mercer County Division of Community Services   | Program Director: Michael Mattaliano                       |
| Mercer County excluding city of Trenton        | Telephone Number: (609) 989-6964                           |
| County Administration Building                 | Facsimile Number: (609) 989-6032                           |
| 640 South Broad Street                         |                                                            |
| Trenton, NJ 08611                              |                                                            |
| **New Jersey Association on Corrections**      | Executive Director: James Hemm                             |
| 986 South Broad Street                         | Telephone Number: (609) 396-8900                           |
| Trenton, NJ 08611                              | Facsimile Number: (609) 396-8999                           |
| **United Progress, Incorporated**              | Executive Director: Leslie Dona                            |
| City of Trenton                                | Telephone Number: (609) 392-2161                           |
| 162 West State Street / P.O. Box 10            | Facsimile Number: (609) 392-2166                           |
| Trenton, NJ 08601                              |                                                            |
### MIDDLESEX COUNTY

**Puerto Rican Action Board**  
90 Jersey Avenue  
New Brunswick, NJ 08901  
**Executive Director:** Mario Vargas  
**Telephone Number:** (732) 828-4510  
**Facsimile Number:** (732) 828-4546

**Jewish Renaissance Foundation**  
149 Kearney Avenue  
Perth Amboy, NJ 08861  
**CEO:** Alexandra Mansonet-Cross  
**Telephone:** 732.324.2114  
**Facsimile Number:** 732.324.0256

### MONMOUTH

**Check-Mate, Inc.**  
910 Fourth Avenue  
Asbury Park, NJ 07712  
**Executive Director:** Georgia Berry  
**Telephone Number:** (732) 774-3100  
**Facsimile Number:** (732) 774-3220

### OCEAN COUNTY

**Ocean Community for Economic Action Now, Inc.**  
40 Washington Street - P.O. Box 1029  
Toms River, NJ 08754  
**Executive Director:** Theodore Gooding  
**Telephone Number:** (732) 244-2333  
**Facsimile Number:** (732) 349-4227

### PASSAIC COUNTY

**Passaic County Human Services**  
Passaic County excluding cities of Paterson and Passaic  
401 Grand Street – Room 417  
Paterson, NJ 07505  
**Director of Human Services:** Pamela Owen  
**Telephone Number:** (973) 881-4278  
**Facsimile Number:** (973) 881-2733

**Paterson Task Force for Community Action, Incorporated**  
City of Paterson  
9 Colt Street  
Paterson, NJ 07505  
**Executive Director:** Rev. Ronald Tuff  
**Telephone Number:** (973) 279-2333  
**Facsimile Number:** (973) 279-2334

**United Passaic Organization**  
City of Passaic  
41 Myrtle Avenue  
Passaic, NJ 07055  
**Executive Director:** Ed Lyons  
**Telephone Number:** (973) 472-2478  
**Facsimile Number:** (973) 472-5474
## SOMERSET COUNTY

**Somerset County Action Program**  
429 Lewis Street / P.O. Box 119  
Somerset, NJ 08875-0119  

**Executive Director:** Isaac Dorsey  
Telephone Number: (732) 846-8888  
Facsimile Number: (732) 846-7569

## UNION COUNTY

**Plainfield Action Services**  
City of Plainfield  
510 Watchung Avenue  
Plainfield, NJ 07060  

**Executive Director:** Al Restaino  
Telephone Number: (908) 753-3233  
Facsimile Number: (908) 753-3540

**Union County Department of Human Services**  
Union County Administration Building – 4th Fl.  
Division of Planning  
Elizabeth, NJ 07207  

**Director:** Trisha Stone  
Telephone Number: (908) 558-2290  
Facsimile Number: (908) 558-2562

## STATEWIDE

**New Jersey Community Action Association**  
227 East Hanover Street  
Trenton, NJ 08608  

**CEO:** Wayne R. Griffith  
Telephone Number: (609) 392-1110  
Facsimile Number: (609) 392-1397

**Comite de Apoyo a los Trabajadores**  
Agricolas (CATA)  
4 South Delsea Drive / P.O. Box 510  
Glassboro, NJ 08028  

**Executive Director:** Nelson Carrasquillo  
Telephone Number: (856) 881-2507  
Facsimile Number: (856) 881-2027

**The African-American Chamber of Commerce of New Jersey**  
110 West State Street, Suite 3B  
Trenton, NJ 08608  
(609) 571-1620

**The Statewide Hispanic Chamber of Commerce of New Jersey**  
One Gateway Center, Suite 2409  
Newark, NJ 07102  
(973) 900-5886

**The New Jersey Chamber of Commerce**  
216 West State Street  
Trenton, NJ 08608  
(609) 989-7888
Appendix 9 - Housing Authorities

Asbury Park HA
Phone: (732)774-2660
Fax: (732)774-0643
1000 1/2 3rd Avenue
Asbury Park
NJ 07712

Atlantic City Housing Authority
Phone: (609)344-1107
Fax: (609)344-1015
227 N Vermont Avenue
Atlantic City
NJ 08401

Bayonne HA
Phone: (201)339-8700
Fax: (201)339-1766
549 Avenue A
PO Box 277
Bayonne
NJ 07002

Berkeley HA
Phone: (732)269-2312
Fax: (732)269-7709
44 Frederick Drive
Bayville
NJ 08721

Belmar HA
Phone: (732)681-1795
Fax: (732)530-1739
710 8th Avenue
Belmar
NJ 07719

Warren County HA
Phone: (908)475-3989
Fax: (908)475-8637
415 Front Street
Belvidere
NJ 07823

Beverly HA
Phone: (609)387-0250
Fax: (609)387-7349
100 Magnolia Street
Beverly
NJ 08010

Bloomfield HA
Phone: (973)680-4035
Fax: (973)680-4510
1 Municipal Plaza
Room 200
Bloomfield
NJ 07003
SUBJECT: Section 3

NUMBER: 2.10.22  EFFECTIVE: June 2013
AMENDED: May 2014
AMENDED: November 2014

SANDY CDBG-DR  PAGE 39 OF 51

Boonton HA
Phone: (973)335-0846  125 Chestnut Street
Fax: (973)335-0955  Boonton
NJ 07005

Brick HA
Phone: (732)920-9400  165 Chambers Bridge Road
Fax: (732)920-7604  Brick Town
NJ 08723

Bridgeton HA
Phone: (856)451-4454  110 E. Commerce Street
Fax: (856)451-0226  Bridgeton
NJ 08302

Burlington HA
Phone: (609)386-0246  800 Walnut Street
Fax: (609)386-2465  Burlington
NJ 08016

Camden HA
Phone: (856)968-2700  2021 Watson Street
Fax: (856)964-8610  2nd Floor
Camden
NJ 08105

Cape May HA
Phone: (609)884-8703  639 Lafayette Street
Fax: (609)884-9028  Cape May
NJ 08204

Carteret HA
Phone: (732)541-6800  96 Roosevelt Avenue
Fax: (732)541-2867  Carteret
NJ 07008

Cherry Hill HA
Phone: (856)432-8706  820 Mercer Street
Fax: (856)661-4746  PO Box 5002
Cherry Hill
NJ 08034
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<td>(856)784-1134</td>
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<td>(201)941-0655</td>
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<td>(973)470-5846</td>
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<td>(856)854-1077</td>
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<td>(856)845-4959</td>
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<td>Dover HA</td>
<td>(973)361-9444</td>
<td>(973)361-6204</td>
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<td>(973)766-8896</td>
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<td>(201)943-6000</td>
<td>(201)943-0416</td>
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<td>(908)561-2525</td>
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STATE OF NEW JERSEY ● DEPARTMENT OF COMMUNITY AFFAIRS

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Elizabeth HA
Phone: (908)965-2400
Fax: (908)965-0026
688 Maple Avenue
Elizabeth
NJ 07202

Union County HA
Phone: (908)527-4227
Fax: (908)352-3980
1 Elizabethtown Plaza 5th Floor
Administration Building
Elizabeth
NJ 07207

Englewood HA
Phone: (201)871-3451
Fax: (201)871-5908
111 West Street
Englewood
NJ 07631

Bergen County HA
Phone: (201)569-7454
Fax: (201)569-8074
25 Rockwood Place
Suite 205
Englewood
NJ 07631

Hunterdon County HA
Phone: (908)788-1336
Fax: (908)806-4896
PO Box 2900
Flemington
NJ 08822

Florence HA
Phone: (609)499-0575
Fax: (609)499-0888
620 W. Third & Eyre Street
Florence
NJ 08518

Fort Lee HA
Phone: (201)947-7400
Fax: (201)947-9710
1403 Teresa Drive
Fort Lee
NJ 07024

Cec
Phone: (732)780-1175
Fax: (732)780-8977
11 Spring Street
Freehold
NJ 07728

CSPNJ
Phone: (732)780-1175
Fax: (732)780-8977
11 Spring Street
Freehold
NJ 07728
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<td>Monmouth County</td>
<td>(732)431-6027, (732)431-6267</td>
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<td>Freehold HA</td>
<td>(732)462-2421, (732)409-7075</td>
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<td>Garfield HA</td>
<td>(973)340-4170, (973)772-7804</td>
<td>71 Daniel P Conte Court</td>
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<td>(856)881-5211, (856)696-0481</td>
<td>737 Lincoln Blvd.</td>
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<td>(856)456-5772, (856)456-6894</td>
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<td>(201)861-0900, (201)861-4521</td>
<td>6900 Broadway</td>
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<td>Hackensack HA</td>
<td>(201)342-4280, (201)342-5044</td>
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<td>Hamilton Township HA</td>
<td>(609)890-3675, (609)890-3532</td>
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<td>Harrison HA</td>
<td>(973)483-1488, (973)483-4277</td>
<td>Harrison &amp; Schuyler Avenue</td>
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SANDY CDBG-DR

Highland Park HA
Phone: (732)572-4420
Fax: (732)985-6485
242 S 6th Avenue
Highland Park
NJ 08904

Highlands HA
Phone: (732)872-2022
Fax: (732)291-8743
215 Shore Drive
Highlands
NJ 07732

Hightstown HA
Phone: (609)448-2268
Fax: (609)426-9440
131 Rogers Avenue
Hightstown
NJ 08520

Hoboken HA
Phone: (201)798-0370
Fax: (201)798-0164
400 Harrison Street
Hoboken
NJ 07030

Irvington HA
Phone: (973)375-2121
Fax: (973)375-4581
101 Union Avenue
Irvington
NJ 07111

Jersey City Episcopal CDC
Phone: (201)209-9301
Fax:
779 Bergen Avenue
Jersey City
NJ 07306

Jersey City Housing Authority
Phone: (201)706-4601
Fax: (201)706-4802
400 U.S. Highway #1 (Marion Gardens)
Building #7
Jersey City
NJ 07306

Keansburg HA
Phone: (732)787-6151
Fax: (732)787-5204
Church
Keansburg
NJ 07734

Lakewood Housing Authority
Phone: (732)364-1300
Fax: (732)367-3299
317 Sampson Avenue
Lakewood
NJ 08701
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Lakewood Rap
Phone: (732)367-0660
Fax: (732)367-6645
600 West Kennedy Boulevard
PO Box 856
Lakewood
NJ 08701

Linden Housing Authority
Phone: (908)298-3820
Fax: (908)298-6990
1601 Dill Avenue
Linden
NJ 07036

Lodi Housing Authority
Phone: (973)470-3850
Fax: (973)778-1429
50 Brookside Avenue
Lodi
NJ 07644

Long Branch HA
Phone: (732)222-3747
Fax: (732)222-7501
Garfield Court
Long Branch
NJ 07740

Madison HA
Phone: (973)377-0258
Fax: (973)377-5237
24 Central Avenue
Madison
NJ 07940

Manville HA
Phone: (908)725-8943
Fax: (908)231-0955
325 Main Street
Manville
NJ 08835

Middletown Housing Authority
Phone: (732)671-2990
Fax: (732)671-4828
1 Oakdale Drive
Middletown
NJ 07748

Millville HA
Phone: (856)825-8860
Fax: (856)825-5283
1153 Holly Berry Lane
PO Box 803
Millville
NJ 08332
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<td>(856)697-4852, (856)697-2642</td>
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<td>Minotola, NJ 08341</td>
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<td>Montclair HA</td>
<td>(973)509-4936, (973)509-4946</td>
<td>205 Claremont Avenue</td>
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<td>Montclair, NJ 07042</td>
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<td>Morristown HA</td>
<td>(973)292-4186, (973)292-4156</td>
<td>31 Early Street</td>
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<td>Morristown, NJ 07960</td>
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<td>Morris County HA</td>
<td>(973)540-0389, (973)540-1914</td>
<td>99 Ketch Road</td>
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<td>Burlington County HA</td>
<td>(609)261-1000, (609)261-0737</td>
<td>795 Woodlane Road</td>
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<td>Neptune HA</td>
<td>(732)774-7692, (732)774-9456</td>
<td>1810 Alberta Avenue</td>
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<td>Neptune, NJ 07753</td>
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<td>Middlesex County</td>
<td>(732)745-3025, (732)745-4117</td>
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<tr>
<td>New Brunswick HA</td>
<td>(732)745-5157, (732)253-7799</td>
<td>7 Van Dyke Avenue</td>
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<td>New Brunswick, NJ 08901</td>
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<td>Newark HA</td>
<td>(973)273-6600, (973)273-6636</td>
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<td>Newark, NJ 07102</td>
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Newton HA
Phone: (973)383-5191
Fax: (973)383-1181
32 Liberty Street
Newton
NJ 07860

North Bergen HA
Phone: (201)868-8605
Fax: (201)295-3098
6121 Grand Avenue
North Bergen
NJ 07047

Ocean City HA
Phone: (609)399-1062
Fax: (609)399-7590
204 Fourth Street
Ocean City
NJ 08226

Old Bridge HA
Phone: (732)607-6383
Fax: (732)679-0894
2000 Route 18 North
Suite 100
Old Bridge
NJ 08857

Orange Housing Authority
Phone: (973)675-1250
Fax: (973)675-8843
340 Thomas Boulevard
Orange
NJ 07050

Passaic HA
Phone: (973)365-6330
Fax: (973)365-0017
52 Aspen Place
Passaic
NJ 07055

Paterson DCD HA
Phone: (973)345-5650
Fax: (973)977-9085
Housing Authority of the City of Paterson
60 Van Houten Street
Paterson
NJ 07505

Passaic County HA
Phone: (973)881-4369
Fax: (973)684-0317
401 Grand Street
Paterson
NJ 07505

Paterson HA
Phone: (973)345-5650
Fax: (973)977-9085
60 Van Houten Street
Paterson
NJ 07505
Penns Grove HA  
Phone: (856)299-0101  
Fax: (856)299-6736

Pennsauken HA  
Phone: (856)663-0514  
Fax: (856)665-6641

Perth Amboy HA  
Phone: (732)826-3110  
Fax: (732)826-3111

Phillipsburg HA  
Phone: (908)859-0122  
Fax: (908)859-1574

Phillipsburg DCD  
Phone: (908)454-5500  
Fax: (908)213-9214

Plainfield HA  
Phone: (908)769-6335  
Fax: (908)753-2232

Pleasantville HA  
Phone: (609)646-3023  
Fax: (609)272-1405

Princeton HA  
Phone: (609)924-3448  
Fax: (609)924-1663

Penn Towers South  
40 South Broad Street  
Penns Grove  
NJ 08069

2400 Bethel Avenue  
Pennsauken  
NJ 08109

881 Amboy Avenue  
Perth Amboy  
NJ 08862

530 Heckman Street  
Phillipsburg  
NJ 08865

675 Corliss Avenue  
Phillipsburg  
NJ 08865

510 E Front Street  
Plainfield  
NJ 07060

156 N Main Street  
Pleasantville  
NJ 08232

50 Clay Street  
Princeton  
NJ 08542
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**AMENDED:** November 2014

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<th>Rahway HA</th>
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<td>Phone: (732)499-0066</td>
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<td>Fax: (732)499-0070</td>
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<td>Phone: (732)741-1808</td>
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<td>Fax: (732)741-0104</td>
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<td>Phone: (856)935-5022</td>
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<td>Fax: (856)935-5290</td>
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<tr>
<td>Phone: (732)721-8044</td>
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<td>Fax: (732)721-0062</td>
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<td>Phone: (201)867-2957</td>
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<tr>
<td>Fax: (201)867-9113</td>
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<td>Phone: (732)545-9430</td>
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<td>Phone: (908)725-2300</td>
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<td>Fax: (908)725-2859</td>
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<td>Fax: (732)721-0377</td>
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**STATE OF NEW JERSEY ● DEPARTMENT OF COMMUNITY AFFAIRS**

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<th>Address</th>
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<td>637 South Clinton Avenue</td>
<td>(609)278-7400</td>
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<td>PO Box 18550</td>
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<td>(609)292-4080</td>
<td>(609)633-8084</td>
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<td>1976 Morris Avenue</td>
<td>(973)761-0059</td>
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<td>3911 Kennedy Boulevard</td>
<td>(201)864-1515</td>
<td>(201)864-7163</td>
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<tr>
<td>Vineland HA</td>
<td>191 W Chestnut Avenue</td>
<td>(856)691-4099</td>
<td>(856)691-8404</td>
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<td>Weehawken HA</td>
<td>525 Gregory Avenue</td>
<td>(201)348-4188</td>
<td>(201)348-4457</td>
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<td>Weehawken</td>
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West New York HA
Phone: (201)868-6100
Fax: (201)868-3393

West Orange HA
Phone: (973)325-4107
Fax: (973)325-6359

Haddon HA
Phone: (856)854-3700
Fax: (856)854-7122

Wildwood HA
Phone: (609)729-0220
Fax: (609)729-4168

Woodbridge HA
Phone: (732)634-2750
Fax: (732)634-8421

6100 Adams Street
West New York
NJ 07093

66 Main Street
West Orange
NJ 07052

25 Wynnewood Avenue
Westmont
NJ 08108

3700 New Jersey Avenue
Wildwood
NJ 08260

20 Bunns Lane
Woodbridge
NJ 07095
# Appendix 10 – Youthbuild Organizations

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<td>Great Falls YouthBuild</td>
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<td>Housing Authority of the City of Camden</td>
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<td>Isles YouthBuild</td>
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