

STATE OF NEW JERSEY • DEPARTMENT OF COMMUNITY AFFAIRS

SUBJECT: Section 3

NUMBER: 2.10.22

EFFECTIVE: June 2013

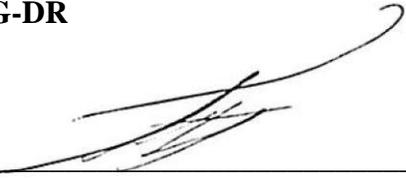
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APPROVAL: _____


Timothy Cunningham
Director, Sandy Recovery Division

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
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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
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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/>).

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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,

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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.
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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.
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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

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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*).

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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

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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 title 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

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101 South Broad Street
P.O. Box 800
Trenton, New Jersey 08625-0800

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.

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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

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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).

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Appendix 2 -- Additional Resources & Examples

HUD Section 3 webpage -

http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/section3/section3#.Tp2zTKTjtfw.favorites

Section 3 Federal Register Notice

http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_12047.pdf

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.
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- 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.
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- 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.

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).
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- 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
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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.
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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
-

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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:

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(C)

If the Lowest Bid is		X = lesser of	
At Least	But Less Than		
\$100,000	N/A	10%	\$9,000
\$100,000	\$200,000	9%	\$16,000
\$200,000	\$300,000	8%	\$21,000
\$300,000	\$400,000	7%	\$24,000
\$400,000	\$500,000	6%	\$25,000
\$500,000	\$1,000,000	5%	\$40,000
\$1,000,000	\$2,000,000	4%	\$60,000
\$2,000,000	\$4,000,000	3%	\$80,000
\$4,000,000	\$7,000,000	2%	\$105,000
\$7,000,000		1.5%	

(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.

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- (ii) 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.
 - (iii) 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.
-

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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:

- | | |
|--|---|
| <input type="checkbox"/> Copy of lease | <input type="checkbox"/> Copy of receipt of public assistance |
| <input type="checkbox"/> Copy of Evidence of participation | <input type="checkbox"/> Other evidence |

(signature) (Date)

Printed name

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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.

Eligibility Guideline		
Number in Household	Very Low Income	Low Income
1 individual		
2 individuals		
3 individuals		
4 individuals		
5 individuals		
6 individuals		
7 individuals		
8 individuals		

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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:

- | | |
|--|---|
| <input type="checkbox"/> Copy of resident lease | <input type="checkbox"/> Copy of receipt of public assistance |
| <input type="checkbox"/> Copy of evidence of participation
in a public assistance program | <input type="checkbox"/> 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 Other evidence of Section 3 status less than 3 years from day of years from date of employment employment
-

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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: _____

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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.
-

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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

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Appendix 7 – HUD Form 60002

http://www.mhdc.com/rental_production/section3/documents/ftp/Form_60002_Summary_Report.pdf

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Part II: Contracts Awarded

1. Construction Contracts:

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(a)(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.

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

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

Form HUD-60002 has three parts which are to be completed for all programs covered by Section 3. Part I relates to **employment and training**. The recipient has the option to determine numerical employment/training goals either on the basis of the number of hours worked by **new hires** (columns B, D, E and F) 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 a 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 family income for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

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 that such 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.

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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

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HUDSON COUNTY

City of Bayonne

Bayonne Economic Opportunity Foundation
555 Kennedy Boulevard / P.O. Box 1032
Bayonne, NJ 07002

Executive Director: Eleanor Tiefenwerth

Telephone Number: (201) 437-7222
Facsimile Number: (201) 437-2810

City of Jersey City

Jersey City Division of Community Development
30 Montgomery Street – Room 404
Jersey City, NJ 07302

Director: Darice Bell

Telephone Number: (201) 547-6910
Facsimile Number: (201) 220-3803

North Hudson Community Action Corporation

Hudson County excluding cities of Bayonne, Hoboken and Jersey City
5301 Broadway
West New York, NJ 07093

President/CEO: Christopher F. Irizarry

Telephone Number: (201) 866-2388
Facsimile Number: (201) 330-3803

City of Hoboken

Hoboken Organization Against Poverty & Economic Stress (HOPES)
124 Grand Street
Hoboken, NJ 07030

Executive Director: Ora Welch

Telephone Number: (201) 656-3713
Facsimile Number: (201) 653-8213

HUNTERDON, MORRIS, SUSSEX & WARREN COUNTIES

NORWESCAP NJ Community Action Program

350 Marshall Street
Phillipsburg, NJ 08865

Executive Director: Terry Newhard

Telephone Number: (908) 454-7000
Facsimile Number: (908) 859-0729

MERCER COUNTY

Mercer County Division of Community Services

Mercer County excluding city of Trenton
County Administration Building
640 South Broad Street
Trenton, NJ 08611

Program Director: Michael Mattaliano

Telephone Number: (609) 989-6964
Facsimile Number: (609) 989-6032

New Jersey Association on Corrections

986 South Broad Street
Trenton, NJ 08611

Executive Director: James Hemm

Telephone Number: (609) 396-8900
Facsimile Number: (609) 396-8999

United Progress, Incorporated

City of Trenton
162 West State Street / P.O. Box 10
Trenton, NJ 08601

Executive Director: Leslie Dona

Telephone Number: (609) 392-2161
Facsimile Number: (609) 392-2166

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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

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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

Agrícolas (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

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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

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[Boonton HA](#)
Phone: (973)335-0846
Fax: (973)335-0955

125 Chestnut Street
Boonton
NJ 07005

Brick HA
Phone: (732)920-9400
Fax: (732)920-7604

165 Chambers Bridge Road
Brick Town
NJ 08723

[Bridgeton HA](#)
Phone: (856)451-4454
Fax: (856)451-0226

110 E. Commerce Street
Bridgeton
NJ 08302

[Burlington HA](#)
Phone: (609)386-0246
Fax: (609)386-2465

800 Walnut Street
Burlington
NJ 08016

[Camden HA](#)
Phone: (856)968-2700
Fax: (856)964-8610

2021 Watson Street
2nd Floor
Camden
NJ 08105

[Cape May HA](#)
Phone: (609)884-8703
Fax: (609)884-9028

639 Lafayette Street
Cape May
NJ 08204

Carteret HA
Phone: (732)541-6800
Fax: (732)541-2867

96 Roosevelt Avenue
Carteret
NJ 07008

[Cherry Hill HA](#)
Phone: (856)432-8706
Fax: (856)661-4746

820 Mercer Street
PO Box 5002
Cherry Hill
NJ 08034

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[Clementon Housing Authority](#)

Phone: (856)784-1134

Fax: (856)784-1324

22 Gibbsboro Road

Clementon

NJ 08021

[Cliffside Park HA](#)

Phone: (201)941-0655

Fax: (201)941-4038

500 Gorge Road

Cliffside Park

NJ 07010

[Clifton HA](#)

Phone: (973)470-5846

Fax: (973)471-1837

City Hall

900 Clifton Avenue

Clifton

NJ 07013

[Collingswood HA](#)

Phone: (856)854-1077

Fax: (856)854-8283

30 Washington Avenue

Collingswood

NJ 08108

[Gloucester County HA](#)

Phone: (856)845-4959

Fax: (856)348-9044

100 Pop Moylan Boulevard

Deptford

NJ 08096

[Dover HA](#)

Phone: (973)361-9444

Fax: (973)361-6204

215 E Blackwell Street

Dover

NJ 07801

[East Orange HA](#)

Phone: (973)766-8896

Fax: (973)766-8797

160 Halsted Street

East Orange

NJ 07018

[Edgewater HA](#)

Phone: (201)943-6000

Fax: (201)943-0416

300 Undercliff Avenue

Edgewater

NJ 07020

[Edison HA](#)

Phone: (908)561-2525

Fax: (908)561-7517

14 Rev. Samuel Carpenter Boulevard

Edison

NJ 08820

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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 H A](#)
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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[Monmouth County](#)
Phone: (732)431-6027
Fax: (732)431-6267

PO Box 3000
Freehold
NJ 07728

Freehold HA
Phone: (732)462-2421
Fax: (732)409-7075

107 Throckmorton Street
Freehold
NJ 07728

Garfield HA
Phone: (973)340-4170
Fax: (973)772-7804

71 Daniel P Conte Court
Garfield
NJ 07026

[Glassboro HA](#)
Phone: (856)881-5211
Fax: (856)696-0481

737 Lincoln Blvd.
Glassboro
NJ 08028

[Gloucester City HA](#)
Phone: (856)456-5772
Fax: (856)456-6894

101 Market Street
Gloucester City
NJ 08030

[Guttenberg HA](#)
Phone: (201)861-0900
Fax: (201)861-4521

6900 Broadway
Guttenberg
NJ 07093

Hackensack HA
Phone: (201)342-4280
Fax: (201)342-5044

65 First Street
Hackensack
NJ 07061

Hamilton Township HA
Phone: (609)890-3675
Fax: (609)890-3532

2090 Greenwood Avenue
PO Box 00150
Hamilton
NJ 08650

[Harrison HA](#)
Phone: (973)483-1488
Fax: (973)483-4277

Harrison & Schuyler Avenue
Harrison
NJ 07029

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[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)470-3650

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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Buena HA
Phone: (856)697-4852
Fax: (856)697-2642

600 Central Avenue
Minotola
NJ 08341

[Montclair HA](#)
Phone: (973)509-4936
Fax: (973)509-4946

205 Claremont Avenue
Montclair
NJ 07042

[Morristown HA](#)
Phone: (973)292-4186
Fax: (973)292-4156

31 Early Street
Morristown
NJ 07960

[Morris County HA](#)
Phone: (973)540-0389
Fax: (973)540-1914

99 Ketch Road
Morristown
NJ 07960

[Burlington County HA](#)
Phone: (609)261-1000
Fax: (609)261-0737

795 Woodlane Road
Mount Holly
NJ 08060

[Neptune HA](#)
Phone: (732)774-7692
Fax: (732)774-9456

1810 Alberta Avenue
Neptune
NJ 07753

Middlesex County
Phone: (732)745-3025
Fax: (732)745-4117

Administration Building
John F. Kennedy Square
New Brunswick
NJ 08910

[New Brunswick HA](#)
Phone: (732)745-5157
Fax: (732)253-7799

7 Van Dyke Avenue
New Brunswick
NJ 08901

[Newark HA](#)
Phone: (973)273-6600
Fax: (973)273-6636

500 Broad Street
Newark
NJ 07102

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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 H A](#)

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)675-6843

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

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[Penns Grove HA](#)
Phone: (856)299-0101
Fax: (856)299-6736

Penn Towers South
40 South Broad Street
Penns Grove
NJ 08069

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

2400 Bethel Avenue
Pennsauken
NJ 08109

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

881 Amboy Avenue
Perth Amboy
NJ 08862

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

530 Heckman Street
Phillipsburg
NJ 08865

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

675 Corliss Avenue
Phillipsburg
NJ 08865

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

510 E Front Street
Plainfield
NJ 07060

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

156 N Main Street
Pleasantville
NJ 08232

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

50 Clay Street
Princeton
NJ 08542

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[Rahway HA](#)
Phone: (732)499-0066
Fax: (732)499-0070

165 E Grand Avenue
Rahway
NJ 07065

[Red Bank HA](#)
Phone: (732)741-1808
Fax: (732)741-0104

52 Evergreen Terrace
Red Bank
NJ 07701

Salem HA
Phone: (856)935-5022
Fax: (856)935-5290

205 7th Street
Salem
NJ 08079

[Sayreville HA](#)
Phone: (732)721-8044
Fax: (732)721-0062

650 Washington Road
Sayreville
NJ 08872

[Secaucus HA](#)
Phone: (201)867-2957
Fax: (201)867-9113

700 County Avenue
Secaucus
NJ 07094

Franklin HA
Phone: (732)545-9430
Fax: (732)545-3667

25 Parkside Street
Somerset
NJ 08873

Somerville HA
Phone: (908)725-2300
Fax: (908)725-2859

25 West End Avenue
Somerville
NJ 08876

[South Amboy HA](#)
Phone: (732)721-1831
Fax: (732)721-0377

250 S Broadway
South Amboy
NJ 08879

[Summit HA](#)
Phone: (908)273-6413
Fax: (908)273-3618

512 Springfield Avenue
Summit
NJ 07901

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[NJ HMFA](#)

Phone: (609)278-7400

Fax: (609)278-1173

637 South Clinton Avenue

PO Box 18550

Trenton

NJ 08650

[NJ DCA](#)

Phone: (609)292-4080

Fax: (609)633-8084

101 South Broad Street

PO Box 051

Trenton

NJ 08625

Trenton HA

Phone: (609)278-5042

Fax: (609)599-9827

875 New Willow Street

Trenton

NJ 08638

Union Township HA

Phone: (973)761-0059

Fax: (973)761-0086

1976 Morris Avenue

Union

NJ 07083

[Union City HA](#)

Phone: (201)864-1515

Fax: (201)864-7163

3911 Kennedy Boulevard

Union City

NJ 07087

[Vineland HA](#)

Phone: (856)691-4099

Fax: (856)691-8404

191 W Chestnut Avenue

Vineland

NJ 08360

[Weehawken HA](#)

Phone: (201)348-4188

Fax: (201)348-4457

525 Gregory Avenue

Weehawken

NJ 07086

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[West New York HA](#)
Phone: (201)868-6100
Fax: (201)868-3393

6100 Adams Street
West New York
NJ 07093

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

66 Main Street
West Orange
NJ 07052

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

25 Wynnewood Avenue
Westmont
NJ 08108

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

3700 New Jersey Avenue
Wildwood
NJ 08260

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

20 Bunns Lane
Woodbridge
NJ 07095

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ASPIRA, Inc. of New Jersey		Vineland	NJ
Great Falls YouthBuild	New Jersey Community Development Corporation	Paterson	NJ
Housing Authority of the City of Camden		Camden	NJ
Isles YouthBuild	Isles, Inc.	Trenton	NJ
Passaic YouthBuild	St. Paul's Community Development Corporation	Paterson	NJ
YouthBuild Atlantic City	Atlantic City Boys & Girls Club	Atlantic City	NJ
YouthBuild Elizabeth	Brand New Day CDC	Elizabeth	NJ
YouthBuild Hudson	Catholic Charities of Archdiocese of Newark	Jersey City	NJ
YouthBuild Newark		Newark	NJ
