



# NEW BRUNSWICK HOUSING AUTHORITY



## HUD Section 3 Compliance Acknowledgment

(Developer / General Contractor / Contractor / Sub-Contractor)

Submitted by:	
Name of Developer / General Contractor:	
Address:	
Email:	Telephone:
Contact Name:	Title:

Name of Contractor / Sub-Contractor:	
Address:	
Email:	Telephone:
Contact Name:	Title:

***"Working Together, We Can Make a Better Future!"***

**Please check one (1) of the below boxes:**

I have read the Section 3 policy and attached documents and **WILL BE HIRING** new employees for this job/service and will comply with the Section 3 requirements and complete and return all required paperwork.

OR

I have read the Section 3 policy and attached documents and **WILL NOT BE HIRING** any new employees for this job/service. However, should I hire any new employees, I will comply with the Section 3 requirements and complete and return all required paperwork.

\*\*\*\*\*

Developer / General Contractor:

\_\_\_\_\_  
(Print / Type Name)

By: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature and Title)

Contractor / Sub-Contractor:

\_\_\_\_\_  
(Print / Type Name)

By: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature and Title)

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

Notarized by: \_\_\_\_\_

Date: \_\_\_\_\_

***"Working Together, We Can Make a Better Future!"***

**NEW BRUNSWICK HOUSING AUTHORITY**  
**Employment and Business Opportunities**  
**Section 3 Policy**

**A. Purpose and Implementation**

1. The purpose of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701) (Section 3) is to 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.
2. This policy shall be implemented by a "Section 3 Coordinator" who shall be appointed by the Executive Director to execute and report on the policy. The Coordinator will assure compliance with the policy.
3. This policy and the attachments shall be included with all bid packages and requests for proposals and the Section 3 clause shall be included in all contracts entered by the New Brunswick Housing Authority.

**B. Applicability**

Section 3 applies to all training, employment, contracting and other economic opportunities arising from the expenditure of public housing assistance funds, housing and community development assistance, Section 8 assistance, housing rehabilitation, housing demolition and housing construction.

These Section 3 requirements apply to all contractors and subcontractors performing work in connection with projects funded by public housing assistance.

**C. Definitions**

1. *Business Concern* means a business entity formed in accordance with State law, and which is licensed under State, county or municipal law to engage in the type of business activity for which it was formed.
2. *Employment Opportunities generated by section 3 covered assistance* means all employment opportunities generated by the expenditure of section 3 covered public housing assistance.

3. **Metropolitan Area** means a metropolitan statistical area (MSA) as established by the Office of Management and Budget. The New Brunswick Housing Authority is in the Middlesex, Somerset, and Hunterdon NJ MSA.

4. **Neighborhood Area** means the city of New Brunswick.

5. **New Hirees** means full time employees for permanent, temporary or seasonal employment opportunities.

6. **Public Housing Resident** means any individual who resides in public housing as a signatory on a public housing lease or as a member of the family of the individual(s) who is a signatory on a public housing lease.

7. **Section 3** means Section 3 of the Housing and Urban Development Action of 1968 as amended.

8. **Section 3 business concern** means a business

- (a) That is 51 percent or more owned by section 3 residents; or
- (b) Whose permanent full-timer employees include persons, at least 30 percent of whom are currently section 3 residents, or who were section 3 residents within three years of their first employment with the firm; or
- (c) That provides evidence of a commitment to subcontract more than 25 % of the dollar award of all subcontracts to section 3 business concerns.

9. **Section 3 Resident** means

- (a) A public housing resident; or
- (b) A person who resides in Middlesex, Somerset, or Hunterdon Counties, NJ and who is a low-income person or who is a very low-income person. A low-income person is a person whose family income (adjusted for family size) is less than 80 per cent of the median family income for the MSA (Middlesex, Somerset, Hunterdon, NJ MSA). A very low income person's family income is less than 50 per cent of median income.

D. **Goals**

1. The NBHA shall, to the greatest extent feasible, make every effort to achieve the following goals:

- (a) to employ Section 3 residents at all job levels. 30% of all new hires by the NBHA in any given year shall be Section 3 residents.
- (b) 30 % of new hires by contractors and subcontractors of the NBHA will be section 3 residents.
- (c) 10% of the total dollar amount of all Section 3 covered construction contracts and subcontracts shall be awarded to Section 3 business concerns.
- (d) 3% of the total dollar amount of all other Section 3 covered non-construction contracts shall be awarded to Section 3 business concerns.

**E. Preferences – Residents**

The NBHA, its contractors and subcontractors shall direct their efforts to provide, to the greatest extent feasible, training and employment opportunities to Section 3 residents in the following order of priority:

- 1) to residents of the NBHA;
- 2) to participants in NBHA Youth Build Program;
- 3) to other Section 3 residents.

**F. Preferences - Contractors**

The NBHA, its contractors and subcontractors shall direct their efforts to award Section 3 Contracts to the greatest extent feasible to Section 3 business concerns in the following order of priority:

- 1) to business concerns that are 51% owned by residents of NBHA or whose work force includes 30% Section 3 residents;
- 2) to HUD Youth Build program;
- 3) to business concerns that are 51% owned by Section 3 residents or whose work force includes 30% Section 3 residents or will subcontract 25% of subcontracts to Section 3 business concerns.

**G. Record Keeping and Reports**

1. The NBHA and NBHA contractors must keep records and submit reports documenting the good faith efforts taken and the results of their action. Examples of such documentation include letters to community organization, employment development and business development centers; copies of solicitations for bids and RFP's and copies of affirmative action plans.
2. The NBHA shall maintain an active list of Section 3 residents and Section 3 business concerns who have been certified as Section 3 residents/business concerns.
3. The NBHA shall require, as part of the bid specification, that all contractors and subcontractors submit as part of their bid a plan identifying the following:
  - a) the number of training positions to be used on the job and the number that will be filled by Section 3 residents.
  - b) the number of position, by skill levels required to plan and implement the work to be done on the job and determine how many of the positions are currently filled and establish a target within each category for the number of positions to be filled by Section 3 residents.
4. The NBHA and all contractors shall maintain records and develop reports that include:
  - a) Copies of all advertisements for training and employment;
  - b) A list of Section 3 residents who applied for training or employment;
  - c) Documentation of pre-construction conference;

d) Copies of correspondence to community organizations informing them of Section 3 opportunities.

5. Appendix A is a Section 3 Resident Eligibility Certificate form which shall be used to establish Section 3 resident status.

6. A business concern which seeks to attain the status of Section 3 business concern has the burden of proof establishing that status. That burden can be met by proof of one of the three criteria set forth in Appendix B.

7. Appendix C is a Section 3 Action Plan which may be used by bidders as evidence of a commitment to comply with Section 3 standards.

8. Appendix D is a monthly report form to be used by contractors and subcontractors to report compliance with responsibilities.

#### H. Section 3 Strategy

The NBHA will follow the strategy below to achieve section 3 goals "to the greatest extent feasible".

The NBHA will appoint a Section 3 Coordinator. Among the duties of the coordinator will be the following:

- Advertise economic opportunities to section 3 residents and business concerns.
- Certify section 3 residents and business concerns.
- Maintain and update a file of certified entities and provide the names of the entities to contractors.
- Address potential bidders at pre-bid conferences to explain section 3 responsibilities.
- Review and comment on the section 3 plans which will be submitted by bidders.
- Address the successful bidder to explain section 3 responsibilities.
- Serve as a technical resource for contractors in regard to section 3.
- Secure monthly reports from contractors.
- Prepare annual reports for HUD.
- Monitor and evaluate the effectiveness of this policy and propose changes as appropriate.

Appendix A

**NEW BRUNSWICK HOUSING AUTHORITY**

**SECTION 3 RESIDENT CERTIFICATION**

A Section 3 resident is a resident of public housing or a low-income or very-low income resident of the Middlesex-Somerset-Hunterdon Metropolitan Statistical Area.

**Certification for Resident Seeking Section 3 Preference in Training and Employment**

I, \_\_\_\_\_, am a legal resident of the \_\_\_\_\_

\_\_\_\_\_ and I meet the income eligibility guidelines for a low- or very-low-income person as published on the reverse.

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 in a public assistance program

Other evidence  
\_\_\_\_\_

I certify that the above information is accurate and complete to the best of my knowledge.

Resident Signature \_\_\_\_\_

Date \_\_\_\_\_

Phone number \_\_\_\_\_

I, \_\_\_\_\_, have reviewed the evidence above and I certify that the named individual is a Section 3 resident.

\_\_\_\_\_  
Signature - Section 3 Coordinator

\_\_\_\_\_  
Date

## Section 3 Income Limits

All residents of public housing developments of the New Brunswick Housing Authority qualify as Section 3 residents. Additionally, individuals residing in the counties of Middlesex, Somerset and Hunterdon who meet the income limits below can also qualify for Section 3 resident status (FY2019 Income Limit Summary).

### Income Limits

<b>Number in Household</b>	<b>Very Low Income</b>	<b>Low Income</b>
1 individual	\$41,450	\$57,050
2 individuals	\$47,350	\$65,200
3 individuals	\$53,250	\$73,350
4 individuals	\$59,150	\$81,450
5 individuals	\$63,900	\$88,000
6 individuals	\$68,650	\$94,500
7 individuals	\$73,350	\$101,000
8 individuals	\$78,100	\$107,550



Appendix B

**NEW BRUNSWICK HOUSING AUTHORITY**

**SECTION 3 BUSINESS CONCERN CERTIFICATION AND DEMONSTRATION OF CAPABILITY**

A Section 3 Business Concern is a business concern that is 51 percent or more owned by Section 3 residents or whose permanent full-time employees include persons, at least 90 percent of whom are currently Section 3 residents or within three years of the date of first employment with the business concern were Section 3 residents or that provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all contracts to be awarded to business concerns that meet the two previous qualifications.

**Certification**

Name of Business Concern \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ 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 Section 3 resident certification signed by the Housing Authority

**For business claiming status by subcontracting 25 percent of the dollar value of contracts to be awarded to Section 3 business concerns.**

List of subcontracted Section 3 businesses and subcontract amount

**For business claiming Section 3 status by claiming that at least 30 percent of their workforce are currently Section 3 residents or were Section 3 residents within 3 years of the date of first employment with the business.**

List of all current full-time employees  List of employees claiming Section 3 status

PHA Residential lease less than 3 than 3 years from day of employment

Other evidence of Section 3 status less years from date of employment

**Evidence of Business Concern**

Attached is the following documentation as evidence of a business concern:

- Copy of Articles of Incorporation
- Assumed Business Name Certificate
- List of owners/stockholders and % ownership of each
- Organization chart with names and titles
- Certificate of Good Standing
- Partnership Agreement
- Corporation Annual Report
- Additional documentation

**Demonstration of Capability**

Attached is evidence of the ability to perform 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

I, \_\_\_\_\_, have reviewed the evidence above and I certify that the named business concern is a Section 3 business concern.

\_\_\_\_\_  
Signature – Section 3 Coordinator

\_\_\_\_\_  
Date

**Appendix D**

**SECTION 3 ACTION PLAN  
PART 1: EMPLOYMENT OF SECTION 3 RESIDENTS**

Contract for: \_\_\_\_\_  
Location: \_\_\_\_\_  
Contractor: \_\_\_\_\_

(1) Number of employees by trade and employment status required for the job*	(2) Number of employees to be hired for the job	(3) Number of employees in column (2) who will be Section 3 residents

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Company: \_\_\_\_\_

\* "Trade and employment status" refers to : apprentice plumbers, journeyman painters, etc.

**SECTION 3 ACTION PLAN**  
**PART 2: SUBCONTRACTING TO SECTION 3 BUSINESS CONCERNS**

Contract for: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Contractor: \_\_\_\_\_

(1) Nature of subcontract	(2) Amount of subcontract	(3) Estimated amount of column (2) to be awarded to Section 3 business concerns

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Company: \_\_\_\_\_

**SECTION 3 ACTION PLAN**

**PART 3: NARRATIVE OF STEPS TO BE TAKEN TO MEET THE GOALS IN PARTS 1 AND 2**

**Contract for:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

Blank area for narrative of steps to be taken to meet the goals in parts 1 and 2.

**Appendix D**

<b>SECTION 3 ECONOMIC OPPORTUNITY REPORT</b>					
<b>Contractor name</b>		<b>Contract number</b>		<b>Report for the month of</b>	
<b>Part I: Employment and training</b>					
<b>Job category</b>	<b>Number of new hires</b>	<b>Number of new hires that are section 3 residents</b>	<b>% of aggregate number of staff hours of new hires that are section 3 residents</b>	<b>% of total staff hours for section 3 employees and trainees</b>	<b>Number of section 3 trainees</b>
Professionals					
Technicians					
Office/clerical					
Trade					
Trade					
Trade					
Trade					
Trade					
Other					
<b>Total</b>					
<b>Part II: Contracts awarded</b>					
<b>a. Construction Contracts</b>					
<b>1. Total dollar value of subcontracts awarded</b>				<b>\$</b>	
<b>2. Total dollar value of subcontracts awarded to section 3 business concerns</b>				<b>\$</b>	
<b>3. % of total dollar amount awarded to section 3 business concerns</b>				<b>\$</b>	
<b>4. Number of section 3 business concerns receiving contracts</b>					
<b>b. Non-construction Contracts</b>					

<b>1. Total dollar value of subcontracts awarded</b>	<b>\$</b>
<b>2. Total dollar value of subcontracts awarded to section 3 business concerns</b>	<b>\$</b>
<b>3. % of total dollar amount awarded to section 3 business concerns</b>	<b>\$</b>
<b>4. Number of section 3 business concerns receiving contracts</b>	

# New Brunswick Housing Authority

## Small Business and Minority-Owned And Women-Owned Business Policy

### 1. Purpose.

This Small Business Enterprise (SBE) and Minority-Owned and Women-Owned Business Enterprise (M/WBE) policy is being established for the New Brunswick Housing Authority (NBHA) to increase economic opportunity for small businesses and minority and women-owned businesses. It is developed consistent with Executive Orders 11625, 12138 and 12432.

The set-aside program of this policy is written consistent with State law (N.J.A.C. 40A:11-41 *et seq.*) and with paragraph 15-5 of HUD's procurement handbook, 7460.8.

It is hoped that through the implementation of this policy that small businesses, minority-owned businesses and women-owned businesses will be awarded a larger share of the NBHA's contracting dollar.

### 2. Applicability.

This policy applies to the award of all contracts by the NBHA funded by federal financial assistance with the exception of employment contracts. Employment contracts are covered by the NBHA's Section 3 policy.

This policy also applies to all subcontracts awarded by NBHA contractors whose contracts are funded by federal financial assistance.

### 3. Definitions.

*Business Enterprise* means a business entity formed in accordance with State law, and which is licensed under State, county or municipal law to engage in the type of business activity for which it was formed.

*Small Business Enterprise* means a business enterprise with fewer than 100 full-time employees, with gross revenues of less than the applicable federal revenue standards established at 13 CFR 121.201, whichever is higher and is independently owned and operated with management being responsible for both its daily and long term operation as well as owning at least 51 percent interest in the business. Small Business Enterprises will be those small businesses that have been certified as small businesses by the New Jersey State Department of Treasury.

*Minority-owned Business Enterprise* means a business enterprise which is independently owned and operated, is at least 51% owned and controlled by one or more minority group members; or in the case



of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans and Asian Americans. Minority-owned Business Enterprises will be those businesses that have been certified as Minority-owned businesses by the New Jersey State Department of Treasury.

*Women-owned Business Enterprise* means a business which is at least 51% owned by a woman or women who are U.S. citizens and who also control or operate the business. A women-owned business shall be qualified as such by the State of New Jersey, Department of Treasury.

*Set-aside program* means a program of procurement which limits offers and contract and subcontract awards to SBEs and M/WBEs and which is operated in accordance with the principles and authority given by the New Jersey Local Public Contracts Law (N.J.A.C. 40A:11-41).

#### **4. Goals.**

The NBHA has established a goal of awarding 10% of the dollar value of all contracts awarded each year to SBEs and M/WBEs.

#### **5. Set-Aside Policy.**

The NBHA shall, from time to time and consistent with its goal in #4, above, designate that a contract, subcontract or other means of procurement be awarded to an SBE or M/WBE if the NBHA thinks that it is likely to receive at least two offers from SBEs or M/WBEs at a fair and reasonable price. This designation will be made prior to any advertisement for offers. Such advertisement will be published in at least one newspaper which will best provide notice to SBEs and M/WBEs.

If the NBHA determines that two bids cannot be obtained, the NBHA may withdraw the designation of set-aside and resolicit offers on an unrestricted basis. If the NBHA determines that acceptance of the lowest responsible offer will result in the payment of an unreasonable price, the NBHA will reject all bids and will withdraw the designation of set-aside. SBEs and M/WBEs shall be notified in writing of the reasons for the rejection and the NBHA's intent to resolicit offers on an unrestricted basis.

#### **6. Reports.**

Form HUD-2516, Contract and Subcontract Activity, will be used to report contract awards to HUD on a semi-annual basis.

## **7. Strategy for achieving goals.**

The NBHA will appoint a Section 3 Coordinator who will also be responsible for the implementation of this SBE and M/WBE policy. Among the duties of the coordinator will be the following:

- Use the NBHA website more effectively to announce economic opportunities to SBEs and M/WBEs.
- Review the annual procurement plan of the NBHA and suggest appropriate set-aside procurements.
- Access the State Department of Treasury registry of SBEs and M/WBEs.
- Prepare lists of SBEs and M/WBEs to be directly solicited.
- Use the services of the Small Business Administration.
- Address potential offerors at pre-offer conferences to explain SBE and M/WBE goals.
- Address the successful offeror to explain SBE and M/WBE responsibilities.
- Serve as a technical resource for contractors on increasing economic opportunities.
- Secure monthly reports from contractors. See the attached report form.
- Prepare semi-annual reports for HUD. See the attached form HUD-2516.
- Monitor and evaluate the effectiveness of this policy and propose changes as appropriate.

**New Brunswick Housing Authority  
Monthly Report on Contractor Activity  
SBE and M/WBE Program**

Name of Prime Contractor Contact	Phone	Report for the month of		
		Name of Subcontractor	Dollar value of subcontract	Subcontractor is an SBE. Subcontractor is a M/WBE.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# Direct and Subcontract Activity

## U.S. Department of Housing and Urban Development

CMB Approval No: 2535-0117 (exp. 10/31/2013)

Reporting burden for this collection of information is estimated to average 30 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 information is voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB Control Number.

Order 12421 dated July 14, 1993, directs the Minority Business Development Plans shall be developed by each Federal Agency and that these annual plans shall establish minority business development objectives. The information is used by HUD to monitor the progress of minority business development. If the information is not collected HUD would not be able to establish meaningful MBE goals nor evaluate MBE performance against these goals.

Assurances of confidentiality is pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information request.

Not Notice - The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, United States Code, Section 1701 et seq. and regulations thereunder at Title 12, Code of Federal Regulations. It will not be disclosed or released outside the United States Department of Housing and Urban Development without your consent, except as required or permitted by law.

Project Contact: [Developer@Business@HUD.gov](mailto:Developer@Business@HUD.gov)

Check 6: PHA  IHA

7a: Project Number or HUD Case Number or Identification of property, division, dwelling unit, etc.	7b: Amount of Contract or Subcontract	7c: Type of Trade Code (See Index)	7d: Contractor Business (See Index)	7e: Minority Owned Business (Yes or No)	7f: Prime Contractor Identification (ID Number)	7g: Subcontractor Identification (ID Number)	7h: Name	7i: Street	7j: City	7k: State	7l: Zip Code	5: Program Code (Not applicable for CDF programs.) See explanation of codes at bottom of page. Use a separate sheet for each program code.	6: Date Submitted to Field Office

7c: Type of Trade Code:  
 1 = New Construction  
 2 = Substantial Rehab.  
 3 = Repair  
 4 = Service  
 5 = Project Mgmt.  
 6 = Professional  
 7 = Tenant Services  
 8 = Education/Training  
 9 = Arch./Engng. Appraisal  
 0 = Other

7d: Racial/Ethnic Codes:  
 1 = White Americans  
 2 = Black Americans  
 3 = Native Americans  
 4 = Hispanic Americans  
 5 = Asian/Pacific Americans  
 6 = Multi-Ethnic

5: Program Codes (Complete for Housing and Public and Indian Housing programs only):  
 1 = All insured, including Section 8  
 2 = Public Housing  
 3 = Section 8 Non-renewal, Non-HFDA  
 4 = Insured (Management)  
 5 = Section 202  
 6 = HUD-Held (Management)  
 7 = Public/Indian Housing

Port is to be completed by grantees, developers, sponsors, builders, agencies, project owners for reporting contract and subcontract activities of \$10,000 or more under the following programs: Community Development Block Grants (entitled small cities); Urban Development Action Grants; Housing Development Multi-family Inured and Manufactured; Public and Indian Housing Authorities; tracks entered into by recipients of CDBG rehabilitation assistance. Subcontracts of less than \$10,000 need be reported only if such contracts are a significant portion of your total contracting activity. Include only contracts during this reporting period.

It has been modified to capture Section 3 contract data in columns 7g and 7i. Section 3 requires that the employment and other economic opportunities generated financial assistance for housing and community development programs shall, to the extent feasible, be directed toward low- and very low-income persons, and that those who are recipients of government assistance for housing. Recipients are to report Section 3 contract data must also use Part I of item HUD-1 report employment and training opportunities data. Form HUD-2516 is to be

completed for public and Indian housing and most community development programs. Form HUD-2502 is to be completed by all other HUD programs including State administered community development programs covered under Section 3. A Section 3 contractor/subcontractor is a business concern that provides economic opportunities to low- and very low-income residents of the metropolitan area (or nonmetropolitan county), including a business concern that is 51 percent or more owned by low- or very low-income residents; employs a substantial number of low- or very low-income residents; or provides subcontracting or business development opportunities to businesses owned by low- or very low-income residents. Low- and very low-income residents include participants in Youthbuild programs established under Subtitle D of Title IV of the Cranston-Gonzalez National Affordable Housing Act. The terms "low-income persons" and "very low-income persons" have the same meanings given the terms in section 3(b)(2) of the United States Housing Act of 1937. Low-income persons mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than such variations are necessary because of unusually high or low family income.

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 means 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 income.

Submit two (2) copies of this report to your local HUD Office within ten (10) days after the end of the reporting period you checked in item 4 on the front.

Complete item 7h only once for each contractor/subcontractor on each semi-annual report.

Enter the prime contractor's ID in item 7i for all contracts and subcontracts. Include only contracts executed during this reporting period. PMA/HMAs are to report all contract/subcontracts.

entity Development Programs

Enter the name of the unit of government submitting this report.

Exact location: Enter name and phone of person responsible for maintaining contract/subcontract data.

Contract Number: Enter the HUD Community Development Block Grant Identification Number (with dashes). For example: B-32-MC-95-0004. For Employment and Small City multi-year comprehensive programs, enter the latest grant number.

Amount of Contract/Subcontract: Enter the dollar amount rounded to the dollar. If subcontractor ID number is provided in 7i, the dollar figure would be accurate only and not for the prime contract.

Type of Trade: Enter the numeric code which best indicates the contractor's trade's service. If subcontractor ID number is provided in 7i, the type of trade code for the subcontractor only and not for the prime contractor. The "other" includes supply, professional services and all other activities except construction and educational activities.

Business Reclassification/Gender Code: Enter the numeric code which indicates ethnic gender character of the owner(s) and contractor(s) of 51% of the when 51% or more is not owned and controlled by any single racial/ethnic group, enter the code which appears most appropriate. If the subcontractor ID is provided, the code would apply to the subcontractor and not to the prime contractor.

Women Owned Business: Enter Yes or No.

Contractor Identification (ID) Number: Enter the Employer (EIS) Number of the contractor as the unique identifier for prime recipient of HUD funds. Note that the (EIS) Number must be provided for each contract/subcontract awarded.

Section 3 Contractor: Enter Yes or No.

Contractor Identification (ID) Number: Enter the Employer (EIS) Number of the contractor as the unique identifier for each subcontract awarded from HUD.

Subcontractor ID Number: If provided, the respective Prime Contractor ID Number must also be provided.

Section 3 Contractor: Enter Yes or No.

Contractor Name and Address: Enter this information for each contract/subcontract awarded.

Item receiving contract/subcontract activity only one time on each report for each firm.

Multifamily Housing Programs

Contract/Project Owner: Enter the name of the unit of government, agency or mortgagee entity submitting this report.

Contact Person: Same as item 3 under CPD Programs

Reporting Period: Check only one period.

Program Code: Enter the appropriate program code.

Grant/Project Number: Enter the HUD Project Number or Housing Development Grant or number assigned.

Amount of Contract/Subcontract: Same as item 7b, under CPD Programs.

Type of Trade: Same as item 7c, under CPD Programs.

Business Reclassification/Gender Code: Same as item 7d, under CPD Programs.

Women Owned Business: Enter Yes or No.

Contractor Identification (ID) Number: Same as item 7i under CPD Programs.

Section 3 Contractor: Enter Yes or No.

Subcontractor Identification (ID) Number: Same as item 7h, under CPD Programs.

Section 3 Contractor: Enter Yes or No.

Contractor/Subcontractor Name and Address: Same as item 7j, under CPD Programs.

Public Housing and Indian Housing Programs

PMA/HMAs are to report all contract/subcontracts. Include only contracts executed during this reporting period.

Project Owner: Enter the name of the unit of government, agency or mortgagee entity submitting this report. Check box as appropriate.

Contact Person: Same as item 3 under CPD Programs

Reporting Period: Check only one period.

Program Code: Enter the appropriate program code.

Grant/Project Number: Enter the HUD Project Number or Housing Development Grant or number assigned.

Amount of Contract/Subcontract: Same as item 7b, under CPD Programs.

Type of Trade: Same as item 7c, under CPD Programs

Business Reclassification/Gender Code: Same as item 7d, under CPD Programs

Women Owned Business: Enter Yes or No

Contractor Identification (ID) Number: Same as item 7i under CPD Programs.

Section 3 Contractor: Enter Yes or No.

Subcontractor Identification (ID) Number: Same as item 7h, under CPD Programs.

Section 3 Contractor: Enter Yes or No.

Contractor/Subcontractor Name and Address: Same as item 7j, under CPD Programs.