

# ANNUAL PERFORMANCE REPORT PUBLIC WATER – PUBLIC SEWER – PUBLIC FACILITIES

## I. PROJECT INFORMATION *(See Page 1 of the APR instructions)*

<b>RECIPIENT NAME</b>		<b>IDIS Project # (OCR use only)</b>			
<b>CDBG PROJECT #</b>		No accomplishments to date			
<b>REPORT PERIOD</b>	<b>TO</b>	<b>REPORT #</b>		<b>FINAL</b>	

## II. PROJECT STATUS NARRATIVE

- A. **Please refer to instructions for activity specific questions** and provide a summary of the current status including significant accomplishments and milestones of each activity funded **during this reporting period only**:  
 Reports **will be rejected** that do not provide an adequate description of project status:

B. Provide a detailed description of any problems that are impeding the progress and/or schedule of the project and the efforts taken to resolve the problems.

C. For Recipients submitting their Final Performance Report, if the project will not meet the accomplishments as proposed in the application, provide an explanation as to why these accomplishments will not be met.

D. For all NYS CDBG funded projects, and that are utilizing professional services of a consultant or that have entered into a Subrecipient Agreement, has the Consultant and/or Subrecipient been monitored?

The City/Town/Village/County of \_\_\_\_\_ is not utilizing consultant services or a subrecipient.

The City/Town/Village/County of \_\_\_\_\_ has monitored the consultant or subrecipient on \_\_\_\_\_

The City/Town/Village/County of \_\_\_\_\_ has not monitored the consultant or subrecipient at this time, monitoring is scheduled on \_\_\_\_\_

Monitoring records of consultants and subrecipients must be made available to OCR upon request.

E. For all NYS CDBG funded projects awarded on or after December 1, 2019, has the Program Administrative Plan been submitted to OCR?

YES                      If yes, date of submission

NO                        If no, anticipated date of submission

(Please note, all projects regardless of prior funding date are encouraged to prepare and submit an administrative plan)

F. All NYS CDBG funded projects are required to conduct a second (performance) public hearing is required.

Based on Exhibit 8-2 in the OCR Grant Administration Manual, has the project met the required threshold for holding the second hearing? *\*When at least 65% of NYS CDBG funds have been expended.*

YES                      If yes, date of public hearing

NO                        If no, anticipated date of public hearing, if known

**III. Project Team Update** (See Page 2-3 of the APR instructions)

**1. Municipal Information**

Name		Co/Ci/T/V	
Address		County	
C/T/V		State	NY   ZIP + 4
Phone		Fax	
Email			
Website			
EIN		UEI	
CDBG #		FY End	

**2. Chief Elected Official (If term is ending, please provide new contact information)**

Current		Title	
	Term Effective Date	Term End Date	
New		Title	
	Term Effective Date	Term End Date	
C/T/V		State	NY   ZIP + 4
Phone		Fax	
Email			

**3. Local Grant Contact (Must be a municipal employee other than CEO)**

Name		Title	
Phone		Fax	
Email			

**4. County/City/Town/Village Clerk**

Name		Title	
Phone		Fax	
Email			

**5. Municipal Treasurer or Chief Financial Officer**

Name		Title	
Phone		Fax	
Email			

**6. Attorney**

Name		Title	
Firm		Municipal Employee	Yes No
Address			
C/T/V		State	ZIP + 4
Phone		Fax	
Email			

**7. Fair Housing Officer** Required for every CDBG award/project

Name		Title	
Address			
C/T/V		State	ZIP + 4
Phone		Fax	
Email			

**8. Section 3 Coordinator** *Required for any CDBG award that funds a project with more than \$200,000 in NYS CDBG funds*

Name		Title	
Address			
C/T/V		State	ZIP + 4
Phone		Fax	
Email			

**9. Subrecipient**

**Are activities to be undertaken by a Subrecipient?**

**Yes No To be selected** (If yes, complete this section)

Name of Subrecipient					
Contact Person				Title	
Address					
C/T/V			State		ZIP + 4
Phone			Fax		
Email					

**10. Labor Standards Compliance Officer**

**Will any CDBG activity be subject to Davis-Bacon Prevailing Wages?**

**Yes No** (If yes, complete this section)

Name			Title		
Address					
C/T/V			State		ZIP + 4
Phone			Fax		
Email					
	General Decision Number				
	Bid opening date				

**11. Consultant**

**Has the Recipient retained the services of a consultant for all or part of any CDBG activity?**

**Yes No To be selected** (If yes, complete this section.)

Name of Firm					
Contact Person				Title	
Address					
C/T/V			State		ZIP + 4
Phone			Fax		
Email					

**12. Engineer**

**Will the Recipient retain the services of an Engineer for all or part of any CDBG activity?**

**Yes No To be selected** (If yes, complete this section) **Municipal Employee**

Name of Firm					
Contact Person				Title	
Address					
C/T/V			State		ZIP + 4
Phone			Fax		
Email					

**13. Lead Based Paint Risk Assessor**

**Will any CDBG activity be subject to Lead Based Paint Regulations at 24CFR Part 35 and/or 40CFR Part 745?**

**Yes No To be selected** (If yes, complete this section)

Name of Firm					
Contact Person				Title	
Address					
C/T/V			State		ZIP + 4
Phone			Fax		
Email					

**14. Senate - Assembly - Congressional Update**

Senate

Assembly

Congressional

#### IV. BENEFICIARY DATA/PERFORMANCE MEASUREMENTS

##### A. PUBLIC INFRASTRUCTURE/FACILITIES/SERVICES ACTIVITIES (See pages 3-4 of the APR Instructions)

Complete this section for public facilities (i.e. senior centers), public infrastructure projects (i.e. public water/sewer), streetscape improvements, and public service activities. One form must be submitted for each activity funded except Program Delivery and Grant Administration.

Did the public infrastructure activity include lateral connection assistance?	YES	NO
If YES, please complete pages 6 – 7 of the APR, if NO, proceed to Part V. Program Income		

PUBLIC INFRASTRUCTURE/FACILITY/SERVICES (FOR THIS REPORTING PERIOD ONLY)	
OF THE TOTAL NUMBER OF PERSONS ASSISTED, THE NUMBER OF PERSONS:	
IDIS Activity Number (OCR use only)	Activity Name
WITH <b>NEW</b> ACCESS TO FACILITY, INFRASTRUCTURE, SERVICE OR BENEFIT	
WITH <b>IMPROVED</b> ACCESS TO FACILITY, INFRASTRUCTURE, SERVICE OR BENEFIT	
SERVED BY FACILITY, INFRASTRUCTURE, SERVICE OR BENEFIT THAT IS <b>NO LONGER SUBSTANDARD</b>	

RACIAL/ETHNIC COMPOSITION (FOR THIS REPORTING PERIOD ONLY)		
RACIAL CATEGORIES	PERSONS	
	RACIAL GROUP	HISPANIC*
WHITE		
BLACK/AFRICAN AMERICAN		
ASIAN		
AMERICAN INDIAN/ALASKAN NATIVE		
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER		
AMERICAN INDIAN/ALASKAN NATIVE AND WHITE		
ASIAN AND WHITE		
BLACK/AFRICAN AMERICAN AND WHITE		
AMERICAN INDIAN/ALASKAN NATIVE & BLACK/AFRICAN AMERICAN		
OTHER MULTI-RACIAL		
<b>TOTALS</b>		

**HISPANIC\*** = HUD HAS DESIGNATED HISPANIC AS AN ETHNIC GROUP. A HOUSEHOLD OR PERSON CAN BE IDENTIFIED AS BOTH A MEMBER OF A RACIAL GROUP AND AN ETHNIC GROUP, BUT CANNOT BE DESIGNATED ONLY AS AN ETHNIC GROUP.

BENEFICIARY INCOME DATA (FOR THIS REPORTING PERIOD ONLY)	
MEDIAN INCOME (% OF HUD ADJUSTED MEDIAN FAMILY INCOME)	PERSONS
0 - 30% (VERY LOW-INCOME)	
31 - 50% (LOW-INCOME)	
51-80% (MODERATE INCOME)	
81% AND ABOVE	
<b>TOTALS</b>	
OF THE TOTAL BENEFITING, THE NUMBER OF:	PERSONS
ELDERLY	
FEMALE HEAD OF HOUSEHOLD	
DISABLED	

One form must be submitted for each activity funded except Program Delivery and Grant Administration. **Note: Activities for single family rehabilitation and for multi-family rehabilitation are separate activities and must be reported on separate forms.**

<b>IDIS Activity Number</b> <i>(OCR use only)</i>		<b>Activity Name</b>	
<b>OWNER OCCUPIED UNITS</b>			
<b>FOR THIS REPORTING PERIOD, THE TOTAL NUMBER OF:</b>			
	UNITS COMPLETED		FOR THIS REPORTING PERIOD ONLY
	COMPLETED UNITS OCCUPIED BY LMI		
	PERSONS BENEFITING		
	LMI PERSONS BENEFITING		
	UNITS OCCUPIED BY THE ELDERLY		
	UNITS MOVED FROM SUBSTANDARD TO STANDARD CONDITION (HQS OR LOCAL		
	LEED CERTIFIED ENERGY STAR UNITS		
	UNITS MADE ACCESSIBLE		
	UNITS BROUGHT INTO COMPLIANCE WITH LEAD SAFETY RULES (24 CFR PART 35)		

<b>RENTAL UNITS</b>			
<b>FOR THIS REPORTING PERIOD, THE TOTAL NUMBER OF:</b>			
	UNITS COMPLETED		FOR THIS REPORTING PERIOD ONLY
	LMI UNITS COMPLETED		
	PERSONS BENEFITING		
	LMI PERSONS BENEFITING		
	AFFORDABLE UNITS		
	UNITS MOVED FROM SUBSTANDARD TO STANDARD CONDITION (HQS OR LOCAL		
	LEED CERTIFIED ENERGY STAR UNITS		
	SECTION 504 ACCESSIBLE UNITS		
	UNITS BROUGHT INTO COMPLIANCE WITH LEAD SAFETY RULES (24 CFR PART 35)		
	UNITS CREATED THROUGH CONVERSION OF NON-RESIDENTIAL BUILDINGS		
<b>OF THE AFFORDABLE UNITS, THE NUMBER OF:</b>			
	UNITS OCCUPIED BY THE ELDERLY		FOR THIS REPORTING PERIOD ONLY
	YEARS OF AFFORDABILITY		
	UNITS SUBSIDIZED WITH PROJECT-BASED RENTAL ASSISTANCE BY ANOTHER FEDERAL, STATE, OR LOCAL PROGRAM		
<b>OF THE TOTAL RENTAL UNITS, THE NUMBER OF:</b>			
	PERMANENT HOUSING UNITS DESIGNATED FOR HOMELESS PERSONS AND FAMILIES INCLUDING UNITS RECEIVING ASSISTANCE FOR OPERATIONS		FOR THIS REPORTING PERIOD ONLY
<b>OF THE UNITS FOR HOMELESS PERSONS, THE NUMBER:</b>			
	SPECIFICALLY, FOR THE CHRONICALLY HOMELESS		FOR THIS REPORTING PERIOD ONLY

<b>RACIAL/ETHNIC COMPOSITION (FOR THIS REPORTING PERIOD ONLY)</b>				
<b>RACIAL CATEGORIES</b>	<b>PERSONS</b>			
	<b>OWNERS</b>		<b>RENTERS</b>	
	<b>RACIAL GROUP</b>	<b>HISPANIC*</b>	<b>RACIAL GROUP</b>	<b>HISPANIC*</b>
WHITE				
BLACK/AFRICAN AMERICAN				
ASIAN				
AMERICAN INDIAN/ALASKAN NATIVE				
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER				
AMERICAN INDIAN/ALASKAN NATIVE AND WHITE				
ASIAN AND WHITE				
BLACK/AFRICAN AMERICAN AND WHITE				
AMERICAN INDIAN/ALASKAN NATIVE & BLACK/AFRICAN AMERICAN				
OTHER MULTI-RACIAL				
<b>TOTALS</b>				

**HISPANIC\*** = HUD HAS DESIGNATED HISPANIC AS AN ETHNIC GROUP. A HOUSEHOLD OR PERSON CAN BE IDENTIFIED AS BOTH A MEMBER OF A RACIAL GROUP AND AN ETHNIC GROUP, BUT CANNOT BE DESIGNATED ONLY AS AN ETHNIC GROUP.

<b>BENEFICIARY INCOME DATA (FOR THIS REPORTING PERIOD ONLY)</b>		
<b>MEDIAN INCOME (% OF HUD ADJUSTED MEDIAN INCOME)</b>	<b>HOUSEHOLDS</b>	
	<b>OWNERS</b>	<b>RENTERS</b>
0 - 30 % (VERY LOW-INCOME)		
31 - 50 % (LOW-INCOME)		
51-80 % (MODERATE INCOME)		
81% AND ABOVE		
<b>TOTALS</b>		
<b>OF THE TOTAL BENEFITING, THE NUMBER OF:</b>		
ELDERLY		
FEMALE HEAD OF HOUSEHOLD		
DISABLED		

## Fair and Equitable Housing Office

[hcr.ny.gov/fair-housing](http://hcr.ny.gov/fair-housing)

E-mail: [FEHO@hcr.ny.gov](mailto:FEHO@hcr.ny.gov)

### V. Affirmatively Furthering Fair Housing (see page of the APR instructions)

Recipients of federal funds have a duty to affirmatively further fair housing (AFFH) pursuant to the Fair Housing Act. New York State will monitor the efforts of local government grantees to satisfy and certify their own duty to AFFH. In general, activities that AFFH should promote non-discrimination and ensure fair and equal access to housing opportunities for all. The Grant Administration Manual, Chapter 5 Section VII(E), provides additional information regarding fair housing obligations. To ensure compliance with the AFFH requirements the Recipient is required to:

- a. Display fair housing posters and distribute fair housing materials prepared by New York State, the municipality, US Department of Housing and Urban Development (HUD), or fair housing organizations to community residents, landlords, real estate professionals and lenders;
- b. Pass a fair housing resolution that demonstrates a "good faith effort" in complying with fair housing requirements. The fair housing resolution adopted by the Recipient must also be publicized and promoted within the community; and
- c. Designate a fair housing officer who is familiar with the fair housing regulation, have him or her trained on their duties and responsibilities as a fair housing officer, and, through means reasonably calculated to reach the community, publicize the existence of the fair housing officer as the primary point of contact for all fair housing related issues.

The Recipient shall carry out the AFFH actions within one (1) year of the award of funds and provide to HCR's Office of Community Renewal proof of the activities undertaken as a record of the municipality's activities to satisfy its AFFH requirements.

In addition to the abovementioned required activities, the Recipient's AFFH Checklist should identify which of the below activities will also be undertaken. The below checklist does not include every fair housing activity that a municipality could, or should undertake. It is however a good starting point of increasing community awareness, ensuring that clear procedures exist for addressing fair housing complaints, expanding the types of housing choice within the municipality, and generally providing all people with the opportunity to live in a community of their choice without discrimination.

Questions related to fair housing obligations and/or the AFFH Checklist must be addressed to HCR's Fair and Equitable Housing Office at (518) 473-3089 or [FEHO@hcr.ny.gov](mailto:FEHO@hcr.ny.gov).

Recipients must be prepared to begin reporting on efforts to Affirmatively Further Fair Housing on an annual basis. Reporting will occur on an annual basis through the OCR Annual Performance Report (APR) that is due in January of every year or when submitting a FINAL APR.

#### **AFFH Checklist of Actions that may Affirmatively Further Fair Housing:**

##### *I. Encourage community input on fair housing matters*

1. Hold an annual public meeting on fair housing. Provide to HCR an agenda, meeting notes, and reports concerning the steps that will be taken to address fair housing issues raised at these meetings. Include list of attendees/sign-in sheet, location and date.

##### *II. Ensure public policy affirmatively furthers fair housing*

1. Sponsor, or work with a community development/planning organization, rural/neighborhood preservation, or fair housing organization to conduct a survey to assess the community's housing needs, including barriers to fair housing choice.
2. Survey special housing needs of minorities and women to determine possible effects of discrimination.

##### *III. Promote fair housing education*

1. Elected officials, municipality staff in charge of planning, zoning, building, housing, community and economic development, and their third-party consultants attend a fair housing training program.
2. Expert provides a fair housing education and training program for real estate professionals, including developers, sales and rental agents, lenders, and property managers.
3. Conduct a meeting with financial institutions that serve the community to discuss the importance of providing financial assistance for housing in all geographic areas and to all residents in the community.



Please identify the Fair Housing Officer: \_\_\_\_\_

Was the Fair Housing Officer appointed by resolution? Yes \_\_\_ No \_\_\_

If yes, what was the date of the resolution? \_\_\_\_\_

Has a Fair Housing Plan been adopted? Yes \_\_\_ No \_\_\_\_ . If yes, please attach a copy.

Provide a description of actions being undertaken to Affirmatively Further Fair Housing:



# SECTION 3 REQUIREMENTS

<https://hcr.ny.gov/section-3-compliance>

E-mail: [section3mwbe@hcr.ny.gov](mailto:section3mwbe@hcr.ny.gov)

Date of NYS CDBG Grant Agreement

(contact OCR for confirmation)

Recipients that received CDBG funding on or after **July 1, 2021** and subject to Section 3 Reporting, must complete the following as part of this APR:

1. Report all Section 3 activity using this **ELECTRONIC Consolidated Section 3 Awardee Reporting Form**. This form is used to consolidate **ALL** labor hours and Section 3 worker hours performed by you and reported to you by your GC and subs; AND
2. Complete the following Summary Table:

<b>Summary of Section 3 Activity since the beginning of the Project</b>	
Total labor hours on the project by recipient, subrecipient, contractors and subcontractors	
Section 3 worker hours ( <b>Goal:</b> 25% of total labor hours worked by Section 3 workers)	
Targeted Section 3 worker hours ( <b>Goal:</b> 5% of total labor hours worked by Targeted Section 3 Workers)	

Recipients that were awarded NYS CDBG funding on or before **June 30, 2021** and are subject to Section 3 requirements, use the Section 3 Reporting form contained within this APR.

3. **FOR FINAL APRs ONLY:** Complete the following if your project **DID NOT MEET** the Section 3 goals outlined above. Select “greatest extent feasible efforts” carried out. Please note: Supporting documentation should be provided, if not previously submitted, to: [Section3MWBE@hcr.ny.gov](mailto:Section3MWBE@hcr.ny.gov).

<b>Please check off the “greatest extent feasible efforts” made to meet Section 3 requirements:</b>	<b>FOR OFFICE USE ONLY (Options in IDIS)</b>
All job descriptions and job postings for work to be done on the Project by Company were posted on the New York State Job Bank	Outreach efforts to generate job applicants who are Public Housing Targeted Workers
Contacted the closest YouthBuild organization(s) with job availabilities for the Project.	Outreach efforts to generate job applicants who are Other Funding Targeted Workers
Contacted local Public Housing Authorities and/or Section 8 programs located in project area to post work opportunities on community bulletin boards and newsletters	
Advertised job and training opportunities in local community papers, local media and job boards specifying Section 3 prioritization for low-income individuals.	
Advertised job and training opportunities on social media specifying Section 3 applicability and tagging local organizations, agencies and elected officials within the Project area.	
Contacted various local community organizations and public or private agencies that serve low-income individuals regarding job and training opportunities (e.g. faith-based organizations, community centers, workforce development agencies, probations/parole agencies, job placement agencies, organizations that serve adult special needs population, homeless shelters, etc) and provided them with job postings.	

Entered into "first-source" or other referral arrangements with agencies and organizations that serve and/or train low-income individuals.	
Distributed flyers on job and training opportunities to residents of affordable/public/subsidized housing developments in or near the project.	
Contacted resident councils, management companies or other resident organizations of affordable/public/subsidized housing developments in or near the project to notify them of job and training opportunities and seek their help in distributing.	
Advertised job and training opportunities by posting in lobbies, doorways and common areas in affordable/public/subsidized housing developments in or near project area.	
Received applications and/or conducted interviews in affordable/public/subsidized housing developments in or near project area.	
Reached out to local elected officials and community boards with available job and training opportunities to seek their help in distributing job postings.	
Provided direct on-the-job training (such as apprenticeships) for low-income individuals.	Direct, on-the job training (including apprenticeships)
Provided indirect training opportunities for low-income workers, such as arranging for, contracting for or paying tuition for off-site training for low-income workers.	Indirect training such as arranging for, contracting for, or paying tuition for, off-site training
Provided technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).	Technical assistance to help Section 3 workers compete for jobs (e.g. resume assistance, coaching)
Advertised contracting opportunities specifying a Section 3 preference via trade association papers & websites, social media, newspaper, mailing, and/or posting notices that provide general information about the work to be contracted and where to obtain additional information.	
Contracting opportunities for work to be done on the Project by Company were posted on the New York State Contract Reporter.	
Established relationships with the United States Small Business Administration (SBA), Community Development Corporations, and other sources as necessary to assist with educating and mentoring residents with a desire to start their own businesses.	Outreach efforts to identify and secure bids from Section 3 business concerns
Contacted local trade associations, unions, public housing authorities or Chambers of Commerce near project in an effort to identify Section 3 Businesses, and had these organizations inform their residents/members of contracting opportunities.	
Provided technical assistance to help Section 3 businesses understand and bid on contracts.	Technical assistance to help Section 3 business concerns understand and bid on contracts
Divided contracts into smaller jobs to facilitate participation by Section 3 businesses.	Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns
Provided or connected low-income individuals with assistance in seeking employment including drafting resumes, preparing for interviews, finding job opportunities, connecting individuals to job placement services.	Provided or connected residents with assistance in seeking employment including drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services

Held/attended as an employer one or more job fairs.	Held one or more job fairs
Provided or connected low-income individuals to services supporting work readiness and retention (e.g., work readiness health screening, interview clothing, uniforms, test fees, transportation)	Provided or connected residents with supportive services that can provide one or more of the following: work readiness, health screenings, interview clothing, uniforms, test fees, transportation
Assisted low-income workers in finding/paying for childcare.	Assisted residents with finding child care
Provided assistance for low-income individuals to apply for/or attend community college or a four-year educational institution.	Assisted residents to apply for/or attend community college or a four year educational institution
Provided assistance for low-income individuals to apply for/or attend vocational or technical training.	Assisted residents to apply for or attend vocational/technical training
Assisted Section 3 workers to obtain financial literacy training and/or coaching.	Assisted residents to obtain financial literacy training and/or coaching
Provided bonding assistance, guaranties, training and technical assistance on contracting procedures or other efforts to support viable bids from Section 3 businesses.	Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns
Developed resources or sought out training to assist low-income/Section 3 Workers such as public/Section 8 housing residents interested in starting their own businesses to learn to prepare contracts, prepare taxes, and obtain licenses, bonding, and insurance.	
Provided or connected low-income individuals with training on computer or online technologies.	Provided or connected residents with training on computer use or online technologies
Created an account on HUD's FHEO Section 3 Opportunity Portal and posted hiring opportunities	Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses  Contact Section3MWBE@hcr.ny.gov for guidance.
Reviewed lists of certified Minority and Women-Owned Business Entities (MWBEs) and Service-Disabled Veteran-Owned Business Enterprises (SDVOBs) and contacted businesses that may qualify as Section 3 Business Concerns with opportunities.	
Searched HUD's Section 3 Business Registry to locate Section 3 Businesses in regions throughout New York State.	
Company contacted NYS Department of Labor Career Center (s) for the region in which the Project is located to notify them about the Project, the jobs that are made available and a contact person at the Project in charge of hiring.	Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Aid
Other (Check if any of the items below are checked)	[Fill IDIS form with text from below]

**OTHER EFFORTS (CHECK ALL THAT APPLY)**

	Company assigned a Section 3 Coordinator who is responsible for reporting and documenting the total labor hours, Section 3 labor hours and greatest extent feasible efforts undertaken by Company and its Subs (if any).
	All hiring and contracting included prioritization for Section 3 Workers and Section 3 Businesses, consistent with other state and federal laws.
	All Companies' Subs (if any) working on the project completed Section 3 "Sub-reporting and Greatest Extent Feasible Checklist" form.
	Company and subs completed and collected verification of Section 3 Worker status using the HCR Hiring Form.
	All solicitations/requests for contractors and subcontractors by Company included this language: "This is a HUD Section 3 Project with contracting priorities for businesses that hire or owned by low-income persons".
	All job descriptions and job postings for work done on the Project by Company and its Subs included the language, "This is a HUD Section 3 Project with hiring priorities for low-income persons".
	Project had a sign visible from the street that identifies the name of the Project, provided the contractors and/or Section 3 Coordinator contact information and stated: "This is a HUD Section 3 Project with hiring and contracting priorities for low-income persons and businesses that hire or are owned by them".
	Staff at Company that are in charge of hiring and contracting for the Project reviewed the NYSHCR Section 3 Policy Manual, attended a training by HCR or HUD on Section 3 prior to the commencement of construction and attended additional trainings provided by NYSHCR that were advertised to Section 3 Projects.

Any other Section 3 "greatest extent feasible efforts" made that are not included above:

If recipient is NOT meeting Section 3 performance safe harbors (25% Total Labor Hours worked by Section 3 Workers and 5% Total Labor Hours worked by Targeted Section 3 Workers), provide explanation about the barriers that prevented performance and what efforts were made to address them.

If you need assistance or have questions regarding reporting forms, please contact Section 3 coordinator at: [Section3MWBE@hcr.ny.gov](mailto:Section3MWBE@hcr.ny.gov)

**Note:** The following form is only to be used by Recipients that were awarded NYS CDBG funds on or before June 30, 2021

**V. Utilization of Section 3 Residents and Businesses (See page 6 of the APR instructions)**

- \*Program Codes**  
 1=Flexible Subsidy      2=Section 202/811  
 3=Public/Indian Housing      A=Development      B=Operation      C=Modernization  
 4=Homeless Assistance      5=HOME      6=HOME State Administered      7=CDBG Entitlement  
 8=CDBG State Administered      9=Other CD Program      10=Other Housing Programs

1. Recipient Name & Address (street, city, state, zip):		2. CDBG #:		3. Dollar Amount of Award:	
New York					
		4. Contact Person:		5. Phone (w/ area code):	
		6. Reporting Period		7. Date Report Submitted:	
8. Program Code* (use a separate sheet for each program code)			9. Project Name:		

**Part I: Employment and Training (Include New Hires in Columns E and F)**

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

**Part II: Contracts Awarded**

<b>1. Construction Contracts:</b>	
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	
<b>2. Non-Construction Contracts:</b>	
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	

\_\_\_ Attempted to recruit low-income residents through local advertising media, signs prominently displayed at project site, contacts with community organizations and public or private agencies operating within the metropolitan area (or non-metropolitan county) in which Section 3 covered program or project is located, or similar method.

\_\_\_ 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 concern.

\_\_\_ Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.

\_\_\_\_\_  
Section 3 Coordinator

\_\_\_\_\_  
Date

**Non-compliance with the requirements of Section 3 may result in sanctions, terminations of this contract for default and debarment or suspension from future HUD assisted contracts.**

**VII. CERTIFICATION OF THE ANNUAL PERFORMANCE REPORT** (See page 6 of the APR Instructions)

I certify that, to the best of my knowledge, this report is correct and complete; and that all expenditures were for eligible NYS CDBG activities and deposited and disbursed, according to requirements of Title I of the Housing and Community Development Act of 1974, and the grant agreement executed with the NYS Office of Community Renewal and the policies and program requirements governing the NYS CDBG Program.

Typed Name of Chief Elected Official	Check box if Chief Elected Official has changed since last reporting period and provide name of former CEO
Signature of Chief Elected Official	Date Report Signed by CEO
Telephone	E-mail Address
Name of Person who prepared this report	Email Address