

## CR-05 - Goals and Outcomes

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City's program is designed to meet the priorities, needs, goals and objectives set out in the 5-year Consolidated Plan for Community Development. Objectives specifically outlined in the plan include housing rehabilitation, economic development, public services, and activities in the downtown area to aid in the prevention of slums and blight.

KAHR Program – KAHR provides emergency repair of low and moderate income housing city-wide. CDBG funds, as well as General Funds used to purchase materials for repair projects. Funding was provided to Holston Habitat for Humanity, Appalachia Service Project, and the in house KAHR program.

Rehabilitation/Emergency Repair: \$150,018.00

Community Programs: For 2022/2023, Community Development funded the Community Service Projects at \$62,312.00

Code Enforcement: The Mayor's One Kingsport Summit recommended several action plan emphases to improve the Kingsport community in various target themes. Among these themes was the area of housing. The housing study committee has put forward a number of priorities for housing in the city, which spans the spectrum from affordable housing to up-scale market rate housing. One emphasis involved in housing is strengthening the City's Code Enforcement program. Since a substantial amount of code enforcement effort for the City is relative to lower income housing, the Advisory Committee recommended allocating \$50,000 for the City's Code Enforcement program. Funds would be used to bolster the City's code enforcement inspections and review activities.

984 homes were identified as having received a housing code violation, of those 914 were corrected by the owner.

HOPE VI – For Program Year 2022, Community Development proposes to allocate \$70,000 for repayment of a Section 108 Loan in support of the HOPE VI Riverview/Sherwood/Hiwassee Improvement project. In 2007 the City applied for \$856,000 Section 108 Loan to fund acquisition or real property, demolition of existing structures and/or infrastructure improvements in the Riverview Neighborhood as part of the HOPE VI project. Section 108 requires that the local jurisdiction utilize its current and future CDBG funds as collateral for the loan. Community Development has

calculated that the City would need to set aside approximately \$70,000 CDBG funds per year for 20 years to support this proposal.

Administration – For Program Year 2022, Community Development proposes an administration budget of \$83,082. These funds provide staffing and necessary office expenses for the overall administration of the CDBG program, including the addition of shared costs of a Grants Accountant in the Finance Department. Administration funds are also utilized for Fair Housing Activities.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Decent, Safe and Affordable Housing	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	100	12	12.00%	20	12	60.00%
Decent, Safe, Affordable Housing	Affordable Housing Non-Housing Community Development	CDBG: \$191080	Buildings Demolished	Buildings	5	3	60.00%	3	3	100.00%

Decent, Safe, Affordable Housing	Affordable Housing Non-Housing Community Development	CDBG: \$191080	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	0	0		300	984	328.00%
Public Facilities	Non-Housing Community Development	CDBG: \$2145	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0		300	300	100.00%
Public Facilities	Non-Housing Community Development	CDBG: \$2145	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	250	250	100.00%			
Public Facilities	Non-Housing Community Development	CDBG: \$2145	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	300		0	0	
Public Services	Non-Housing Community Development	CDBG: \$62311	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2000	1350	67.50%	500	1350	270.00%
Public Services	Non-Housing Community Development	CDBG: \$62311	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted		0				
Public Services	Non-Housing Community Development	CDBG: \$62311	Homeless Person Overnight Shelter	Persons Assisted	0	142		0	142	
Public Services	Non-Housing Community Development	CDBG: \$62311	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0		0	0	

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

Of the total \$415,412,000.00 CDBG funds, \$150,018.00 was committed to the high priority of housing rehabilitation activities. These funds were budgeted in the KAHR Program, Habitat for Humanity and Appalachia Service Project for emergency repair of low-income housing units. Funds budgeted for public services include, \$25,000 to the United Way of Greater Kingsport to address Homelessness, \$10,000 for CASA 4 Kids support services for abused and neglected children, \$10,000 Children's Advocacy Center representing children who are the victims of abuse, \$1181.20 Keep Kingsport Beautiful to conduct litter cleanups in LMI areas, \$5,000 for the Second Harvest Food Bank to support the Kingsport City Schools Food Backpack program for low income children, \$2311.00 for the Oasis of Kingsport to expand its services for women experiencing homelessness and \$10,000 for the Salvation Army of Kingsport to open a day center serving the homeless population. In the Riverview neighborhood, in 2006, the City committed to obtain a Section 108 loan in participation with the Kingsport Housing and Redevelopment Authority's HOPE VI project. The project involved the demolition of public housing units, construction of replacement housing and construction of a community center to serve the neighborhood. In 2008, the City applied for and received \$856,000 Section 108 loan funds. The funds were applied toward the construction of the V.O. Dobbins Community Center. During the course of Program Year 2022, the City made payments on the loan totaling \$70,100. The term of the loan is 20 years and the City will be reporting on subsequent payments for each of these program years. The CDBG budget reflects the City's recognition of a commitment to addressing the housing needs of its low and moderate-income citizens. In its Consolidated Plan, the City identified low income housing rehabilitation and repair as a priority need and objective of the Community Development Program. Of the total CDBG budget, \$50,000 is directed toward meeting the needs of low income residents of housing which is either substandard or fails to meet building codes in some way. This includes substantial rehabilitation and emergency repair. The Community Development program is careful to target its CDBG resources to addressing the needs of low and moderate income persons.

**CR-10 - Racial and Ethnic composition of families assisted**

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

91.520(a)

	<b>CDBG</b>
White	1,299
Black or African American	86
Asian	13
American Indian or American Native	7
Native Hawaiian or Other Pacific Islander	0
<b>Total</b>	<b>1,405</b>
Hispanic	14
Not Hispanic	1,391

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

**Narrative**

Community Development maintains statistical information relative to the impact the program has for protected classes. Statistics are maintained for programs the City operates itself, as well as those operated by its subrecipients.

**CR-15 - Resources and Investments 91.520(a)**

**Identify the resources made available**

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	620,636	423,233

**Table 3 - Resources Made Available**

**Narrative**

**Identify the geographic distribution and location of investments**

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

**Table 4 – Identify the geographic distribution and location of investments**

**Narrative**

The City's Community Development Block Grant funds are not targeted to specific geographic areas within the city. The City's Housing Rehabilitation and Emergency Repair program is offered on a city-wide, first come-first served basis. However, a significant portion of the Public Services program is utilized by agencies which serve the "South Central" area of the city which contains a concentrated minority population. Significant portions of the public service programs offered serve minority populations.

## Leveraging

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

A significant contribution to the Community Development program is volunteer labor provided by the "Carpenter's Helpers" mission of First Broad Street Methodist Church. "Carpenter's Helpers mobilizes volunteer labor toward some of the KAHR clientele needs which saves city resources.

Also funds granted to Holston Habitat for Humanity and Appalachia Service Project utilize volunteer labor. This allows more projects to be completed at a lower price point vs using contractors on the public market. A trade off is project completion often takes longer due to limited volunteers.

The City of Kingsport has not used any publicly owned land or property to address the needs identified in the plan.

## CR-20 - Affordable Housing 91.520(b)

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

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	100	187
Number of Non-Homeless households to be provided affordable housing units	0	106
Number of Special-Needs households to be provided affordable housing units	0	69
<b>Total</b>	<b>100</b>	<b>362</b>

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	1,373
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	20	7
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>20</b>	<b>1,380</b>

Table 6 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

For the program year, the City anticipated serving 20 owner-occupied households with rehabilitation and/or emergency repair. 15 households were actually served during the 2022 program year. Rising construction costs, labor shortages and access to available contractors made it difficult to have repairs completed.



Housing units continue to be in short supply and high demand. At the current rate of rent increases many low-income and individuals are finding it difficult to secure affordable housing.

CARES funding was allocated to Greater Kingsport Alliance for Development to provide rental assistance to LMI families.

Through the work of the United Way Homeless Liaison and KPD Social Worker, 293 clients were assisted, 21 were permanently housed, 2 received long term care, 5 enrolled in sober living/treatment facility, 1 entered a safe house and 12 individuals were reunited with family.

**Discuss how these outcomes will impact future annual action plans.**

The City's housing rehabilitation program and emergency repair program operates on a first come-first serve basis which also drives, to some degree, the total number of projects which may be accomplished within the program year. With this factor understood, the City will continue to closely monitor needs applicants coming through the door and how they can more effectively match resources available, including labor provided by local volunteer organizations. The city will also partner with home repair agencies such as Holston Habitat for Humanity and the Appalachian Service Project.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	4	0
Low-income	8	0
Moderate-income	0	0
<b>Total</b>	<b>12</b>	<b>0</b>

**Table 7 – Number of Households Served**

**Narrative Information**

In partnership with the United Way, 187 homeless individuals were assisted with housing needs

12 Low income families recieved home repair assistance.

7/1/22 – 6/30/23 \*\*\* This is under all Kingsport Street Outreach \*\*\*\* (Erin Gray, Jonathan Anderson, and Tracie Reece)

Total served during this time frame we exited a total of 187 individuals.

The dispositions are:

No exit interview: 61

Rental with no subsidy: 17

Jail: 23

Family/Friends: 20

Hotel no funding: 11

Rental with subsidy: 30

Shelter: 2

Outside: 2

Refused information: 1

Substance abuse tx: 10

Long-term care / Assisted Living Facility: 4

Transitional Housing: 2

Foster Care: 2

Residential: 1

Safe House: 1

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

ARCH has implemented weekly outreach forays to encampments and known locations where the homeless congregate. Additionally, ARCH has been awarded an AmeriCorps grant to station members at various Host sites within the jurisdiction to perform outreach to engage, identify and encourage the homeless to present to access sites to assess their needs.

The City of Kingsport continues to partner with the United Way for purposes of hiring a Homeless Service Coordinator to which they have been successful in seeing folks placed in permanent housing. The City of Kingsport also employs a Homeless Outreach Social Worker, who is a licensed MSW. The Social Worker works alongside Kingsport Police Office to provide services to those who are experiencing homelessness in Kingsport.

The City of Kingsport partners with the United Way who employs a Homeless Liaison. This individual works directly with homeless and homeless service agency. The Homeless Liaison also heads the Kingsport Homeless Coalition. The homeless coalition meets quarterly to share updates, resources, wins, challenges in a collaborative effort to end homelessness in Kingsport.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

As Collaborative Applicant, ARCH leads and implements the planning process for Continuum of Care (COC) funding to provide emergency shelter and transitional housing to the homeless. Additionally, ARCH is a Veterans Affairs (VA) Grant Per Diem (VAPD) awardee provides transitional housing to 15 homeless Veterans in a residential group home setting.

The City of Kingsport has formed a Homeless Coalition with the purpose to address Homelessness and find a solution. The Coalition is comprised of Community Members, Business Owners, City Employees and Non-profit staff. The Coalition is working alongside local homeless service providers and the local housing authority in addressing the needs for emergency and transitional housing.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

ARCH collaborates with publicly funded systems of care to ensure at risk clients are not discharged to the streets. ARCH provides Written Standards that outline discharge protocol and requires referral through ARCH Coordinated Entry System. ARCH collaborates with McKinney-Vento Homeless Coordinators with area school systems and encourages hospitals to utilize the Coordinated Entry system for client access to both ESG Homeless Prevention funding and SOAR that provides SSI/SSDI that benefits both the client and the hospitals (6-month bill back period). Public Housing Authorities have incorporated a homeless preference in their Administrative Plans.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

ARCH Coordinated Entry process allows for rapid rehousing and permanent supportive housing options by connecting homeless and chronically homeless to ESG-CoC-funded RR and PSH, and Housing Choice Vouchers, Public Housing and market rental units. ARCH is a CoC Dedicated Plus Program awardee, which allows those clients who were chronically homeless at intake and have cycled through housing and failed, to maintain their chronic status and access permanent supportive housing. This will target ARCH predominant homeless population who cycle through the justice system; hospital; shelters, and encampments, to transition from the streets to permanent supportive housing, preventing returns to homelessness due to loss of chronic status.

The City of Kingsport employs a Homeless Outreach Social Worker, who is a licensed MSW. The Social Worker works alongside Kingsport Police Office when situations arise concerning a potentially mentally ill person and to provide services to those who are experiencing homelessness in Kingsport.

Total served during this time frame we exited a total of 187 individuals.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

These actions are addressed on an ongoing basis by the Kingsport Housing and Redevelopment Authority which is the provider of public housing and catalyst of resident initiatives. KHRA annually submits its plan for public housing programs, including any improvements. KHRA also dedicates itself to fostering residents programs and provides resources for the resident associations in public housing developments. Among these programs are the FSS program and Life Bridge.

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

KHRA participates in the Housing Choice Voucher program which converts rental vouchers to homebuyer loans. Some of these homebuyers may be eligible for assistance with downpayment/closing costs grants/loans from the Northeast TN/Southwest VA Home Consortium's Homeownership Program.

### **Actions taken to provide assistance to troubled PHAs**

KHRA is not designated as "troubled". However, Community Development staff routinely collaborates with KHRA on grants, renewals, and redevelopment projects.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

Barriers to affordable housing such as zoning regulations, land use controls, building codes, infrastructure requirements, etc., are monitored on a case-by-case basis and where possible, variances or sanctions are granted/lifted if a determination is made that existing regulations are unreasonable. Land use planners regularly consult with community development staff concerning housing development projects.

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

The Consolidated Plan identified the need to provide housing for “the frail elderly, persons with disabilities, persons with HIV/AIDS and others who need a supportive housing environment. Such facilities should be located in group home situations throughout the City.” Those statements were based on number of elderly residents within the city, limited facilities for disabled persons, lack of facilities for persons returning from mental and physical institutions and for persons with HIV/AIDS.

Proposed accomplishments identified in the Plan included an increase in the capacity of existing facilities and services and possible addition of new programs. In, or adjacent to, the City of Kingsport, facilities which meet the needs of housing for persons with mental/physical impairments or others who need a supportive housing environment include Recovery Resources, Rainbow Homes, Roller-Russ Residence, Link House, Safe House and Eldereth House.

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

Any lead-based paint issues are identified through the KAHR housing rehabilitation and emergency repair program. During 2022 program year, no houses were identified with lead-based paint issues.

**Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

There are several agencies, some of which receive assistance from the City, CDBG or otherwise, which work to meet the needs of persons and families living below the poverty level. Most of the agencies also have programs which attempt to reduce the number of persons below poverty level. During Program Year 2022, CDBG program subrecipients utilized CDBG funding to provide assistance to low income and minority individuals.

**Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

The City recognizes no blatant gaps in institutional structures. The only area in which the City may recognize potential for slight gaps is in homeless needs and services. Participation in the continuum of care planning process with ARCH should make any gaps identified addressable.

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

As stated above, the City participates in the regional Continuum of Care, administered by the Appalachian Regional Coalition on Homelessness (ARCH) through which coordination of private interests and public agencies is pursued and developed. The City is also a member of the Northeast TN/Southwest VA HOME Consortium in which regional government entities coordinate housing services with several Community Housing Development Organizations (CHDOs).

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

CDBG Staff completes annual fair housing training.

Participates in annual COC level training.

Members of the Kingsport Homeless Coalition, ARCH, PATH.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The organizational structure of the Housing and Community Development Division of the City of Kingsport lends itself to ongoing and constant monitoring of programs funded by CDBG. Reports are generated by CDBG subrecipients and reviewed by staff. Housing rehabilitation projects are monitored daily by staff for progress and effectiveness.

In terms of the administration of the Community Development program in general, and the administration of the Community Development Block Grant program specifically, the City continued to effect changes which have improved the program overall. Accounting and general administrative procedures continued during Program Year 2022. CDBG drawdowns were completed on a regular basis during the program year and expenditures posted in greater and more easily understandable detail which allows staff to constantly monitor project progress and initiate corrective measures if needed.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

The City of Kingsport makes available this, any and all performance reports and records for the public to review and forward comments. A notice of this report was published in the Kingsport Times News on Thursday, August 30, 2023 and published on the Community Development website on Thursday, August 30, 2023. The 15-day comment period lasted until, September 18, 2023. The CAPER was presented to the Community Development Advisory Committee on September 8, 2023. A copy of this notice is attached to this CAPER document. No comments were received.

## **CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**



The City of Kingsport utilizes its Citizen Participation for changes to planned programming.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

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

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

The City of Kingsport utilizes its Citizen Participation for changes to planned programming.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

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

## CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

<b>Total Labor Hours</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Total Number of Activities	0	0	0	0	0
Total Labor Hours	0				
Total Section 3 Worker Hours	0				
Total Targeted Section 3 Worker Hours	0				

**Table 8 – Total Labor Hours**

<b>Qualitative Efforts - Number of Activities by Program</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Outreach efforts to generate job applicants who are Public Housing Targeted Workers	0				
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	0				
Direct, on-the job training (including apprenticeships).	0				
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.	0				
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).	0				
Outreach efforts to identify and secure bids from Section 3 business concerns.	0				
Technical assistance to help Section 3 business concerns understand and bid on contracts.	0				
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.	0				
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.	0				
Held one or more job fairs.	0				
Provided or connected residents with supportive services that can provide direct services or referrals.	0				
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.	0				
Assisted residents with finding child care.	0				
Assisted residents to apply for, or attend community college or a four year educational institution.	0				
Assisted residents to apply for, or attend vocational/technical training.	0				
Assisted residents to obtain financial literacy training and/or coaching.	0				
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.	0				
Provided or connected residents with training on computer use or online technologies.	0				
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.	0				
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.	0				

Other.	0				
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**Table 9 – Qualitative Efforts - Number of Activities by Program**

**Narrative**

# Attachment

## Advert

### NOTICE OF PUBLIC MEETING

NOTICE IS HEREBY GIVEN to all citizens of the City of Kingsport, Tennessee, to all persons interested, and the public at large that the **City of Kingsport Community Development Advisory Committee** will conduct a **Public Meeting** during its meeting on **September 8, 2023** to provide an opportunity for citizens to express views regarding the following:

1. 2024-2025 Annual Action Plan
2. 2022-2023 Consolidated Annual Performance and Evaluation Report (CAPER).

Activities addressed by the CDBG program must meet at least one of three National Objectives:

1. Provide benefit to low and moderate income families
2. Aid in the prevention or elimination of slum and blight
3. Address community needs having a particular urgency because they pose a serious or immediate threat to the health and safety of the general public where no other financial resources are available

A draft of the 2022 CAPER Report for fiscal year 2022-2023 will be available on August 30, 2023 at City of Kingsport's Community Development Office located at 415 Broad Street, Kingsport. The draft will also be posted the City's Community Development website at <https://www.kingsporttn.gov/city-services/community-development/>.

Interested parties may comment on the 2022 CAPER Report and provide input in planning for the 2024-2025 Annual Action Plan. The CAPER has a minimum 15-day comment period running from August 31 – September 18, 2023. The 2024-2025 Annual Action Plan will have a 30-day comment period running from August 31 – September 30, 2023. All comment periods will begin Thursday August 31, 2023.

Public Meetings are held throughout the year and comments are welcome throughout the planning process. The public is invited to offer comments concerning the proposed use of funds. Written or oral comments should be submitted to Michael Price, Community Development Planner, City of Kingsport, 415 Broad Street, Kingsport, TN 37660 or (423)224-2877 or by emailing [michaelprice@KingsportTN.gov](mailto:michaelprice@KingsportTN.gov).

If citizens would like to attend the meeting, located at 415 Broad Street, Room 226, Kingsport, City Hall, the conference room has a limited physical capacity 10. Once the conference room is full, the public is welcome to wait in the lobby until it is their turn to give their public comment.

Citizens that attend are strongly encouraged to practice social distancing and wear their masks during the course of the meeting.

All City of Kingsport public meetings are conducted in accessible locations. If you require accommodations to participate in this meeting, these may be requested by calling (423) 229-9401, ext. 5 or by emailing [ADAContact@KingsportTN.gov](mailto:ADAContact@KingsportTN.gov) at least 72 hours in advance. Copies of any documents used are available in accessible formats upon request.

CITY OF KINGSPORT  
Angie Marshall, Deputy City Recorder

PIT: 8/31/2023

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# AAFH Report

## Program Year 2022 CAPER Affirmatively Affirming Fair Housing Report

### Affirmatively Furthering Fair Housing

As part of the initial consolidated planning process, an Analysis of Impediments to Fair Housing was prepared by the City to ascertain impediments to fair housing choice. The Department of Housing and Urban Development approved that Analysis.

In 2016, the Northeast TN/Southwest Va HOME Consortium, of which the City of Kingsport is a member, produced an update, jurisdiction-wide Analysis of Impediments, which was also approved by HUD. (Note – During program year 2015, it was discovered that an update to the Analysis of Impediments to Fair Housing was not completed in conjunction with the submission of the 2015 Consolidated Plan. During Program Year 2016, an update was updated and accepted by HUD. The report below addresses actions taken during Program Year 2022 which address impediments identified in the 2009 Analysis.)

In summary, the impediments identified in the Analysis included:

1. Discrimination based on race, color, national origin, sex, religion, familial status, and disability
2. Lack of affordable housing, both public and private
3. Zoning, building code and annexation restrictions
4. Inadequate wages and/or lack of employment opportunities in the area
5. Due to the rising elderly population, there is a short supply of affordable one and two-bedroom units
6. Poor credit history of potential homeowners causing inability to obtain a mortgage and increase in predatory lending which often leads to foreclosures
7. Lack of housing that is accessible to the disabled
8. Lack of accessible transportation services
9. The rising cost of utilities, medical care, food, coupled with low wages, cause many to be at risk of becoming homeless

The following are Program Year 2022 activities by the City of Kingsport Community Development Program, operating in conjunction with the Kingsport Housing and Redevelopment Authority, to address perceived, anticipated and otherwise possible impediments to fair housing as outlined in the Analysis of Impediments to Fair Housing document prepared by the Northeast TN/Southwest Virginia HOME Consortium:

1. All users, as beneficiaries of CDBG, HOME, ESG, HCP and other Federal, State and local community development and housing programs, were provided with pamphlets, brochures, booklets and other approved and pertinent information informing them of Fair Housing Law and their rights. Documents include the “Fair Housing, It’s Your Choice” pamphlet and the locally-produced “About Renting” booklet. During Program Year 2022, all housing units receiving home repair assistance received appropriate Fair Housing information. Also, the City’s Public Service subrecipient agencies distribute Fair Housing material.

2. During PY 2022, Community Development staff continued education, through Fair Housing training events, about new and existing regulations concerning how Fair Housing and Equal Opportunity Law. Community Development staff provided Fair Housing and Equal Opportunity training to the East Tennessee Chapter of the Tennessee Affordable Housing Coalition. The event was conducted in a community center within a public housing development operated by the Morristown Housing Authority.
3. During Program Year 2022, Community Development staff worked with HOME Consortium staff in reviewing program documents (Consortium and City) for potential translation opportunities for enhanced accessibility for non-English speakers. This effort will continue to progress through ongoing program years.
4. The AI also identified lack of housing that is accessible by the disabled as an impediment. Toward meeting this need, in general, the City's Building Codes division attempts to apply, where applicable, provisions of the Americans with Disabilities Act in its review of housing development plans. This, of course, is a matter of expectation. However, proactively, Community Development staff attempts to address accessibility needs in its KAHR program (emergency repair) and Housing Needs program (regular housing rehabilitation). Staff works with potential program recipients to educate them and identify future accessibility needs they may not recognize. If at all possible, staff attempts to provide assistance beyond the needs identified by the homeowner to address their existing or potential accessibility needs.
5. As a member of the Northeast TN/Southwest VA HOME Consortium, the City of Kingsport participated in "Fair Housing Month" recognition and declaration.
6. Toward the identified impediment of inadequate wages and/or lack of employment opportunities in the area, while as general practice, the City maintains an economic development office within the Development Services Department which is charged with supporting and promoting economic development opportunities on a city-wide and general basis, the City's Community Development program also utilizes CDBG funds to provide support for employment training and outreach services in the south-central area of the City. CDBG funds are provided to the South Central Kingsport CDC which operates the Riverview Employment Outreach office which provides these services within a primarily low-income and traditionally minority neighborhood. Also, by extension of ongoing loan installment payments to the Section 108 program, the City continues to participate in the provision of economic opportunity support services of the HOPE VI program in the Riverview Neighborhood. In 2008, the City secured an \$856,000 Section 108 loan to assist in the development of the HOPE VI support services office in Riverview.
7. The 2009 Analysis identifies lack of transportation needs as an impediment for some populations with the city to access services and retail shopping close to their residence. In recent years, the City's Transit Services Department has been able to make some improvements to routing and rolling stock, which has helped citizens in some more remote neighborhoods. During Program Year 2019, though, the City of Kingsport complete construction of a new public bus terminal and station which has streamlined access for persons living in low and moderate income neighborhoods to access services around town.



## Fair Housing Activities Costs

Although the budget for the Community Development program does not identify specific, designated funding for Fair Housing activities as a separate line item, Community Development staff time, paid entirely with Community Development Block Grant funds, is directed toward Fair Housing Activities. Staff salary and training and travel expenditures are included in the staff's effort to address the City's obligation to Fair Housing. CBDG Staff attend Fair Housing training via Zoom on 2/10/2022 hosted by Legal Aid - Memphis, TN.

## Affirmative Outreach

During program year 2022, Community Development staff continued outreach to minority groups which have previously been funded with Community Development Block Grant funds. The goal of this outreach was to help the groups refine their programs to more effectively reach the neighborhoods in which they work. These neighborhoods consist mainly of minority groups in the city. These meetings and consultations involved encouraging these groups to identify potential collaborative opportunities in which their respective programs could complement each other, operate more efficiently and effectively, and broaden their appeal across their respective neighborhoods. This process has resulted in program designs which has worked to focus outreach based on age divisions and, hopefully, expanding the programs' footprints across age demographics. Community Development is continuing to encourage these groups to collaborate in areas that make sense to program delivery and outreach.

## LEP

During Program Year 2022, the City maintained a list of citizens who have volunteered to provide translation services for the benefit of those who have Limited English Proficiency. Community Development staff, during Program Year 2022, continued reviewing census data which would reveal which language groups, depending on their share of population, would be more likely to attempt access to Community Development information so that the City could efficiently determine which languages to have translated for program information. Staff also continued analyzing anecdotal information on the growth of cultural populations in the City. This activity was an extension of activities begun in Program Year 2014. Staff also completed Title IV training on 7/29/2022.

# form2516

## Contract and Subcontract Activity

U.S. Department of Housing and Urban Development

OMB Approval No.: 2535-0117 (exp. 1/31/2013)

Public Reporting Burden for this collection of information is estimated to average .50 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.

Executive Order 12421 dated July 14, 1983, 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 and evaluate MBE activities against the total program activity and the designated minority business enterprise (MBE) goals. The Department requires the information to provide guidance and oversight for programs for the development of minority business enterprise concerning 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. While no assurances of confidentiality is pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information request.

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1. Grantee/Project Owner/Developer/Sponsor/Builder/Agency City of Kingsport, TN		Check if: PHA <input type="checkbox"/> IHA <input type="checkbox"/>	2. Location (City, State, ZIP Code) Kingsport, TN 37660	
3a. Name of Contact Person Michael Price		3b. Phone Number (Including Area Code) (423) 224-2877		4. Reporting Period <input type="checkbox"/> Oct. 1 - Sept. 30 (Annual-FY)
5. Program Code (Not applicable for CPD programs.) See explanation of codes at bottom of page.			6. Date Submitted to Field Office 08/31/2023	

Grant/Project Number or HUD Case Number or other identification of property, subdivision, dwelling unit, etc.	Amount of Contract or Subcontract	Type of Trade Code (See below)	Contractor or Subcontractor Business Racial/Ethnic Code (See below)	Woman Owned Business (Yes or No)	Prime Contractor Identification (ID) Number	Sec. 3	Subcontractor Identification (ID) Number	Sec. 3	Contractor/Subcontractor Name and Address				
									Name	Street	City	State	Zip Code
914 ROBERTSON ST	20,800	3	1	N	621509946	N			Associated Builders, Inc.	212 Akard Place	Bristol	TN	37620
1025 Oak Dr Cir	15,750	3	1	N	261875338	N			Caldwell Companies	109 Fire Hall Rd	Fall Branch	TN	37656
1513 GREENFIELD AVE	28,795	3	1	N	261875338	N			Caldwell Companies	109 Fire Hall Rd	Fall Branch	TN	37656
2332 Hiwassee	16,480	3	1	N	621509946	N			Associated Builders, Inc.	212 Akard Place	Bristol	TN	37620
102 Broadway	8,652	3	1	N	812318674	N			Model City Roofing	1504 Bridgewater Ln	Kingsport	TN	37660
590 WEST STONE DR	10,500	3	1	N	261875338	N			Caldwell Companies	109 Fire Hall Rd	Fall Branch	TN	37656
4400 Matilda Pl	7,200	3	1	N		N			BDM	PO BOX 3821	KINGSPORT	TN	37664
1013 Hane St	689	3	1	N	n/a	N			Carpenter's Helpers	100 Church Circle	Kingsport	TN	37660
590 W Stone Dr	6,074	3	1	N	46-2006232	N			Summit Property Maintenance Inc.	1520 Bridgewater Lane	Kingsport	TN	37660

**7c: Type of Trade Codes:**  
**CPD:**  
 1 = New Construction  
 2 = Education/Training  
 3 = Other  
**Housing/Public Housing:**  
 1 = New Construction  
 2 = Substantial Rehab.  
 3 = Repair  
 4 = Service  
 5 = Project Manag.  
 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 = Hasidic Jews

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

Previous editions are obsolete. form HUD-2516 (8/98)

This report is to be completed by grantees, developers, sponsors, builders, agencies, and/or project owners for reporting contract and subcontract activities of \$10,000 or more under the following programs: Community Development Block Grants (entitlement and small cities); Urban Development Action Grants; Housing Development Grants; Multifamily Insured and Noninsured; Public and Indian Housing Authorities; and contracts entered into by recipients of CDBG rehabilitation assistance. Contracts/subcontracts of less than \$10,000 need be reported only if such contracts represent a significant portion of your total contracting activity. Include only contracts executed during this reporting period. This form 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 by HUD financial assistance for housing and community development programs shall, to the greatest extent feasible, be directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. Recipients using this form to report Section 3 contract data must also use Part I of form HUD-60002 to 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-60002 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 percent 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 80 percent of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families. Very low-income persons means low-income families (including single persons) whose incomes do not exceed 50 percent of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 percent 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. 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. PHAs/IHAs are to report all contracts/subcontracts.

**Community Development Programs**  
 1. **Grantee:** Enter the name of the unit of government submitting this report.  
 3. **Contact Person:** Enter name and phone of person responsible for maintaining and submitting contract/subcontract data.  
 7a. **Grant Number:** Enter the HUD Community Development Block Grant Identification Number (with dashes). For example: B-32-MC-25-0034. For Entitlement Programs and Small City multi-year comprehensive programs, enter the latest approved grant number.  
 7b. **Amount of Contract/Subcontract:** Enter the dollar amount rounded to the nearest dollar. If subcontractor ID number is provided in 7i, the dollar figure would be for the subcontract only and not for the prime contract.  
 7c. **Type of Trade:** Enter the numeric code which best indicates the contractor's/subcontractor's service. If subcontractor ID number is provided in 7i, the type of trade code would be for the subcontractor only and not for the prime contractor. The "other" category includes supply, professional services and all other activities except construction and education/training activities.  
 7d. **Business Racial/Ethnic/Gender Code:** Enter the numeric code which indicates the racial/ethnic /gender character of the owner(s) and controller(s) of 51% of the business. When 51% or more is not owned and controlled by any single racial/ethnic/gender category, enter the code which seems most appropriate. If the subcontractor ID number is provided, the code would apply to the subcontractor and not to the prime contractor.  
 7e. **Woman Owned Business:** Enter Yes or No.  
 7f. **Contractor Identification (ID) Number:** Enter the Employer (IRS) Number of the Prime Contractor as the unique identifier for prime recipient of HUD funds. Note that the Employer (IRS) Number must be provided for each contract/subcontract awarded.  
 7g. **Section 3 Contractor:** Enter Yes or No.  
 7h. **Subcontractor Identification (ID) Number:** Enter the Employer (IRS) Number of the subcontractor as the unique identifier for each subcontract awarded from HUD funds. When the subcontractor ID Number is provided, the respective Prime Contractor ID Number must also be provided.  
 7i. **Section 3 Contractor:** Enter Yes or No.  
 7j. **Contractor/Subcontractor Name and Address:** Enter this information for each firm receiving contract/subcontract activity only one time on each report for each firm.

**Multifamily Housing Programs**  
 1. **Grantee/Project Owner:** Enter the name of the unit of government, agency or mortgage entity submitting this report.  
 3. **Contact Person:** Same as item 3 under CPD Programs.  
 4. **Reporting Period:** Check only one period.  
 5. **Program Code:** Enter the appropriate program code.  
 7a. **Grant/Project Number:** Enter the HUD Project Number or Housing Development Grant or number assigned.  
 7b. **Amount of Contract/Subcontract:** Same as item 7b, under CPD Programs.  
 7c. **Type of Trade:** Same as item 7c, under CPD Programs.  
 7d. **Business Racial/Ethnic/Gender Code:** Same as item 7d, under CPD Programs.  
 7e. **Woman Owned Business:** Enter Yes or No.  
 7f. **Contractor Identification (ID) Number:** Same as item 7f, under CPD Programs.  
 7g. **Section 3 Contractor:** Enter Yes or No.  
 7h. **Subcontractor Identification (ID) Number:** Same as item 7h, under CPD Programs.  
 7i. **Section 3 Contractor:** Enter Yes or No.  
 7j. **Contractor/Subcontractor Name and Address:** Same as item 7j, under CPD Programs.

**Public Housing and Indian Housing Programs**  
 PHAs/IHAs are to report all contracts/subcontracts. Include only contracts executed during this reporting period.  
 1. **Project Owner:** Enter the name of the unit of government, agency or mortgage entity submitting this report. Check box as appropriate.  
 3. **Contact Person:** Same as item 3 under CPD Programs.  
 4. **Reporting Period:** Check only one period.  
 5. **Program Code:** Enter the appropriate program code.  
 7a. **Grant/Project Number:** Enter the HUD Project Number or Housing Development Grant or number assigned.  
 7b. **Amount of Contract/Subcontract:** Same as item 7b, under CPD Programs.  
 7c. **Type of Trade:** Same as item 7c, under CPD Programs.  
 7d. **Business Racial/Ethnic/Gender Code:** Same as item 7d, under CPD Programs.  
 7e. **Woman Owned Business:** Enter Yes or No.  
 7f. **Contractor Identification (ID) Number:** Same as item 7f, under CPD Programs.  
 7g. **Section 3 Contractor:** Enter Yes or No.  
 7h. **Subcontractor Identification (ID) Number:** Same as item 7h, under CPD Programs.  
 7i. **Section 3 Contractor:** Enter Yes or No.  
 7j. **Contractor/Subcontractor Name and Address:** Same as item 7j, under CPD Programs.

Contract and Subcontract Activity

U.S. Department of Housing and Urban Development

OMB Approval No.: 2535-0117 (exp. 1/31/2013)

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1. Grantee/Project Owner/Developer/Sponsor/Builder/Agency: City of Kingsport, TN
2. Location (City, State, ZIP Code): Kingsport, TN 37660
3a. Name of Contact Person: Michael Price
3b. Phone Number (Including Area Code): (423) 224-2877
4. Reporting Period: Oct. 1 - Sept. 30 (Annual-FY)
5. Program Code (Not applicable for CPD programs.):
6. Date Submitted to Field Office: 08/31/2023

Table with columns: Grant/Project Number or HUD Case Number, Amount of Contract or Subcontract, Type of Trade Code, Contractor or Subcontractor Business, Women Owned Business, Prime Contractor Identification (ID) Number, Sec. 3, Subcontractor Identification (ID) Number, Sec. 3, Contractor/Subcontractor Name and Address (Name, Street, City, State, Zip Code).

- CPD: 1 = New Construction, 2 = Education/Training, 3 = Other
7c: Type of Trade Codes: Housing/Public Housing: 1 = New Construction, 2 = Substantial Rehab., 3 = Repair, 4 = Service, 5 = Project Mangl., 6 = Other
7d: Racial/Ethnic Codes: 1 = White Americans, 2 = Black Americans, 3 = Native Americans, 4 = Hispanic Americans, 5 = Asian/Pacific Americans, 6 = Hasidic Jews
5: Program Codes (Complete for Housing and Public and Indian Housing programs only): 1 = All Insured, including Section 8, 2 = Flexible Subsidy, 3 = Section 8 Noninsured, Non-HFDA, 4 = Insured (Management), 5 = Section 202, 6 = HUD Held (Management), 7 = Public/Indian Housing

Previous editions are obsolete. form HUD-2516 (8/98)

This report is to be completed by grantees, developers, sponsors, builders, agencies, and/or project owners for reporting contract and subcontract activities of \$10,000 or more under the following programs: Community Development Block Grants (entitlement and small cities); Urban Development Action Grants; Housing Development Grants; Multifamily Insured and Noninsured; Public and Indian Housing Authorities; and contracts entered into by recipients of CDBG rehabilitation assistance.
Contracts/subcontracts of less than \$10,000 need be reported only if such contracts represent a significant portion of your total contracting activity. Include only contracts executed during this reporting period.
This form 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 by HUD financial assistance for housing and community development programs shall, to the greatest extent feasible, be directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. Recipients using this form to report Section 3 contract data must also use Part I of form HUD-60002 to 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-60002 is to be completed by all other HUD programs including State administered community development programs covered under Section 5.
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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 1957. Low-income persons mean families (including single persons) whose incomes do not exceed 80 percent 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 80 percent of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families. Very low-income persons means low-income families (including single persons) whose incomes do not exceed 50 percent of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 percent 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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Complete item 7h only once for each contractor/subcontractor on each semi-annual report.
Enter the prime contractor's ID in item 7f for all contracts and subcontracts. Include only contracts executed during this reporting period. PHAs/IHAs are to report all contracts/subcontracts.

- Community Development Programs
1. Grantee: Enter the name of the unit of government submitting this report.
3. Contact Person: Enter name and phone of person responsible for maintaining and submitting contract/subcontract data.
7a. Grant Number: Enter the HUD Community Development Block Grant Identification Number (with dashes). For example: B-32-MC-25-0034. For Entitlement Programs and Small City multi-year comprehensive programs, enter the latest approved grant number.
7b. Amount of Contract/Subcontract: Enter the dollar amount rounded to the nearest dollar. If subcontractor ID number is provided in 7i, the dollar figure would be for the subcontract only and not for the prime contract.
7c. Type of Trade: Enter the numeric codes which best indicates the contractor's/subcontractor's services. If subcontractor ID number is provided in 7i, the type of trade code would be for the subcontract only and not for the prime contractor. The "other" category includes supply, professional services and all other activities except construction and education/training activities.
7d. Business Racial/Ethnic/Gender Code: Enter the numeric code which indicates the racial/ethnic/gender character of the owner(s) and controller(s) of 51% of the business. When 51% or more is not owned and controlled by any single racial/ethnic/gender category, enter the code which seems most appropriate. If the subcontractor ID number is provided, the code would apply to the subcontractor and not to the prime contractor.
7e. Woman Owned Business: Enter Yes or No.
7f. Contractor Identification (ID) Number: Enter the Employer (IRS) Number of the Prime Contractor as the unique identifier for prime recipient of HUD funds. Note that the Employer (IRS) Number must be provided for each contract/subcontract awarded.
7g. Section 3 Contractor: Enter Yes or No.
7h. Subcontractor Identification (ID) Number: Enter the Employer (IRS) Number of the subcontractor as the unique identifier for each subcontract awarded from HUD funds. When the subcontractor ID number is provided, the respective Prime Contractor ID Number must also be provided.
7i. Section 3 Contractor: Enter Yes or No.
7j. Contractor/Subcontractor Name and Address: Enter this information for each firm receiving contract/subcontract activity only one time on each report for each firm.
Multifamily Housing Programs
1. Grantee/Project Owner: Enter the name of the unit of government, agency or mortgagee entity submitting this report.
3. Contact Person: Same as item 3 under CPD Programs.
4. Reporting Period: Check only one period.
5. Program Code: Enter the appropriate program code.
7a. Grant/Project Number: Enter the HUD Project Number or Housing Development Grant or number assigned.
7b. Amount of Contract/Subcontract: Same as item 7b under CPD Programs.
7c. Type of Trade: Same as item 7c under CPD Programs.
7d. Business Racial/Ethnic/Gender Code: Same as item 7d under CPD Programs.
7e. Woman Owned Business: Enter Yes or No.
7f. Contractor Identification (ID) Number: Same as item 7f under CPD Programs.
7g. Section 3 Contractor: Enter Yes or No.
7h. Subcontractor Identification (ID) Number: Same as item 7h under CPD Programs.
7i. Section 3 Contractor: Enter Yes or No.
7j. Contractor/Subcontractor Name and Address: Same as item 7j under CPD Programs.
Public Housing and Indian Housing Programs
PHAs/IHAs are to report all contracts/subcontracts. Include only contracts executed during this reporting period.
1. Project Owner: Enter the name of the unit of government, agency or mortgagee entity submitting this report. Check box as appropriate.
3. Contact Person: Same as item 3 under CPD Programs.
4. Reporting Period: Check only one period.
5. Program Code: Enter the appropriate program code.
7a. Grant/Project Number: Enter the HUD Project Number or Housing Development Grant or number assigned.
7b. Amount of Contract/Subcontract: Same as item 7b under CPD Programs.
7c. Type of Trade: Same as item 7c under CPD Programs.
7d. Business Racial/Ethnic/Gender Code: Same as item 7d under CPD Programs.
7e. Woman Owned Business: Enter Yes or No.
7f. Contractor Identification (ID) Number: Same as item 7f under CPD Programs.
7g. Section 3 Contractor: Enter Yes or No.
7h. Subcontractor Identification (ID) Number: Same as item 7h under CPD Programs.
7i. Section 3 Contractor: Enter Yes or No.
7j. Contractor/Subcontractor Name and Address: Same as item 7j under CPD Programs.

Previous editions are obsolete. form HUD-2516 (8/98)



# Form 2516 B

## Contract and Subcontract Activity

U.S. Department of Housing and Urban Development

OMB Approval No.: 2535-0117 (exp. 1/31/2013)

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1. Grantee/Project Owner/Developer/Sponsor/Builder/Agency City of Kingsport, TN		Check if: PHA <input type="checkbox"/> IHA <input type="checkbox"/>	2. Location (City, State, ZIP Code) Kingsport, TN 37660	
3a. Name of Contact Person Michael Price		3b. Phone Number (Including Area Code) (423) 224-2877		4. Reporting Period <input type="checkbox"/> Oct. 1 - Sept. 30 (Annual-FY)
5. Program Code (Not applicable for CPD programs.) See explanation of codes at bottom of page.			6. Date Submitted to Field Office 08/31/2023	

Grant/Project Number or HUD Case Number or other identification of property, subdivision, dwelling unit, etc.	Amount of Contract or Subcontract	Type of Trade Code (See below)	Contractor or Subcontractor Business Racial/Ethnic Code (See below)	Woman Owned Business (Yes or No)	Prime Contractor Identification (ID) Number	Sec. 3	Subcontractor Identification (ID) Number	Sec. 3	Contractor/Subcontractor Name and Address				
									Name	Street	City	State	Zip Code
310 Gibson Mill Rd	4,513	3	1	N	54-0504608	N			Appalachia Service Project	4523 Bristol HWY	Johnson City	TN	37601
578 Baysview Ct	6,860	3	1	N	54-0504608	N			Appalachia Service Project	4523 Bristol HWY	Johnson City	TN	37601
413 Gravelly Rd	8,388	3	1	N	62-1288397	N			Holston Habitat for Humanity	PO BOX 52665	Kingsport	TN	37663
2224 Sherwood Rd	8,014	3	1	N	62-1288397	N			Holston Habitat for Humanity	PO BOX 52665	Kingsport	TN	37663
		3	1	N		N							
		3	1	N		N							
		3	1	N		N							
		3	1	N		N							

<b>CPD:</b> 1 = New Construction 2 = Education/Training 3 = Other 4 = Service 5 = Project Manag.	<b>7c: Type of Trade Codes:</b> <b>Housing/Public Housing:</b> 1 = New Construction 2 = Substantial Rehab. 3 = Repair 4 = Service 5 = Project Manag.	<b>7d: Racial/Ethnic Codes:</b> 1 = White Americans 2 = Black Americans 3 = Native Americans 4 = Hispanic Americans 5 = Asian/Pacific Americans 6 = Hasidic Jews	<b>5: Program Codes</b> (Complete for Housing and Public and Indian Housing programs only): 1 = All Insured, including Section 8 2 = Flexible Subsidy 3 = Section 8 Noninsured, Non-HFDA 4 = Insured (Management) 5 = Section 202 6 = HUD-Heid (Management) 7 = Public/Indian Housing
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Previous editions are obsolete. form HUD-2516 (8/98)

This report is to be completed by grantees, developers, sponsors, builders, agencies, and/or project owners for reporting contract and subcontract activities of \$10,000 or more under the following programs: Community Development Block Grants (entitlement and small cities); Urban Development Action Grants; Housing Development Grants; Multifamily Insured and Noninsured; Public and Indian Housing Authorities; and contracts entered into by recipients of CDBG rehabilitation assistance. Contracts/subcontracts of less than \$10,000 need be reported only if such contracts represent a significant portion of your total contracting activity. Include only contracts executed during this reporting period. This form 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 by HUD financial assistance for housing and community development programs shall, to the greatest extent feasible, be directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. Recipients using this form to report Section 3 contract data must also use Part I of form HUD-60002 to 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-60002 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 percent 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 80 percent of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families. Very low-income persons means low-income families (including single persons) whose incomes do not exceed 50 percent of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 percent 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. 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. PHAs/IHAs are to report all contracts/subcontracts.

<b>Community Development Programs</b> 1. <b>Grantee:</b> Enter the name of the unit of government submitting this report. 3. <b>Contact Person:</b> Enter name and phone of person responsible for maintaining and submitting contract/subcontract data. 7a. <b>Grant Number:</b> Enter the HUD Community Development Block Grant Identification Number (with dashes). For example: B-32-MC-25-0034. For Entitlement Programs and Small City multi-year comprehensive programs, enter the latest approved grant number. 7b. <b>Amount of Contract/Subcontract:</b> Enter the dollar amount rounded to the nearest dollar. If subcontractor ID number is provided in 7i, the dollar figure would be for the subcontractor only and not for the prime contractor. 7c. <b>Type of Trade:</b> Enter the numeric code which best indicates the contractor's/subcontractor's service. If subcontractor ID number is provided in 7i, the type of trade code would be for the subcontractor only and not for the prime contractor. The "other" category includes supply, professional services and all other activities except construction and education/training activities. 7d. <b>Business Racial/Ethnic/Gender Code:</b> Enter the numeric code which indicates the racial/ethnic/gender character of the owner(s) and controller(s) of 51% of the business. When 51% or more is not owned and controlled by any single racial/ethnic/gender category, enter the code which seems most appropriate. If the subcontractor ID number is provided, the code would apply to the subcontractor and not to the prime contractor. 7e. <b>Woman Owned Business:</b> Enter Yes or No. 7f. <b>Contractor Identification (ID) Number:</b> Enter the Employer (IRS) Number of the Prime Contractor as the unique identifier for prime recipient of HUD funds. Note that the Employer (IRS) Number must be provided for each contract/subcontract awarded. 7g. <b>Section 3 Contractor:</b> Enter Yes or No. 7h. <b>Subcontractor Identification (ID) Number:</b> Enter the Employer (IRS) Number of the subcontractor as the unique identifier for each subcontract awarded from HUD funds. When the subcontractor ID Number is provided, the respective Prime Contractor ID Number must also be provided. 7i. <b>Section 3 Contractor:</b> Enter Yes or No. 7j. <b>Contractor/Subcontractor Name and Address:</b> Enter this information for each	firm receiving contract/subcontract activity only one time on each report for each firm. <b>Multifamily Housing Programs</b> 1. <b>Grantee/Project Owner:</b> Enter the name of the unit of government, agency or mortgage entity submitting this report. 3. <b>Contact Person:</b> Same as item 3 under CPD Programs. 4. <b>Reporting Period:</b> Check only one period. 5. <b>Program Code:</b> Enter the appropriate program code. 7a. <b>Grant/Project Number:</b> Enter the HUD Project Number or Housing Development Grant or number assigned. 7b. <b>Amount of Contract/Subcontract:</b> Same as item 7b, under CPD Programs. 7c. <b>Type of Trade:</b> Same as item 7c, under CPD Programs. 7d. <b>Business Racial/Ethnic/Gender Code:</b> Same as item 7d, under CPD Programs. 7e. <b>Woman Owned Business:</b> Enter Yes or No. 7f. <b>Contractor Identification (ID) Number:</b> Same as item 7f, under CPD Programs. 7g. <b>Section 3 Contractor:</b> Enter Yes or No. 7h. <b>Subcontractor Identification (ID) Number:</b> Same as item 7h, under CPD Programs. 7i. <b>Section 3 Contractor:</b> Enter Yes or No. 7j. <b>Contractor/Subcontractor Name and Address:</b> Same as item 7j, under CPD Programs.	<b>Public Housing and Indian Housing Programs</b> PHAs/IHAs are to report all contracts/subcontracts. Include only contracts executed during this reporting period. 1. <b>Project Owner:</b> Enter the name of the unit of government, agency or mortgage entity submitting this report. Check box as appropriate. 3. <b>Contact Person:</b> Same as item 3 under CPD Programs. 4. <b>Reporting Period:</b> Check only one period. 5. <b>Program Code:</b> Enter the appropriate program code. 7a. <b>Grant/Project Number:</b> Enter the HUD Project Number or Housing Development Grant or number assigned. 7b. <b>Amount of Contract/Subcontract:</b> Same as item 7b, under CPD Programs. 7c. <b>Type of Trade:</b> Same as item 7c, under CPD Programs. 7d. <b>Business Racial/Ethnic/Gender Code:</b> Same as item 7d, under CPD Programs. 7e. <b>Woman Owned Business:</b> Enter Yes or No. 7f. <b>Contractor Identification (ID) Number:</b> Same as item 7f, under CPD Programs. 7g. <b>Section 3 Contractor:</b> Enter Yes or No. 7h. <b>Subcontractor Identification (ID) Number:</b> Same as item 7h, under CPD Programs. 7i. <b>Section 3 Contractor:</b> Enter Yes or No. 7j. <b>Contractor/Subcontractor Name and Address:</b> Same as item 7j, under CPD Programs.
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Contract and Subcontract Activity

U.S. Department of Housing and Urban Development

OMB Approval No.: 2535-0117 (exp. 1/31/2013)

Public Reporting Burden for this collection of information is estimated to average .50 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.

Executive Order 12421 dated July 14, 1983, 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 and evaluate MBE activities against the total program activity and the designated minority business enterprise (MBE) goals. The Department requires the information to provide guidance and oversight for programs for the development of minority business enterprise concerning 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. While no assurances of confidentiality is pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information request.

Privacy Act 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 promulgated 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.

1. Grantee/Project Owner/Developer/Sponsor/Builder/Agency: City of Kingsport, TN
2. Location (City, State, ZIP Code): Kingsport, TN 37660
3a. Name of Contact Person: Michael Price
3b. Phone Number (Including Area Code): (423) 224-2877
4. Reporting Period: Oct. 1 - Sept. 30 (Annual-FY)
5. Program Code (Not applicable for CPD programs.):
6. Date Submitted to Field Office: 08/31/2023

Table with columns: Grant/Project Number or HUD Case Number, Amount of Contract or Subcontract, Type of Trade Code, Contractor or Subcontractor Business, Women Owned Business, Prime Contractor Identification (ID) Number, Sec. 3, Subcontractor Identification (ID) Number, Sec. 3, Contractor/Subcontractor Name and Address (Name, Street, City, State, Zip Code).

- 7c: Type of Trade Codes: 1 = New Construction, 2 = Education/Training, 3 = Other, 4 = Service, 5 = Project Mangl., 6 = Professional, 7 = Tenant Services, 8 = Education/Training, 9 = Arch./Engrg. Appraisal, 0 = Other
7d: Racial/Ethnic Codes: 1 = White Americans, 2 = Black Americans, 3 = Native Americans, 4 = Hispanic Americans, 5 = Asian/Pacific Americans, 6 = Hasidic Jews
5: Program Codes (Complete for Housing and Public and Indian Housing programs only): 1 = All Insured, including Section 8, 2 = Flexible Subsidy, 3 = Section 8 Noninsured, Non-HFDA, 4 = Insured (Management), 5 = Section 202, 6 = HUD-Heald (Management), 7 = Public/Indian Housing

Previous editions are obsolete. form HUD-2516 (8/98)

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Community Development Programs
1. Grantee: Enter the name of the unit of government submitting this report.
3. Contact Person: Enter name and phone of person responsible for maintaining and submitting contract/subcontract data.
7a. Grant Number: Enter the HUD Community Development Block Grant Identification Number (with dashes). For example: B-32-MC-25-0034. For Entitlement Programs and Small City multi-year comprehensive programs, enter the latest approved grant number.
7b. Amount of Contract/Subcontract: Enter the dollar amount rounded to the nearest dollar. If subcontractor ID number is provided in 7i, the dollar figure would be for the subcontract only and not for the prime contract.
7c. Type of Trade: Enter the numeric codes which best indicates the contractor's/subcontractor's services. If subcontractor ID number is provided in 7i, the type of trade code would be for the subcontractor only and not for the prime contractor. The "other" category includes supply, professional services and all other activities except construction and education/training activities.
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7e. Woman Owned Business: Enter Yes or No.
7f. Contractor Identification (ID) Number: Enter the Employer (IRS) Number of the Prime Contractor as the unique identifier for prime recipient of HUD funds. Note that the Employer (IRS) Number must be provided for each contract/subcontract awarded.
7g. Section 3 Contractor: Enter Yes or No.
7h. Subcontractor Identification (ID) Number: Enter the Employer (IRS) Number of the subcontractor as the unique identifier for each subcontract awarded from HUD funds. When the subcontractor ID number is provided, the respective Prime Contractor ID Number must also be provided.
7i. Section 3 Contractor: Enter Yes or No.
7j. Contractor/Subcontractor Name and Address: Enter this information for each firm receiving contract/subcontract activity only one time on each report for each firm.

Multifamily Housing Programs
1. Grantee/Project Owner: Enter the name of the unit of government, agency or mortgage entity submitting this report.
3. Contact Person: Same as item 3 under CPD Programs.
4. Reporting Period: Check only one period.
5. Program Code: Enter the appropriate program code.
7a. Grant/Project Number: Enter the HUD Project Number or Housing Development Grant or number assigned.
7b. Amount of Contract/Subcontract: Same as item 7b, under CPD Programs.
7c. Type of Trade: Same as item 7c, under CPD Programs.
7d. Business Racial/Ethnic/Gender Code: Same as item 7d, under CPD Programs.
7e. Woman Owned Business: Enter Yes or No.
7f. Contractor Identification (ID) Number: Same as item 7f, under CPD Programs.
7g. Section 3 Contractor: Enter Yes or No.
7h. Subcontractor Identification (ID) Number: Same as item 7h, under CPD Programs.
7i. Section 3 Contractor: Enter Yes or No.
7j. Contractor/Subcontractor Name and Address: Same as item 7j, under CPD Programs.

Public Housing and Indian Housing Programs
PHAs/IHAs are to report all contracts/subcontracts. Include only contracts executed during this reporting period.
1. Project Owner: Enter the name of the unit of government, agency or mortgage entity submitting this report. Check box as appropriate.
3. Contact Person: Same as item 3 under CPD Programs.
4. Reporting Period: Check only one period.
5. Program Code: Enter the appropriate program code.
7a. Grant/Project Number: Enter the HUD Project Number or Housing Development Grant or number assigned.
7b. Amount of Contract/Subcontract: Same as item 7b, under CPD Programs.
7c. Type of Trade: Same as item 7c, under CPD Programs.
7d. Business Racial/Ethnic/Gender Code: Same as item 7d, under CPD Programs.
7e. Woman Owned Business: Enter Yes or No.
7f. Contractor Identification (ID) Number: Same as item 7f, under CPD Programs.
7g. Section 3 Contractor: Enter Yes or No.
7h. Subcontractor Identification (ID) Number: Same as item 7h, under CPD Programs.
7i. Section 3 Contractor: Enter Yes or No.
7j. Contractor/Subcontractor Name and Address: Same as item 7j, under CPD Programs.

form HUD-2516 (8/98)

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