

Section 3 Contract – Recipient Compliance and Reporting

***This form must be completed and submitted to the HRA by the awarded contractor of a Section 3 covered project and all of his/her subcontractors. To be completed annually, due date is by December 31st or at the completion of the project if before.**

From: _____ **For:** _____
Name of Contractor Name of Project

What is Section 3?

Under Section 3 of the Housing and Urban Development Act of 1968, whenever HUD financial assistance is given for housing or community development, to the greatest extent feasible, economic opportunities will be given to low and very low income workers, targeted section 3 workers, and section 3 business concerns in that area. The project being awarded has funding which is subject to Section 3 requirements.

***Covered projects contractors and subcontractors are required to show a good faith effort to provide the following:**

Quantitative Reporting

1. Provide employment and training opportunities for **Section 3 Workers** (minimum of 25% total labor hours).
2. Provide employment and training opportunities for **Targeted Section 3 Workers** (minimum of 5% total labor hours).
3. Provide opportunities for **Section 3 Business Concerns** for service contracts.

If 1 and 2 are not met. #4 is a must.

Qualitative Reporting

4. Section 3 Outreach and Development Activities.

QUANTITATIVE REPORTING:

A. Confirmation of hiring and training Section 3 Workers and Targeted Workers:

- The total number of labor hours for the covered contract _____
- Labor hours for Section 3 Workers _____
- Labor hours Section 3 Targeted Workers _____

*Please note that if hours are entered, you must also provide record of self-certification or employer certification of Section 3 Worker or Targeted Worker if not done at contract award.

B. Confirmation for contracting or certifying as a Section 3 Business Concerns:

_____ No _____ Yes

If Yes, please

- **Provide Section 3 Business self-certification form**, if not provided at time of award.
- **Provide Screen Print Out of Section 3 Business is registered on HUD opportunity portal.**

QUALITATIVE REPORTING:

If contractor has not met or exceeded HUD Section 3 Safe Harbor/Benchmarks (percentages listed above) Contract recipient must report qualitative Section 3 Compliance activities. Contractor and subcontractors must document that they have conducted Section 3 Worker outreach and development activities.

Section 3 Outreach and Development Activities Option:

Select actions that the contractor/sub-contractor will complete and document:

- () Using your lobby of your business (at least 7 calendar days) to hand out and/or hang the section 3 brochure. (Submit proof of posting to the HRA)
- () Post information regarding section 3 to a business website (for at least 7 calendar day) or social media platform. (Submit proof of posting to the HRA)
- () Engaged in outreach efforts to generate job applicants who are Targeted Section 3 workers. (Submit an application to the HRA to post within their facilities for tenants and voucher holders to see.)
- () Provided training or apprenticeship opportunities.
- () Promoted use of business registries designed to create opportunities for disadvantaged and small businesses.
- () Provide assistance to apply for or attend colleges or technical schools
- () Promoted use of business registries designed to create opportunities for disadvantaged and small businesses.
- () Engaged in outreach efforts to identify and secure bids from Section 3 business concerns. (<https://portalapps.hud.gov/Sec3BusReg/BRegistry/BRegistryHome>) (provide print out of Section 3 business registry result)
- () Utilize the services HUD opportunity portal (<https://hudapps.hud.gov/OpportunityPortal/>) (attach copy of Section 3 Resume)
- () Other outreach activities as listed in HUD Section 24 CFR 75.15(b) Additional reporting
Fill in an effort: _____

If selected, contractor/subcontractors must provide documentation of what specific activity was conducted I certify that to the greatest extent feasible HUD Section 3 Workers, Targeted Workers, and Business Concerns were sought and utilized for labor, services, and construction subcontracts to comply with HUD Section 3 requirements. I certify no violations of federal regulations. I certify the information and documentation provided is true and correct.

Signature (Contractor or Subcontractors)

Date: