

### Section 3 Compliance Form

(Submit this form with your Semi-Annual Reports & at Project's Completion.)

#### General Information

<b>Grantee:</b>	<b>Grant Number:</b>
<b>Prime Contractor:</b>	<b>Prime Contractor EIN:</b>

#### Project Information

<b>1. Does the project involve any contracts that exceed \$200,000?</b>	
	<input type="checkbox"/> <b>Yes.</b> Section 3 applies to the Grantee, its subrecipient (if applicable), and contractors with contracts exceeding \$200,000 or subcontracts. (Complete remainder of form.)
	<input type="checkbox"/> <b>No.</b> Section 3 does not apply to the Grantee and its subrecipient (if applicable). (Complete remainder of form with respect to these entities.)
<b>2. Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low and very low income persons, particularly those who are recipients of government assistance for housing (check all that apply):</b>	
	<input type="checkbox"/> Attempted to recruit low-income residents through local advertising media, signs prominently displayed at the project site, contracts with community organizations and public or private agencies operating within the metropolitan area or nonmetropolitan county in which the Section 3 covered program or project is located or similar methods.
	<input type="checkbox"/> Advertising the training and employment positions by distributing flyers (which identify the positions to be filled, the qualifications required, and where to obtain additional information about the application process) to housing developments where low and very low income persons (as these terms are defined in Sec. 135.34) reside.
	<input type="checkbox"/> Contacting resident councils, resident management corporations, or other resident organizations, where they exist, in the housing development or developments where low and very low income persons reside, and community organizations in HUD assisted neighborhoods, to request the assistance of these organizations in notifying residents of the training and employment positions to be filled.
	<input type="checkbox"/> Other. Describe:

*Form Continued*



**Instructions**

**Number 2.** Grantee and Contractor must describe all attempts made to contract with Section 3 business concerns and to hire Section 3 residents if jobs were available.

**Column A: (Mandatory Field)** List all Prime contractors with contracts greater than \$200,000.00 as well as any Sub-Contractors working underneath those prime contractors.

**Column B: (Mandatory Field)** Enter the total number of hours worked by ALL employees for the contractor during the FULL duration of the project from Award to Closeout (or up to the current reporting period). Include staff hours for part-time and full-time positions.

**Column C: (Mandatory Field)** Enter the total number of hours worked by Section 3 employees for the contractor during the FULL duration of the project from Award to Closeout (or up to the current reporting period). Include staff hours for part-time and full-time positions.

**Column D: (Mandatory Field)** Enter the total number of hours worked by Targeted Section 3 employees for the contractor during the FULL duration of the project from Award to Closeout (or up to the current reporting period). Include staff hours for part-time and full-time positions.

**Column E:** Enter the percentage of the total staff hours worked by Section 3 employees and trainees (including new hires) connected with this award. Include staff hours for part-time and full-time positions.

**Column F:** Enter the percentage of the total staff hours worked by Targeted Section 3 employees and trainees (including new hires) connected with this award. Include staff hours for part-time and full-time positions.

**Definitions:**

**Section 3 Worker** - A Section 3 Worker is someone who meets one of the following criteria. If they were hired in the past 5 years, and met the criteria at their date of hire, then they are still considered a Section 3 worker:

- A Low or Very-Low Income level individual according to HUD standards.
- A Youth Build Participant
- Employed by a Section 3 Business Concern

**Targeted Section 3 Worker** - A Targeted Section 3 Worker is someone who meets one of the following criteria. If they were hired in the past 5 years, and met the criteria at their date of hire, then they are still considered a Targeted Section 3 worker:

- Employed by a Section 3 Business Concern
- Resident of Public Housing or Section 8 Assisted Housing
- A resident of another project managed by the Public Housing Administration
- A Youth Build Participant

**Section 3 Business Concern** - A business who has documented over the last 3 months that they are one of the following:

- 51% or more owned/controlled by low- or very low-income persons.
- Greater than 75% labor hours are performed over prior three-month period performed by low- or very low-income workers.
- Greater than or equal to 51% owned/controlled by current residents of public housing or Section 8-assisted housing.