

New Hires and Section 3 Data **(Contractor form)**

Section 3 requires recipients of certain HUD funding to direct economic opportunities created by HUD-funded activities to low-income people, to the maximum extent feasible.

Yes or No Did your project receive \$200,000 or more in HUD funding (CDBG, HOME, ESG, NSP, EDI, Lead Hazard Control Grants etc.)? If the grantee receives at least \$200,000 in HUD funding on a covered project, Section 3 requirements apply to the entire project regardless of whether it is fully or partially funded by HUD.

Yes or No Did your project involve **Section 3 activities**? The construction or rehabilitation of housing (including reduction of lead-based paint hazards), or other public construction such as street repair, sewage line repair or installation, updates to building facades, etc.

Yes or No Were any of the contracts for **Section 3 activities** \$100,000 or more (regardless of what funding sources)?

If you answered yes to all three questions above compliance of Section 3 requirements applies.

Each contractor or subcontractor that had a contract for \$100,000 or more for section 3 activities must complete the Section 3 Summary Report for each reporting period. If the contractor/subcontractor has the need to hire new persons to complete the Section 3 covered contract or needs to subcontract portions of the work to another business, they are required to direct their newly created employment and/or subcontracting opportunities to Section 3 residents and business concerns.

If contractor/subcontractor is using self-certification verification for new hires of residents or businesses that meet Section 3 eligibility requirements it is recommended that the documentation used include a statement of penalty for falsifying information.

Please complete the information below for all new hires as a result of this project this reporting period.

Project Title:

Reporting Period:

Part I. Employment and Training

Contractor(s):

A Job Category	B Number of New Hires	C Number of New Hires that are Sec. 3 Residents	D % of Section 3 New Hires	E % of Total Staff Hours for Section 3 Employees	F Number of Section 3 Trainees
Professionals					
Technicians					
Office/Clerical					
Officials/Managers					
Sales					
Craft Workers (skilled)					
Operatives (semiskilled)					
Laborers (unskilled)					
Service Workers					
Other (identify)					
Total					

Part II. Contracts Awarded

1. Construction Contracts

- A. Total dollar amount of all construction contracts awarded on the project:
- B. Total dollar amount of construction contracts awarded to Section 3 businesses:
- C. Percentage of the total dollar amount that was awarded to Section 3 businesses:
- D. Total number of Section 3 businesses receiving construction contracts:

2. Non-Construction Contracts

- A. Total dollar amount of all non-construction contracts awarded on the project:
- B. Total dollar amount of non-construction contracts awarded to Section 3 businesses:
- C. Percentage of the total dollar amount that was awarded to Section 3 businesses:
- D. Total number of Section 3 businesses receiving non-construction contracts:

Part III. Summary of Efforts

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. (Select yes to all that apply)

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| 1. Recruited low-income residents through: local advertising media, signs prominently displayed at the project site, contacts 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. | Yes | No |
| 2. Participated in a HUD program or other program which promotes the training or employment of Section 3 residents | Yes | No |
| 3. Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns. | Yes | No |
| 4. Coordinated with Youthbuild Programs and administered in the metropolitan area in which the Section 3 covered project is located. | Yes | No |
| 5. Other; describe below | Yes | No |