



Section 3 Summary Report

PART I: PROJECT INFORMATION

Project Sponsor/Agency Name:

Project Name:

Project Address:

Contact Name:

Contact Phone:

Contact Email:

Date Submitted to OHCS:

PART II: SECTION 3 COMPLIANCE

Fill out the table below to determine Section 3 compliance. Benchmarks are met if 25% or more of the total number of labor hours worked are by Section 3 workers AND 5% or more of the total number of labor hours worked are by Targeted Section 3 workers.

Total Labor Hours Worked on Project	Total Labor Hours Worked on Project by Section 3 Workers	Total Labor Hours Worked on Project by Targeted Section 3 Workers	% of Total Labor Hours Worked by Section 3 Workers	% of Total Labor Hours Worked by Targeted Section 3 Workers
A	B	C	$(B + C) / A$	C / A

PART III: SUMMARY OF EFFORTS

This section is required if based on the labor hours reporting above, the reporting agency did not meet benchmarks. Check (X) all that apply. Submit to OHCS documentation on any efforts checked.

<input type="checkbox"/>	Outreach efforts to generate job applicants who are Public Housing Targeted Workers.
<input type="checkbox"/>	Outreach efforts to generate job applicants who are Other Funding Targeted Workers.
<input type="checkbox"/>	Direct, on-the-job training (including apprenticeships).
<input type="checkbox"/>	Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.
<input type="checkbox"/>	Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).
<input type="checkbox"/>	Outreach efforts to identify and secure bids from Section 3 business concerns.
<input type="checkbox"/>	Technical assistance to help Section 3 business concerns understand and bid on contracts.
<input type="checkbox"/>	Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.
<input type="checkbox"/>	Provided or connected residents with assistance in seeking employment including drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.
<input type="checkbox"/>	Held one or more job fairs.

	Provided or connected residents with supportive services that can provide direct services or referrals.
	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.
	Assisted residents with finding childcare.
	Assisted residents to apply for or attend vocational/technical training.
	Assisted residents to obtain financial literacy training and/or coaching.
	Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
	Provided or connected residents with training on computer use or online technologies.
	Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.
	Outreach, engagement, or referrals wit the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.
	Other. Specify:

PART IV: DEFINITIONS

Low-Income and Very Low-Income

Income limits are defined by HUD and can be found at <https://www.huduser.gov/portal/datasets/il.html>

- Low-Income – 80 percent of Area Median Income (AMI)
- Very Low-Income – 50 percent of AMI

Section 3 Business Concern

A Section 3 business concern is a business that meets at least one of the following criteria, documented within the last six-month period:

- At least 51 percent owned and controlled by low- or very low-income persons, or by a public housing resident or resident living in Section 8 assisted housing
- Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers

Section 3 Worker

A Section 3 worker is any worker who currently fits, or when hired within the past five years fit, at least one of the following categories, as documented:

- The worker’s income for the previous or annualized calendar year is below the income limit established by HUD,
- The worker is employed by a Section 3 business concern, or
- The worker is a YouthBuild participant.

Section 3 Targeted Worker (for Housing and Community Development Financial Assistance Projects).

A Section 3 targeted worker is a Section 3 worker who:

- Is employed by a Section 3 business concern, or
- Currently fits or when hired fit at least one of the following categories, as documented within the past five years:
 - Living within one mile of the Section 3 project, or if area population is less than 5,000 people within a radius containing 5,000 people, or
 - A YouthBuild participant.