**SECTION 3 REPORT**

Section 3 ensures employment and other economic opportunities generated by the HUD financial assistance goes, to the greatest extent feasible, toward Low-and Very low-income persons and businesses. Section 3 applies to Public Housing and HUD-provided housing and community development assistance.

|  |  |
| --- | --- |
| Recipient Organization: | Project Name: |
| Contact Person: | HOME $ Award: |
| Email or Phone Number: | HTF $ Award: |
| Date Report Submitted: |  |

**Part I Information Regarding Agency Employment**

Complete the table below if your agency received $200,000 or more of HUD financial assistance for this project. Report labor hours generated in connection with this HOME/HTF project. Include labor hours for part-time and full-time positions. Include contractor, subcontractors and agency staff working on this project. Minimum $100,000 contract/subcontract to report.

|  |  |  |
| --- | --- | --- |
| **Total Labor Hours** | **Number of Labor Hours of Section 3 Workers** | **Number of Labor Hours of Targeted Section 3 Workers** |
|  |  |  |

**Section 3 Worker:** Any worker who currently fits, or when hired within the past five years, fit a least one of the following criteria:

* Low- or very low-income (as established by HUD’s income limits)
* Employed by a Section 3 business concern\*
* A Youth Build participant

**Targeted Section 3 Worker:** a Section 3 Worker who resides within the project’s neighborhood or service area, defined as:

* + one-mile radius of project site, or
	+ if area population <5,000, up to a radius containing 5,000 people

**\*Section 3 Business Concern:** Businesses that meet one of the following criteria (in the last 6 months):

* At least 51% owned and controlled by low-income or very low-income persons
* Over 75% of labor hours are performed by Section 3 Workers
* At least 51% owned and controlled by current residents of public housing or Section 8 assisted housing.

**\*\*Safe Harbor Benchmarks:** 25% of total hours or 5% of hours contracted to targeted workers.

**Part II Nature of Agency Efforts**

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

|  |  |
| --- | --- |
|  | Outreach efforts to generate job applicants who are Public Housing Targeted Workers. |
|  | Outreach efforts to generate job applicants who are Other Funding Targeted Workers. |
|  | Direct, on-the-job training (including apprenticeships) |
|  | Indirect training such as arranging for, contracting for, or paying tuition for, off-site training |
|  | Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching) |
|  | Outreach efforts to identify and secure bids from Section 3 business concerns |
|  | Technical assistance to help Section 3 business concerns understand and bid on contracts |
|  | Division of contracts into smaller jobs to facilitate participation of Section 3 business concerns |
|  | Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, referring to job placement services |
|  | 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 child care |
|  | Assisted residents to apply for/or attend community college or a four year educational institution |
|  | 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 |

Describe your agency’s employee retention plan: