

Section 3 Compliance Form

(Submit this form within 30 days of the Project's Completion.)

General Information

Grantee:	Grant Number:
Contractor:	

Project Information

1. Does the project involve any contracts that exceed \$100,000?	
	<input type="checkbox"/> Yes. Section 3 applies to the Grantee, its subrecipient (if applicable), and contractors with contracts exceeding \$100,000 or subcontracts. (Complete remainder of form.)
	<input type="checkbox"/> No. Section 3 applies to the Grantee and its subrecipient (if applicable). (Complete remainder of form with respect to these entities.)
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):	
	<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

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3. The date reported to OCRA in this section must be a compilation of information throughout the grant time frame pertaining to the Grantee and each applicable contractor or subcontractor (including a subrecipient or grant administrator, if applicable).

Job Category	Number of New Hires	Number of New Hires that are Section 3 Residents	% of Aggregate Number of Staff Hours or New Hires that are Section 3 Residents	% of Total Staff Hours for Section 3 Employees and Trainees	Number of Section 3 Trainees
Professional					
Technician					
Office/Clerical					
Construction by Trade: (List)					
Trade:					
Other:					

Signature of Contractor:	
Name of Contractor:	
Date:	

Signature of Chief Elected Official:	
Name of Chief Elected Official:	
Date:	

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 made available.

Column A: Contains various job categories. Professionals are defined as people who have special knowledge of an occupation (i.e. supervisors, architects, surveyors, planners, and computer programmers). For construction positions, list each trade and provide data in columns B through F for each trade where persons were employed. The category of “Other” includes occupations such as service workers.

Column B: (Mandatory Field) Enter the number of new hires for each category of workers identified in **Column A** in connection with this award. New hire refers to a person who is not on the contractor’s or recipient’s payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

Column C: (Mandatory Field) Enter the number of Section 3 new hires for each category of workers identified in **Column A** in connection with this award. Section 3 new hire refers to a Section 3 resident who is not on the contractor’s or recipient’s payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

Column D: Enter the percentage of all the staff hours of new hires (Section 3 residents) in connection with this award.

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

Column F: (Mandatory Field) Enter the number of Section 3 residents that were trained in connection with this award.