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## Section 3

### Contractor, Subcontractor and Subrecipient Package

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Maine State Housing Authority  
26 Edison Drive  
Augusta, ME 04330  
Telephone: (207) 626-4600  
[www.mainehousing.org](http://www.mainehousing.org)

Dated July 1, 2021, as updated July 7, 2023

Effective for projects receiving assistance or for which funds are committed on or after November 30, 2020

These forms are part of the MaineHousing Section 3 Policies and Procedures Package. They should be completed by all vendors, contractors and service providers who have a contract with a PHA that is subject to Section 3 requirements per 24 CFR Part 75 or who are proposing to perform work funded by any HUD programs that trigger Section 3 compliance.

These forms should be submitted and any questions directed to MaineHousing's Section 3 Housing and Community Development Financial Assistance Coordinator:

Name: Mitchell Eden  
Title: Multifamily Loan Officer  
E-mail: [meden@mainehousing.org](mailto:meden@mainehousing.org)

#### **GENERAL GUIDANCE AND DEFINITIONS**

Section 3 of the Housing and Urban Development Act of 1968 (codified at 12 U.S.C. 1701u and implemented at 24 CFR Part 75, hereinafter, "Section 3"), as amended, requires that economic opportunities, most importantly employment, generated by certain U.S. Department of Housing and Urban Development ("HUD") financial assistance shall be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, or residents of the community in which the Federal assistance is spent.

A link to training on Section 3 follows: [Understanding Section 3 Training Curriculum - HUD Exchange](#)

HUD has established a portal at <https://hudapps.hud.gov/OpportunityPortal> that is intended to help workers take advantage of Section 3 opportunities and for businesses to meet their Section 3 obligations for employment and contracting. Section 3 Workers may use the site to search for jobs or post their profile/employment history for companies to search. Employers may use the site for posting opportunities or business(es) or search for workers to fill positions.

Definitions of key terms:

**Section 3 worker means:**

(1) Any worker who currently fits or when hired within the past five years (time period only goes back to the 24 CFR 75 effective date of 11-30-2020) fit at least one of the following categories, as documented:

(i) The worker's income for the previous or annualized calendar year is below the income limit established by HUD.

(ii) The worker is employed by a Section 3 business concern.

(iii) The worker is a YouthBuild participant.

(2) The status of a Section 3 worker shall not be negatively affected by a prior arrest or conviction.

(3) Nothing in this part shall be construed to require the employment of someone who meets this definition of a Section 3 worker. Section 3 workers are not exempt from meeting the qualifications of the position to be filled.

**Targeted Section 3 worker means:**

A Targeted Section 3 worker for housing and community development financial assistance means a Section 3 worker who is:

(1) A worker employed by a Section 3 business concern; or

(2) A worker who currently fits or when hired five years (time period only goes back to the 24 CFR 75 effective date of 11-30-2020) fit at least one of the following categories, as documented within the past five years:

(i) Living within the service area or the neighborhood of the project, as defined in § 75.5; or

(ii) A YouthBuild participant.

**Section 3 business concern means:**

(1) A business concern meeting at least one of the following criteria, documented within the last six- month period:

(i) It is at least 51 percent owned and controlled by low- or very low-income persons;

(ii) Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or

(iii) It is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

(2) The status of a Section 3 business concern shall not be negatively affected by a prior arrest or conviction of its owner(s) or employees.

Nothing in this part shall be construed to require the contracting or subcontracting of a Section 3 business concern. Section 3 business concerns are not exempt from meeting the specifications of the contract.

**YouthBuild** programs refer to YouthBuild programs receiving assistance under the Workforce Innovation and Opportunity Act (29 U.S.C. 3226). YouthBuild is a community-based pre-apprenticeship program that provides job training and educational opportunities for at-risk youth ages 16-24 who have previously dropped out of high school. The Division of Youth Services within the Employment and Training Administration's Office of Workforce Investment at the U.S. Department of Labor administers the YouthBuild program. Each year, more than 6,000 youth participate in approximately 210 YouthBuild programs in more than 40 states. More information can be found here: <https://www.dol.gov/agencies/eta/youth/youthbuild>.

## FORMS

**Purpose, Authority, and Responsibility:** A certification of Section 3 compliance by contractors and other subrecipients, with attached required Section 3 clause to be included in the contractor and subrecipients contracts.

**HUD Forms 4736C and 4736A:** Section 3 workers and Targeted Section 3 workers who are seeking preference in training and employment must submit HUD Form 4736C (Section 3 Worker Self-Certification-Housing and Community Development). If an employer desires to make certification on the worker's behalf, the employer must use for this purpose attached HUD Form 4736A (the Section 3 Housing and Community Development Employer Certification Form). The applicable HUD certification form, with attached income schedule for the relevant service area or project neighborhood, must be submitted to MaineHousing and to the relevant contractor, subcontractor or other subrecipient.

**Section 3 Business Certification:** Businesses may demonstrate eligibility as Section 3 Business Concerns by submitting the Section 3 Business self-certification.

**All Parties Involved:** A list of the parties involved in a project, to be completed by the contractor or other subrecipient and submitted to MaineHousing.

**Labor Hours Worked:** Contractors must submit to MaineHousing's Section 3 Coordinator on a monthly basis all labor hours worked, for Section 3 covered contracts. Contractors and subrecipients must identify Section 3 and Targeted Section 3 (in)eligibility for all workers.

**Cumulative Labor Hour Report:** At project completion, contractors must submit to MaineHousing's Section 3 Coordinator cumulative labor hours per project/program year. In most instances, it is MaineHousing's expectation that reporting for all subcontractors will be provided in consolidated form by the contractor. In the event that the project owner is contracting directly with construction professionals who would otherwise be subcontractors, MaineHousing anticipates that reporting will be provided by the owner unless MaineHousing approves an alternative arrangement.

**Additional Reporting** *(if applicable):*

If, at the completion of the Section 3 project, the Section 3 Benchmarks are not met, the contractor and/or developer are responsible for providing documentation of the activities they have pursued in the absence of meeting the Section 3 benchmarks.

Maine State Housing Authority

SECTION 3 CERTIFICATION

PURPOSE, AUTHORITY AND RESPONSIBILITY

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that promotes local economic development and individual self-sufficiency.

Section 3 requires that, to the greatest extent possible, economic opportunities that are generated by the use of Federal funds be made available to low- and very low-income persons, particularly those who receive Federal financial assistance for housing and those residing in communities where the financial assistance is expended. Section 3 established benchmark goals for (a) 25% of total labor hours worked by Section 3 workers; and (b) 5% of total labor hours worked by Targeted Section 3 workers.

\_\_\_\_\_ (hereinafter called the Subrecipient/Contractor) hereby CERTIFIES that upon being awarded a contract to participate in the following HUD-funded project:

\_\_\_\_\_ (the "Project") located in \_\_\_\_\_ (city or town) in \_\_\_\_\_ (county), that the Subrecipient/Contractor:

- (a) is under no contractual or other impediment that would prevent it from complying with requirements of Section 3 as set forth in 24 CFR part 75; and
(b) will comply with HUD's regulations in 24 CFR Part 75; and
(c) will submit to Maine State Housing Authority (MaineHousing) appropriate Section 3 documentation of total labor hours performed per contractor/subcontractor, certifications of Section 3 workers, and confirmation of Section 3 business concerns and YouthBuild participants; and
(d) will include the Section 3 Clause and this Section 3 Certification of Compliance in every subcontract, and further agrees to take the appropriate action pursuant to those regulations in the event the contractor/subcontractor is found to be in violation of 24 CFR Part 75; and
(e) will not contract/subcontract with any contractor/subcontractor where the Subrecipient/Contractor has notice or knowledge that the contractor/subcontractor has been found in violation of any provision of 24 CFR Part 75.

By: \_\_\_\_\_
Authorized Representative's Signature

Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Section 3 Clause**  
**(Must be included in contracts with all contractors, subcontractors**  
**& lower-tier subcontractors).**

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C § 1701u (section 3), contributes to the establishment of stronger, more sustainable communities by ensuring that employment and other economic opportunities generated by Federal financial assistance for housing and community development programs are, to the greatest extent feasible, directed toward low- and very low-income persons, particularly those who receive Federal financial assistance for housing and those residing in communities where the financial assistance is expended.
  
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 75, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.
  
- C. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.

Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts

<b>Section 3 Worker Self-Certification-Housing and Community Development</b>	U.S. Department of Housing and Urban Development <b>Office of Field Policy and Management</b>	<b>HUD FORM 4736C</b> OMB Approval Number 2501-0041 (Exp. 04/30/2025)
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*(In compliance with Section 3 of the HUD Act of 1968 and 24 CFR Part 75)*

Public reporting for this collection of information is estimated to average 0.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information.

Section 3 of the Housing and Urban Development Act of 1968, as amended by the Housing and Community Development Act of 1992 (Section 3), and 12 U.S.C. § 1701u ensure that employment and other economic opportunities generated by Federal financial assistance for housing and community development programs are, to the greatest extent feasible, directed toward low- and very low-income persons, particularly those who receive government assistance for housing. The regulations are found at 24 CFR Part 75. This collection of information is required in order to ensure that a worker can be certified as an eligible Section 3 worker as outlined in 24 C.F.R. § 75.31. The information will be used by the Department to ensure compliance with Section 3 of the HUD Act of 1968 employer certification requirements listed in 24 CFR § 75.31, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients to ensure they are complying with their recordkeeping requirements found in the regulation, and as a self-monitoring tool.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to Anna P. Guido, Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2501-0041. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number. No assurances of confidentiality are provided for this information collection.

The purpose of this form is to comply with Section 3 of the HUD Act of 1968 employer certification requirements listed in 24 CFR § 75.31. To qualify as a Section 3 worker, any United States legal resident's annual income must not exceed the HUD income limits for the year before the worker was hired, or the individual's current income annualized on a full-time basis for the year must be below the HUD income limit. Additionally, an individual can qualify as a Section 3 worker if they are a YouthBuild participant or employee of a Section 3 Business concern.

Printed Name: \_\_\_\_\_

Street Address (Not a PO Box)                      Apt#                      City                      State                      Zip

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

To qualify as a Section 3 Worker, you must meet **one** of the following requirements **OR** have your employer certify that you are employed by a Section 3 Business concern:

<ul style="list-style-type: none"> <li>• Income for the previous calendar year is below the income limit*</li> <li>• A participant in a means-tested program such as public housing or Section 8-assisted housing</li> <li>• A YouthBuild Participant*</li> </ul>	Income limit \$XX,XXX <sup>1</sup>
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\*Currently or at the time of hire if hired within the past 5 years

I meet at least one of the requirements in the box above and therefore qualify to be counted as a Section 3 Worker under 24 CFR § 75.

If applicable, please indicate which requirement you meet to be considered a Targeted Section 3 worker in the box below. If you select “Living within the service area or neighborhood of the project,” that selection will have to be confirmed by your employer. If you do not meet any of these requirements or do not know if you meet any of the requirements listed below, you may leave this section blank.

<p>___ Living within the service area or neighborhood of the project (requires employer confirmation)*</p> <p>___ YouthBuild participant*</p>
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\*Currently or at the time of hire if hired within the past 5 years

In addition to qualifying as a Section 3 Worker, I meet at least **one** of the requirements in the box above and therefore qualify to be counted as a Targeted Section 3 Worker under 75 CFR § 75.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct and certifies that the worker identified above meets the definition of a Section 3 worker. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<sup>1</sup> Insert relevant income limit from attached Schedule of Maine Income Limits

### Schedule of Maine Income Limits (2023)\*

Please use the income level in Table 2 that corresponds to a worker's resident address to determine if a worker is considered a Section 3 worker. Note: most towns/cities within a county are categorized under that county on Table 2, but some come under distinct metropolitan areas defined by HUD on Table 1. Please review Table 1 to determine whether the town/city of the worker's residence is included in one of these distinct metropolitan areas before establishing the applicable income level in Table 2.

<b>Table 1</b>	
<b>Metropolitan Areas</b>	<b>Town / Cities</b>
<b>Lewiston-Auburn MSA</b>	<b>Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales</b>
<b>Portland HMFA</b>	<b>Cape Elizabeth, Casco, Cumberland, Chebeague Island, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth, Buxton, Hollis, Limington, Old Orchard Beach</b>
<b>Bangor HMFA</b>	<b>Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie</b>
<b>York-Kittery-So. Berwick HMFA</b>	<b>Berwick, Eliot, Kittery, South Berwick, York</b>

<b>Table 2</b>	
<b>County (Area)</b>	<b>Eligible Income Level Set by HUD for 1 Person (80% of area median income)</b>
<b>Lewiston-Auburn MSA (Androscoggin)</b>	<b>\$ 47,250</b>
<b>Aroostook County</b>	<b>\$ 42,450</b>
<b>Cumberland HMFA (excluding Portland HMFA)</b>	<b>\$ 52,050</b>
<b>Portland HMFA</b>	<b>\$ 66,250</b>
<b>Franklin County</b>	<b>\$ 42,450</b>
<b>Hancock County</b>	<b>\$ 47,600</b>
<b>Kennebec County</b>	<b>\$ 45,500</b>
<b>Knox County</b>	<b>\$ 46,700</b>
<b>Lincoln County</b>	<b>\$ 47,750</b>
<b>Oxford County</b>	<b>\$ 42,450</b>
<b>Penobscot County (excluding Bangor HMFA)</b>	<b>\$ 42,450</b>
<b>Bangor HMFA</b>	<b>\$ 48,250</b>
<b>Piscataquis County</b>	<b>\$ 42,450</b>
<b>Sagadahoc HMFA</b>	<b>\$ 51,800</b>
<b>Somerset County</b>	<b>\$ 42,450</b>
<b>Waldo County</b>	<b>\$ 42,750</b>
<b>Washington County</b>	<b>\$ 42,450</b>
<b>York HMFA (excluding York-Kittery-So. Berwick HMFA and Portland HMFA)</b>	<b>\$ 54,050</b>
<b>York-Kittery-So. Berwick HMFA</b>	<b>\$ 66,300</b>

\*After 2023, see the Section 8 Income Limits for the relevant year (usually updated in April of each year and found at the following link: <https://www.mainehousing.org/docs/default-source/rental/section8incomelimits.pdf>).

<b>Section 3 Housing and Community Development Employer Certification Form</b>	U.S. Department of Housing and Urban Development <b>Office of Field Policy and Management</b>	<b>HUD FORM 4736A</b> OMB Approval Number 2501-0041 (Exp. 04/30/2025)
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*(In compliance with Section 3 of the HUD Act of 1968 and 24 CFR Part 75)*

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Section 3 of the Housing and Urban Development Act of 1968, as amended by the Housing and Community Development Act of 1992 (Section 3), and 12 U.S.C. § 1701u ensure that employment and other economic opportunities generated by Federal financial assistance for housing and community development programs are, to the greatest extent feasible, directed toward low- and very low-income persons, particularly those who receive government assistance for housing. The regulations are found at 24 CFR Part 75. This collection of information is required in order to ensure that a worker can be certified as an eligible Section 3 worker as outlined in 24 C.F.R. § 75.31. The information will be used by the Department to ensure compliance with Section 3 of the HUD Act of 1968 employer certification requirements listed in 24 CFR § 75.31, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients to ensure they are complying with their recordkeeping requirements found in the regulation, and as a self-monitoring tool.

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The purpose of this form is to comply with Section 3 of the HUD Act of 1968 employer certification requirements listed in 24 CFR § 75.31. To qualify as a Section 3 worker, the United States legal resident's annual income must not exceed the HUD income limits for the year before the worker was hired, or the individual's current income annualized on a full-time basis for the year must be below the HUD income limit. Additionally, an individual can qualify as a Section 3 worker and Targeted Section 3 worker, if an employee of a Section 3 Business Concern. To qualify as a Targeted Section 3 worker, an employer can confirm that the employee lives within the service area or neighborhood of the project.

Please provide the following information about the business/employer:

Name of Business: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Please Provide the following information about the worker/employee:

Printed Name of Worker: \_\_\_\_\_

Street Address (Not a PO Box)                      Apt#                      City                      State                      Zip

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Please indicate which of the following is true for the worker listed above: (Select all that apply)

<input type="checkbox"/> Worker's income from your employment is below the income limit based on a calculation of what the worker's wage rate would translate to if annualized on a full-time basis*	Income limit \$XX,XXX <sup>2</sup>
<input type="checkbox"/> Worker is employed by a Section 3 Business Concern (Select if your business qualifies as a Section 3 Business Concern)	
<input type="checkbox"/> Worker's residence is within the service area or neighborhood of the project	

\*Currently or at the time of hire if hired within the past 5 years.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct and certifies that the worker identified above meets the definition of a Section 3 worker. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<sup>2</sup> Insert relevant income limit from attached Schedule of Maine Income Limits

### Schedule of Maine Income Limits (2023)\*

Please use the income level in Table 2 that corresponds to a worker's resident address to determine if a worker is considered a Section 3 worker. Note: most towns/cities within a county are categorized under that county on Table 2, but some come under distinct metropolitan areas defined by HUD on Table 1. Please review Table 1 to determine whether the town/city of the worker's residence is included in one of these distinct metropolitan areas before establishing the applicable income level in Table 2.

<b>Table 1</b>	
<b>Metropolitan Areas</b>	<b>Town / Cities</b>
<b>Lewiston-Auburn MSA</b>	<b>Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales</b>
<b>Portland HMFA</b>	<b>Cape Elizabeth, Casco, Cumberland, Chebeague Island, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth, Buxton, Hollis, Limington, Old Orchard Beach</b>
<b>Bangor HMFA</b>	<b>Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie</b>
<b>York-Kittery-So. Berwick HMFA</b>	<b>Berwick, Eliot, Kittery, South Berwick, York</b>

<b>Table 2</b>	
<b>County (Area)</b>	<b>Eligible Income Level Set by HUD for 1 Person (80% of area median income)</b>
<b>Lewiston-Auburn MSA (Androscoggin)</b>	<b>\$ 47,250</b>
<b>Aroostook County</b>	<b>\$ 42,450</b>
<b>Cumberland HMFA (excluding Portland HMFA)</b>	<b>\$ 52,050</b>
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<b>Lincoln County</b>	<b>\$ 47,750</b>
<b>Oxford County</b>	<b>\$ 42,450</b>
<b>Penobscot County (excluding Bangor HMFA)</b>	<b>\$ 42,450</b>
<b>Bangor HMFA</b>	<b>\$ 48,250</b>
<b>Piscataquis County</b>	<b>\$ 42,450</b>
<b>Sagadahoc HMFA</b>	<b>\$ 51,800</b>
<b>Somerset County</b>	<b>\$ 42,450</b>
<b>Waldo County</b>	<b>\$ 42,750</b>
<b>Washington County</b>	<b>\$ 42,450</b>
<b>York HMFA (excluding York-Kittery-So. Berwick HMFA and Portland HMFA)</b>	<b>\$ 54,050</b>
<b>York-Kittery-So. Berwick HMFA</b>	<b>\$ 66,300</b>

\*After 2023, see the Section 8 Income Limits for the relevant year (usually updated in April of each year and found at the following link: <https://www.mainehousing.org/docs/default-source/rental/section8incomelimits.pdf>).



Parties Involved Form

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

<b>Owner Name</b>	
Contact Name	
Email Address	
Address	
City, State, Zip	
Phone	

<b>Developer</b>	
Contact Name	
Email Address	
Address	
City, State, Zip	
Phone	

<b>GC</b>	
Contact Name	
Email Address	
Address	
City, State, Zip	
Phone	

<b>Subcontractor</b>	
Contact Name	
Email Address	
Address	
City, State, Zip	
Phone	

<b>Subcontractor</b>	
Contact Name	
Email Address	
Address	
City, State, Zip	
Phone	

<b>Subcontractor</b>	
Contact Name	
Email Address	
Address	
City, State, Zip	
Phone	

<b>Subcontractor</b>	
Contact Name	
Email Address	
Address	
City, State, Zip	
Phone	

<b>Subcontractor</b>	
Contact Name	
Email Address	
Address	
City, State, Zip	
Phone	

<b>Subcontractor</b>	
Contact Name	
Email Address	
Address	
City, State, Zip	
Phone	
Phone	

<b>Subcontractor</b>	
Contact Name	
Email Address	
Address	
City, State, Zip	
Phone	
Phone	

**Labor Hours Worked**

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Company Name \_\_\_\_\_ Project Name \_\_\_\_\_

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Company Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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Contact Name for Section 3 \_\_\_\_\_ Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Pay Period \_\_\_\_\_ to \_\_\_\_\_

**Section 3 established benchmark goals for (a) 25% of total labor hours worked by Section 3 workers, and (b) 5% of total labor hours worked by Targeted Section 3 workers.**

**A. Section 3 Hours Worked Per Pay Period**

Employee Name	Total labor hours Employee worked at Project during Pay Period	Employee is a Section 3 worker (Yes/No)	Employee is a Targeted Section 3 worker (Yes/No)
Total for Pay Period			

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Signature \_\_\_\_\_ Date \_\_\_\_\_

**Cumulative Report For Project/Program Year**

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Company Name \_\_\_\_\_ Project Name \_\_\_\_\_

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Company Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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Contact Name for Section 3 \_\_\_\_\_ Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Contract Period \_\_\_\_\_ to \_\_\_\_\_

**Section 3 established benchmark goals for (a) 25% of total labor hours worked by Section 3 workers, and (b) 5% of total labor hours worked by Targeted Section 3 workers.**

Employee Name	Total labor hours Employee worked at Project during Project Completion	Employee is a Section 3 worker (Yes/No)	Employee is a Targeted Section 3 worker (Yes/No)
Total for Project			

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Signature \_\_\_\_\_ Date \_\_\_\_\_

**Additional Reporting if Section 3 Benchmarks are not met upon project completion  
(24 CFR 75.25(b))**

Company Name		Project Name		
Company Address		City	State	Zip
Contact Name for Section 3		Phone	Email Address	

If the Subrecipient/Contractor's reporting indicates the Section 3 benchmarks have not been met, the Subrecipient/Contractor must report on the nature of activities pursued in the absence of meeting Section 3 benchmarks. In the absence of meeting the Section 3 benchmarks, the Subrecipient/Contractor made efforts including (check all that apply and provide documentation of effort(s)):

- Engaged in outreach efforts to generate job applicants who are Targeted Section 3 workers.
- Provided training or apprenticeship opportunities.
- Provided technical assistance to help Section 3 workers compete for jobs (*e.g.*, resume assistance, coaching).
- Provided or connected Section 3 workers with assistance in seeking employment including: drafting resumes, preparing for interviews, and finding job opportunities connecting residents to job placement services.
- Held one or more job fairs.
- Provided or referred Section 3 workers to services supporting work readiness and retention (*e.g.*, work readiness activities, interview clothing, test fees, transportation, child care).
- Provided assistance to apply for/or attend community college, a four-year educational institution, or vocational/technical training.
- Engaged in outreach efforts to identify and secure bids from Section 3 business concerns.
- Provided technical assistance to help Section 3 business concerns understand and bid on contracts.
- Divided contracts into smaller jobs to facilitate participation by Section 3 business concerns.

**Additional Reporting**  
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\_\_\_\_ Provided bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.

\_\_\_\_ Assisted Section 3 workers to obtain financial literacy training and/or coaching.

\_\_\_\_ Promoted use of business registries designed to create opportunities for disadvantaged and small businesses.

\_\_\_\_ Outreach, engagement, or referrals with the state one-stop system as defined in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.

\_\_\_\_ Other, please describe: \_\_\_\_\_

By signing this document, as an authorized employee of the Subrecipient/Contractor, I certify the above efforts are true and accurate to the best of my knowledge and belief.

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Subrecipient/Contractor Signature

Date