

City of Dayton
CDBG Construction Projects – Section 3 Reporting
Section 3 Information – CDBG Program

Section 3 projects are housing rehabilitation, housing construction, and other public construction projects assisted under HUD programs that provide housing and community development financial assistance when the total amount of assistance to the project exceeds a threshold of \$200,000. The threshold is \$100,000 where the assistance is from the Lead Hazard Control and Healthy Homes programs, as authorized by Sections 501 or 502 of the Housing and Urban Development Act of 1970 (12 U.S.C. 1701z-1 or 1701z-2), the Lead-Based Paint Poisoning Prevention Act (42 U.S.C 4801 et seq.); and/or the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 et seq.). (See Question 12 of this part I of these FAQs for more detail regarding Lead Hazard Control and Healthy Homes programs.) The project is the site or sites together with any building(s) and improvements located on the site(s) that are under common ownership, management, and financing. The requirements of Part 75 apply to an entire Section 3 project, regardless of whether the project is fully or partially assisted under HUD programs that provide housing and community development financial assistance.

Once it is determined that Section 3 applies to a project, the Section 3 requirements apply to all contracts, provided that at least \$1 of grant funds is being used. If the grant administering agency receives more than \$200,000 in grant funds, but no single contractor is awarded more than \$100,000, then the Section 3 requirements apply to the training, employment, and contracting activities of the PJ/grantee, or subrecipient but not to those of the contractor(s) of the project. This means new hiring and contracting opportunities generated by the PJ/grantee, subrecipient that is related to work arising in connection with the HUD-assisted new construction or rehabilitation project would be subject to the Section 3 hiring and contracting goals.

Definitions

Section 3 Worker: A Section 3 worker is an individual who meets one or more of the following criteria:

1. Is a low- or very-low-income worker that met HUD income limits in the previous calendar year;
2. Is employed by a Section 3 business concern as defined at 24 CFR 75.5;
3. Is a YouthBuild participant.

Targeted Section 3 Worker: A Targeted Section 3 worker is an individual who meets the definition of a Section 3 worker as well as one or more of the following criteria:

1. Is a worker employed by a Section 3 business concern as defined at 24 CFR 75.5;
2. Is a worker than, when hired, fit at least one of the following categories within the past five years:
 - a. Living within the service area or the neighborhood of the project as defined at 24 CFR 75.5; or
 - b. A YouthBuild participant.

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Project:

CT/Encumbrance:

Vendor Name:

Please fill in the blanks for the following table – all calculations will populate automatically.

	Hours	Calculated Percentage	Safe Harbor Benchmark Met?
Total Labor Hours			
Section 3 Worker Hours		%	_____ (must be equal to or greater than 25%)
Targeted Section 3 Worker Hours		%	_____ (must be equal to or greater than 5%)

Nature of Agency Efforts

The vendor must be able to provide adequate record of all efforts selected below.

NOTE: This section is only required if, based on the labor hours reported above, the safe harbor benchmarks are not met. Please select all that apply.

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 on contracts into smaller jobs to facilitate participation by Section 3 business concerns.

Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.

Held one or more job fairs.

Checklist continued on next page.

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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 4-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.

Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.

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

Other. Please specify:

Completed by: _____ Title: _____ Date: _____