

INSTRUCTIONS FOR COMPLETING THE SECTION 3 MONTHLY REPORT

All DCA funded projects must submit a report on a monthly basis until project completion. Monthly reports must be received in the DCA office by the 5th day of the following month.

This form is to be used to report accomplishments regarding employment, training, and contracting opportunities provided to low- and very low-income persons* under Section 3 of the Housing and Urban Development Act of 1968. The Section 3 regulations apply to **recipients of housing and community development assistance in excess of \$200,000** expended for: (1) housing rehabilitation (including reduction and abatement of lead-based paint hazards); (2) housing construction; or (3) other public construction projects; and to **contracts and subcontracts in excess of \$100,000** awarded in connection with the Section 3 covered activity.

The attached form has three parts which are to be completed for all projects covered by Section 3. **Part I** relates to employment and training, **Part II** relates to contracting, and **Part III** summarizes the efforts by the grantees to comply with Section 3. Grantees or contractors subject to Section 3 requirements must maintain appropriate documentation to establish that HUD financial assistance for housing and community development programs were directed toward low and very low-income persons.

1. **Recipient Name & Address:** Enter the name and address of the recipient or contractor submitting this report.
2. **Program:** If box is empty, enter the program name (should match code in box 8).
3. **Amount of Funding Award or Contract:** Enter the dollar amount received by the recipient or contractor.
- 4, 5 & 6. **Contact Person/Phone/Email:** Enter the name, telephone number and email address of the person with knowledge of the award and the recipient's implementation of Section 3.
7. **Date of Submission:** Enter date report submitted.
8. **Program Code:** If box is empty, select appropriate program code from list.
9. **Project Name:** Enter project name.
10. **Project Address:** Enter project address.

Part I: Employment and Training Record

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: 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 award recipient's or contractor'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: 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 recipient's or contractor'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: Enter the number of Section 3 residents that were trained in connection with this award.

Part II: Contracts Awarded

Block 1: Construction Contracts

Item A: Enter total dollar amount of all contracts awarded on the project/program.

Item B: Enter the total dollar amount of contracts connected with this project/program that were awarded to Section 3 businesses.

Item C: Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses. Divide (B) by (A).

Item D: Enter the number of Section 3 businesses receiving awards.

Part III: Summary of Efforts

Self-explanatory, provide a detail summary of all efforts made to comply with the Section 3 requirements. Also use this section for any comments or clarification.

The terms "low-income persons" and "very low income persons" have the same meanings given the terms in section 3(b)(2) of the United States Housing Act of 1937. **Low-income persons** mean families (including single persons) whose incomes do not exceed 80 percent of the median income for the area, determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of the Secretary's findings such that the variations are necessary because of prevailing levels of construction costs or unusually high- or low-income families. **Very low-income persons** mean low-income families (including single persons) whose income do not exceed 50 percent of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 percent of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.