**Section 3 Report** – NHTF PROGRAM

**Economic** **Opportunities for Low- and Very Low-Income Persons**

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| **1. Project Name** | **3. Contact Person** | **6. Date Report Submitted to IFA** |
| **2. Contract Number** | **4. Contact Phone** | **IFA USE ONLY: Date Rcvd by IFA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **5. Contact Email** |  |

**Part I: Employment & Training**

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| **A. Job Category** | **B. Job Category Examples** | **C. Number of New Hires**  | **D. Number of New Hires that are Section 3 Residents**  | **E. % of Section 3 New Hires** | **F. % of Total Staff Hours for Section 3 Employees** | **G. Number of Section 3 Trainees** |
| Professionals | Accountants, Auditors, Architects, Designers, Engineers, Lawyers, Personnel & Labor Relations Specialist, Surveyors. |  |  |  |  |  |
| Technicians | Drafters, Engineering Aides, Junior Engineers. |  |  |  |  |  |
| Office/Clerical | Bookkeeper, Collectors (Bills & Accounts), Office Helper, Office Machines Operator, Secretary, Telephone Operator. |  |  |  |  |  |
| Officials/Managers | Official, Executive, Middle Management, Manager, Purchase Agent/Buyer. |  |  |  |  |  |
| Sales | Advertising Agent/Sales Worker, Real Estate Agent/Broker. |  |  |  |  |  |
| Craft Workers (skilled) | Bricklayer, Carpenter, Carpet/Flooring Layer, Electrician, Masonry, Painter, Plumber. |  |  |  |  |  |
| Operatives (semi-skilled) | Drivers, Electrical & Electronic Equipment Assemblers, Furnace/Heater Workers, Inspectors, Motor Operators, Truck Operators, Welders. |  |  |  |  |  |
| Laborers (unskilled) | Workers in manual occupations which generally require no special training such as groundskeeper, gardeners, laborers performing lifting, digging, mixing, loading and pulling operations. |  |  |  |  |  |
| Service Workers | Workers in service occupations such as attendants (hospital and other institutions, professional and personal service, including nurse’s aides, and orderlies), cleaners, cooks, counter and fountain workers, elevator keepers, stewards, janitors, etc. |  |  |  |  |  |
| Other (MUST describe) | Any jobs that do not meet the categories above. |  |  |  |  |  |

\* Certified Payroll Reports should indicate new hires and Section 3 employees.

**Part II: Contracts Awarded**

1. Construction Contracts:

 A. Total dollar amounts of all contracts awarded on this project/activity: $

 B. Total dollar amount of all contracts awarded to Section 3 businesses: $

 C. Total number of Section 3 business receiving contracts

2. Non-Construction Contracts:

 A. Total dollar amount of all non-construction contracts awarded on this project/activity: $

 B. Total dollar amount of non-construction contracts awarded to Section 3 businesses: $

 C. Total number of Section 3 businesses receiving non-construction contracts:

**Part III: Summary** (MUST check at least one)

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.

[ ]  Section 3 Recruitment: Recruited Section 3 residents through local advertising media, signs prominently displayed at the project site, contacts 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.

[ ]  Training or Employment of Section 3 Residents: Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.

[ ]  Promoting Section 3 Businesses: Participated in a HUD program or other program which promotes the award of contracts to business concerns that meet the definition of a Section 3 business concern.

[ ]  Pre-Apprenticeship Programs: Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.

**Section 3 Report: Economic Opportunities for Low- and Very-Low Income Persons**

**Instructions:** This form is to be used to report annual accomplishments regarding employment and other economic 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 any ***public and Indian Housing programs*** that receive: (1) development assistance pursuant to Section 5 of the U.S. Housing Act of 1937; (2) operating assistance pursuant to Section 9 of the U.S. Housing Act of 1937; or (3) modernization grants pursuant to Section 14 of the U.S. Housing Act of 1937 and 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.

This form has three parts that are to be completed for all programs covered by Section 3. Part I relates to ***employment and training***, Part II of the form relates to ***contracting***, and Part III summarizes recipients’ ***efforts*** to comply with Section 3.

Recipients 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.\* A recipient of Section 3 covered assistance shall submit one copy of this report to the Iowa Finance Authority at closeout.

1. Project Name: Enter the name and address of the project.

2. Contract Number: Enter the contract number.

3-5. Contact Person, Contact Phone, Contact Email: Enter contact information of person completing this form that has knowledge of the award and the recipient’s implementation of Section 3.

6. Date Report Submitted to IFA: Enter the appropriate date.

**Part I: Employment and Training Opportunities**

Column A:Contains various job categories.

Column B: Provides examples of the various job categories.

Column C: 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 D: 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 person who qualifies under Section 3 income guidelines 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 E: Take the number in Column D (Number of New Hires that are Sec. 3 Residents) and divide it by the number in Column C (Number of New Hires) to get the the % of Section 3 new hires for the job category listed.

Column F: Provide the % of Total Staff Hours for Section 3 Employees for the job category listed. (This is the total staff hrs. for the Number of New Hires that are Section 3 Residents, divided by the total staff hrs. for the Number of New Hires for that job category.)

Column G: Enter the number of all Section 3 persons that were employed and trained in connection with this award.

**Part II: Contract Opportunities**

1. Construction Contracts

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

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

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

2. Non-Construction Contracts

Item A: Enter the total dollar amount of all contacts awarded on the project/activity.

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

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

**Part III: Summary of Efforts** - Self-explanatory

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| **Definition of Terms:** |
| 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 per centum of the median 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 80 per centum of the median for the area on the basis of the Secretary’s findings such that 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 incomes do not exceed 50 per centum 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 per centum 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. |