



# Section 3 CONTRACTOR REPORT FORM

This report must be completed by the contractor at the end of all projects involving federal funds.

Contractor Name		Project	
Contact Person		Email	
<b>Contract Information</b>			
Contract For			
Contract Award Date		Project End Date	
<b>Project Results Narrative</b>			
Describe any contracts / subcontracts entered into during the project			

Income Limits <i>(Effective 6/15/2022)</i>		Section 3 Compliance Reporting		
Household Size	80% Area Median Income (AMI)	<p><b>Section 3 Worker:</b> A worker whose income for the previous calendar year is below 80% AMI, or the worker is employed by a Section 3 business concern.</p> <p><b>Section 3 Business Concern:</b> Low-income persons, public housing, or Section 8 residents own at least 51% of the business; or at least 75% of the labor hours performed in the past three months (preceding the contract execution date) were performed by low-income persons.</p> <p><b>Targeted Section 3 Worker:</b> Employed by a Section 3 business concern; or lives / lived in the project neighborhood in the past five years.</p>		
1	\$47,400	<b>Contractor Total Labor Hours</b> (all employees)		
2	\$54,200	<b>Employee Name or ID #</b>	<b>Type</b> (see descriptions above)	<b>Labor Hours</b>
3	\$60,950		<input type="checkbox"/> Section 3 <input type="checkbox"/> Targeted Section 3 <input type="checkbox"/> S3 Business	
4	\$67,700		<input type="checkbox"/> Section 3 <input type="checkbox"/> Targeted Section 3 <input type="checkbox"/> S3 Business	
5	\$73,150		<input type="checkbox"/> Section 3 <input type="checkbox"/> Targeted Section 3 <input type="checkbox"/> S3 Business	
6	\$78,550		<input type="checkbox"/> Section 3 <input type="checkbox"/> Targeted Section 3 <input type="checkbox"/> S3 Business	
7	\$83,950		<input type="checkbox"/> Section 3 <input type="checkbox"/> Targeted Section 3 <input type="checkbox"/> S3 Business	
8	\$89,400		<input type="checkbox"/> Section 3 <input type="checkbox"/> Targeted Section 3 <input type="checkbox"/> S3 Business	
		<b>Total Section 3 Labor Hours</b>		
		<b>Percent of Total Labor Hours</b> (Total Section 3 Labor Hours ÷ Contractor Total Labor Hours)		%
		<b>Safe Harbor Benchmark</b> 25% of Total Labor Hours	<b>Safe Harbor Benchmark Met?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<b>Total Targeted Section 3 Labor Hours</b>		
		<b>Percent of Total Labor Hours</b> (Total Targeted Section 3 Labor Hours ÷ Contractor Total Labor Hours)		%
		<b>Safe Harbor Targeted Section 3 Benchmark</b> 5% of Total Labor Hours (may be part of 25%)	<b>Safe Harbor Benchmark Met?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

*If Safe Harbor Benchmarks have NOT been met, please proceed to page 2*

### Nature of Awardee Efforts

This section is required if, based on the labor hours reported on page 1, the reporting agency did not meet the Safe Harbor Benchmarks. The following list includes common actions that may be undertaken to meet Section 3 requirements. Check all that apply.

*Maintain records available for Community Development Division and/or HUD review to document efforts checked.*

<input type="checkbox"/>	Outreach efforts to generate job applicants who are Targeted Section 3 Workers.
<input type="checkbox"/>	Direct, on-the job training (including apprenticeships).
<input type="checkbox"/>	Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.
<input type="checkbox"/>	Providing, or connecting, project neighborhood residents with assistance in seeking employment including: assistance drafting resumes, preparing for interviews, finding job opportunities, connecting to job placement services.
<input type="checkbox"/>	Outreach efforts to identify and secure bids from Section 3 Business Concerns.
<input type="checkbox"/>	Technical assistance to help Section 3 Business Concerns understand and bid on contracts.
<input type="checkbox"/>	Division of contracts into smaller jobs to facilitate participation by Section 3 Business Concerns.
<input type="checkbox"/>	Held, or participated, in one or more job fairs.
<input type="checkbox"/>	Other, Specify: