



## SECTION 3 INFORMATION / APPENDIX

### **WHAT IS SECTION 3?**

It is a means by which HUD fosters local economic development, neighborhood economic improvement, and individual self-sufficiency. Section 3 is the legal basis for providing jobs for residents and awarding contracts to businesses in areas receiving certain types of HUD financial assistance.

Under Section 3 of the HUD Act of 1968, wherever HUD financial assistance is extended for housing or community development, to the greatest extent feasible, economic opportunities will be given to Section 3 residents and businesses in that area.

### **SECTION 3 POLICY**

Congress established the Section 3 policy to guarantee that the employment and other economic opportunities created by Federal financial assistance for housing and community development programs should, if possible, be directed toward low- and very-low income persons, particularly those who are recipients of government assistance for housing.

### **WHO ARE SECTION 3 RESIDENTS?**

Section 3 residents are:

- Public housing residents
- Low and very-low income persons who live in the metropolitan area or non-metropolitan county where a HUD-assisted project for housing or community development is located.

Determining Income Levels:

- Low income is defined as 80% or below the median income of that area
- Median incomes can be found for this area by using the attached FY 2004 Income limits for Norfolk-Virginia Beach-Newport News form
- Very low income is defined as 50% or below of the median income the that area



## WHAT IS A SECTION 3 BUSINESS & WHAT TYPES OF ECONOMIC OPPORTUNITIES ARE AVAILABLE UNDER SECTION 3?

### A business:

- That is at least 51 percent or more owned by Section 3 residents,
- Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents, or
- That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to a Section 3 business concern

### Type of Opportunities:

- Job training
- Employment
- Contracts

### Examples include:

Administrative Management	Services	Construction	
Accounting	Appliance repair	Architecture	Fencing
Payroll	Florists	Bricklaying	Heating
Research	Marketing	Carpentry	Iron Works
Bookkeeping	Carpet Installation	Cement	Machine
Purchasing	Janitorial	Masonry	Operation
Word Processing	Photography	Demolition	Painting
	Catering	Drywall	Plastering
	Landscaping	Electrical	Plumbing
	Printing	Construction	Surveying
	Computer Information	Engineering	Tile Setting
	Manufacturing		
	Transportation		

For additional information, refer to the HUD Section 3 Brochure available:

[www.hud.gov/offices/ftheo/section3/section3brochure.cfm](http://www.hud.gov/offices/ftheo/section3/section3brochure.cfm)



## EXISTING EMPLOYEE LIST

**PROJECT NAME:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**DEVELOPER/CONTRACTOR/APPLICANT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

LIST ALL CURRENT EMPLOYEES:

EMPLOYEE NAME / ADDRESS	HIRE DATE	JOB CATEGORY CODE:

JOB CATEGORY CODES:

- |                    |  |
|--------------------|--|
| 1) Professional    | 4) Construction by Trade (Specify Trade) |
| 2) Technician      | 5) Laborer                               |
| 3) Office/Clerical |  |



## CONTRACTOR SECTION 3 WORKSHEET

**PROJECTED EMPLOYMENT NEEDS FOR CONTRACT # \_\_\_\_\_ PROJECT: \_\_\_\_\_**

			# of Positions Currently Filled		Hiring Goals		
Job Classification	# of Positions Needed	Total # Hours Expected	Total Persons Currently on Payroll	Section 3/ Lower Income Residents	# of Positions to be Filled NRHA Residents	# of Lower Income Residents to be Hired	# of Lower Income NRHA Residents to be Hired

**SIGNATURE / TITLE:**

**DATE:**



## CONTRACTOR TRAINING PLAN

Areas of Anticipated Training in Connection with Project  (A)	Number of Expected Training Hours by Training Areas  (B)	Type of Training: Classroom Training (CRT) On-the-Job Training (OJT) Both (Both)  (C)	Are Opportunities Available to Section 3 Residents by Category (Y/N)  (D)	Comments  (E)



## CONTRACTOR SUBCONTRACTING PLAN

List Each Subcontractor and Duties and Responsibilities	Approximate Dollar Value	Construction or Non-Construction (NC)	Section 3 Business Concern (Y/N)	Gender / Ethnic / Racial Codes	Woman-Owned Business (Y/N)
1.					
2.					
3.					
4.					
5.					

**Gender / Ethnic/ Racial Codes:**

- |                      |                            |
|----------------------|----------------------------|
| 1. White American    | 5. Asian Pacific           |
| 2. African American  | 6. Hasidic Jewish American |
| 3. Native American   | 7. Woman-Owned             |
| 4. Hispanic American |                            |



## SECTION 3 BUSINESS CONCERN CERTIFICATE

The undersigned being duly sworn, on oath, represents, warrants, certifies, deposes, and says, under penalty of law as follows:

### BASIC INFORMATION

The following information is true and correct:

1. Name of Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

2. Type of Business (corporation, partnership, sole proprietorship, joint venture):

\_\_\_\_\_

\_\_\_\_\_

3. Community(s) Name(s) and Address(es)

\_\_\_\_\_

Name / Type of Contract:

\_\_\_\_\_

\_\_\_\_\_



## TYPE OF SECTION 3 BUSINESS CONCERN

1. Is the Company a Section 3 Business Concern?

YES                       NO

2. Is this business at least 51% or more owned by Section 3 residents?

YES                       NO

3. Do 30% of permanent, full-time employees include persons, currently Section 3 residents, or within three years of date of first employment with the business were Section 3 residents:

YES                       NO

4. Is this a business that can provide evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to Section 3 business concerns?

YES                       NO





## VERIFICATION

The company hereby agrees to provide, upon request, documents verifying the information provided on this form.

Under penalty of perjury, I certify that I am the \_\_\_\_\_ (Title) of the Company, that I am authorized by the Company to execute this affidavit on its behalf, that I have personal knowledge of the certifications made in this affidavit and that the same are true.

Name (Signature) \_\_\_\_\_

Name (Printed) \_\_\_\_\_

State of \_\_\_\_\_ Virginia \_\_\_\_\_

City of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Notary Public \_\_\_\_\_

My Commission Expires \_\_\_\_\_



## SECTION 3 RESIDENT CERTIFICATE

*For New Hires and/or Current Employees*

***Please complete the following information and sign your name.***

I, \_\_\_\_\_, the undersigned being duly sworn, on oath, represents, warrants, certifies, deposed and says, under penalty of law, as follows:

1. My current address is (give street address, city, state, and zip code):  
\_\_\_\_\_
  
2. I do  do not  reside in public housing. If you do, please give the name of your public housing community, City and State. \_\_\_\_\_
  
3. I do  do not  receive assistance from a Housing Choice voucher (Section 8). If you do, please give the name of the agency that issued you the Housing Choice Voucher. \_\_\_\_\_
  
4. The total number of individuals in my family (include all family members currently living in the household) is \_\_\_\_\_.
  
5. Find your family size in the box below. Is your family income equal to or less than the income listed below that box?     YES     NO

1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
\$38,200	\$43,650	\$49,100	\$54,550	\$58,950	\$63,300	\$67,650	\$72,050

6. I understand that the information above relating to the size and annual income of my family may require verification. Upon request, I agree to provide documents verifying this information. I also authorize my employer to release this information for the United States Department of Housing and Urban Development, the Norfolk Redevelopment and Housing Authority and the prime and/or sub-contractors to verify my status as a "Section 3 Resident".

\_\_\_\_\_  
Please print your name

\_\_\_\_\_  
Please sign your name (Signature)

\_\_\_\_\_  
Employer's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company's Contracting Compliance Officer's Signature



**FY 2010 INCOME LIMITS  
FOR  
NORFOLK - VIRGINIA BEACH - NEWPORT NEWS  
and the surrounding Standard metropolitan Area**

**NOTE: AREA MEDIAN INCOME FOR 4 PERSON HOUSEHOLD = \$54,550**

**FAMILY SIZE ADJUSTMENTS:**

The only criteria used to determine Section 3 eligibility is household income and family size. The table below provides a quick reference.

**Example:**

Refer to the table below. Find the family size 4 in row 1. An individual states his annual family income is \$43,000 and he or she has 4 persons in the family. Because the maximum income does not exceed \$54,550 in row 2 for a family of 4, this individual is considered to be a Section 3 resident.

Number of Persons in Family and Maximum Family Income

Number of Persons in Family	1	2	3	4	5	6	7	8
Maximum Income for Number of Family Members	\$38,200	\$43,650	\$49,100	\$54,550	\$58,950	\$63,300	\$67,650	\$72,050

Income limits for families with more than eight persons are not included in the printed lists because of space limitations. Confer with the Department of Procurement and Economic Opportunities if an individual declares more than 8 family members.

# SECTION 3 EMPLOYMENT, TRAINING AND CONTRACTING REPORT:



CONTRACTOR:
TELEPHONE:
CONTRACT NO.
PROJECT NAME
SECTION 3 BUSINESS
If "YES," submit the "Section 3 Business Concern Affidavit" with initial report only
COMPLIANCE OFFICER'S SIGNATURE:

CONTRACTOR/SUB-CONTRACTOR										
COMPANY NAME	BUSINESS ADDRESS	BUSINESS PHONE AND FAX	GENERAL CONTRACTOR OR TRADE SPECIALTY	SUB-CONTRACTOR YES OR NO	CONTRACT AWARD DATE	CONTRACT AWARD AMOUNT	ETHNIC & GENDER CODE OF OWNER	TOTAL NUMBER OF EMPLOYEES	TOTAL NUMBER OF SECTION 3 EMPLOYEES	HIRING METHODS CODE

EMPLOYEES /NEW HIRES										
EMPLOYEE NAME	ADDRESS AND PROJECT NAME	HOME PHONE	SUB-CONTRACTOR YES/NO	EMPLOYEE HIRE AND TERMINATION DATE	TRADE/JOB TITLE	TYPE TRAINING TO BE PROVIDED	ETHNIC & GENDER CODE OF EMPLOYEE	SECTION 3 CODE	REFERRAL SOURCE CODE	HIRING METHODS CODE

**ETHNIC & GENDER CODES:**

- 1 = White Americans
- 2 = African Americans
- 3 = Native Americans
- 4 = Hispanic Americans
- 5 = Asian/Pacific Americans
- 6 = Hasidic Jews
- F = Female
- M = Male

**SECTION 3 CODES: \***

- 1 = Public Housing Project Area Resident
- 2 = Public Housing Non Project Area Resident (includes Section 8)
- 3 = Youth Build
- 4 = Empowerment Zone, Norfolk, V A
- 5 = Hampton Roads, VA - Metropolitan Statistical Area

**REFERRAL SOURCE CODES:**

- 1 = NRHA Resident Services Specialist/ HOPE V1 CSS Caseworker
- 2 = Empowerment 2010
- 3 = Other

**HIRING METHODS CODES:**

- 1 = NRHA Resident Services Specialist/ HOPE VI CSS Caseworker Referrals
- 2 = Newspaper/Flyers
- 3 = Temporary Agency
- 4 = Other

\* If other than NRHA Public Housing Resident, please complete Section 3 Resident Certificate when employee is first added to Report.