Section 3 Training Day 2 March 16, 2023

TXGLO

TEXAS GENERAL LAND OFFICE

community development & revitalization

PRESENTERS



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TEXAS GENERAL LAND OFFICE

COMMUNITY DEVELOPMENT AND REVITALIZATION

Module 2: Plan and Implement



Module 1: Understanding Section 3 Basics



Module 2: Plan and Implement



Module 3: Program Oversight



Module 4: Report & Evaluate



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Module 2 Learning Objectives

By the end of this module, you will be able to answer the following questions:

- What is the purpose and components of a Section 3 Plan?
- What are considerations for hiring eligible and qualified workers?
- What are considerations for contracting with eligible businesses?
- How do you recruit Section 3 Workers and Businesses?
- What is the certification process?
- What are the contracting and procurement tips to help achieve compliance?



Purpose of Section 3 Plan

Section 3 in Action



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- Aid recipients, subrecipients, contractors, and subcontractors with complying with the Section 3 requirements.
- Serves as a guide for implementing the requirements and meeting the Section 3 goals.
- Includes policies and procedures for grantee, subrecipients, and all other partners.



Section 3 Plan Components

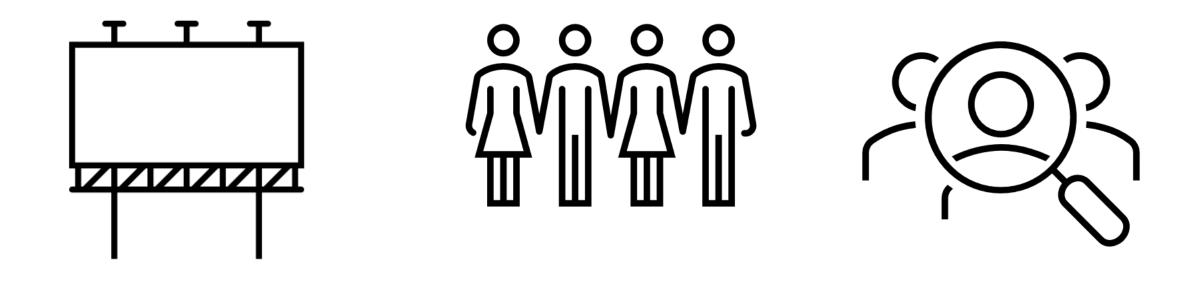
- Policy Statement/Purpose
- Section 3 Applicability
- Section 3 Goals/Safe Harbor Benchmarks
- Recipient and Contractor Responsibilities
- Prioritization and Eligibility Requirements for Workers and Business
- Section 3 Certification Procedures for Workers and Businesses
- Reporting Deadlines
- Complaint Procedures



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Effective Recruitment of Section 3 Workers & Targeted Section 3 Workers

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Check out the list of example qualitative efforts in CFR 24 Part 75.15 and Part 75.25.



Hiring Eligible and Qualified Workers

- The Section 3 regulations lists the types of evidence workers may submit for eligibility.
- Effective program implementation requires a process for determining eligibility:
 - Developing a Section 3 worker certification form to be used to certify workers.





Opportunity Portal

Section 3 Workers

- Search for employment and training opportunities
- Post Resume

Section 3 Recipients and Business Concerns

- Post job and training positions
- Search for job applicants
- Post contract opportunities

Section 3 Business Concerns

• Search for contracts

https://hudapps.hud.gov/OpportunityPortal



Certification: Section 3 Worker

One of the following certifications must be maintained:

- A worker's self-certification stating that their income is below the income limit,
- A worker's self-certification of participation in a means-tested program such as public housing or Section 8-assisted housing,
- Certification from a PHA, or the owner or property manager of Project-Based Section 8-assisted housing, or the administrator of Tenant-Based Section 8-assisted housing that the worker is a participant in one of their programs,
- An employer's certification that the worker's income from that employer is below the income limit when based on an employer's calculation of what the worker's wage rate would translate to if annualized on a full-time basis or,
- An employer's certification that the worker is employed by a Section 3 business concern.

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Section 3 Worker and Targeted Section 3 Worker Self-Certification The purpose of HUD's Section 3 program is to provide employment, training and contracting opportunities to low-income individuals, particularly those who are recipients of government assistance for housing or other public assistance programs. Your response is voluntary, confidential, and has no effect on your employment. Eligibility for Section 3 Worker or Targeted Section 3 Worker Status A Section 3 worker seeking certification shall self-certify and submit this form to the recipient contractor or subcontractor, that the person is a Section 3 worker or Targeted Section 3 Worker as defined in 24 CFR. Part 75. Instructions: Enter/select the appropriate information to confirm your Section 3 worker or Targeted Section 3 Worker status Employee Name Are you a resident of public housing or a Housing Choice □YES □NO Voucher Holder (Section 8)? 2 Are you a resident of the [City/County of insert name] □YES □NO In the field below, select the amount of individual income you believe you earn on an annual basis. *The grantee should confirm that their state and local laws do not prohibit this question. □ Less than \$10,000 F1\$30.001 - \$40.000 □ More than \$60,000 S10.001 - \$20.000 □ \$40.001 - \$50.000 S20.001 - \$30.000 □ \$50,001 - \$60,000 Select from ONE of the following two options below: I qualify as a: Section 3 Worker (as defined on page 3 of Section 3 Worker Certification Form) □ Targeted Section 3 Worker (as defined on pages 3-4 of Section 3 Worker Certification Form)



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Certification: Targeted Section 3 Worker

HCD Assistance – Subpart C

- An employer's confirmation that a worker's residence is within one mile of the work site or, if fewer than 5,000 people live within one mile of a work site, within a circle centered on the work site that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census;
- An employer's certification that the worker is employed by a Section 3 business concern; or
- A worker's self-certification that the worker is a YouthBuild participant.



Recruitment of Section 3 Business Concerns

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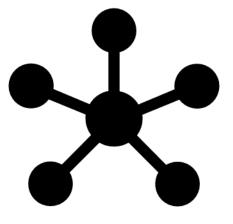


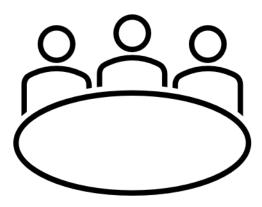


Capacity Building



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Business Registry

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- Businesses self-certify to meet the definition of a Section 3 business.
- Grantees find Section 3 businesses to hire.
- Residents find Section 3 business to inquire about jobs.

Section 3 Business Registry can be found at: <u>http://hud.gov/Sec3Biz</u>





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Certification: Section 3 Business Concern

To qualify as a Section 3 Business, <u>one</u> of the following must be documented (within the last six-month period):



51% or more owned and controlled by low or very low-income persons,
 OR



• Over 75% of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers,

OR



• 51% or more owned and controlled by current residents of public housing or Section 8-assisted housing.



Certification: Section 3 Business Concern - Continued

- Business concerns may self-certify to claim eligibility.
- Business concerns bidding on Section 3 project should submit certification <u>during</u> the bidding or contracting process.
- Section 3 status should be <u>verified before awarding</u> contracts or subcontracts to businesses that selfcertified.
- A Section 3 Business Concern will retain status for as long as it continues to meet the definition.
- Eligible Section 3 Business Concerns are responsible for maintaining records that verify eligibility.



Section 3 Business Concern Certification for Contracting

Instructions: Enter the following information and select the criteria that applies to certify your business' Section 3 Business Concern status.

Business Information

Name of Business	
Address of Business	
Name of Business Owner	
Phone Number of Business Owner	
Email Address of Business Owner	

Preferred Contact Information

∃ Same as above				
Name of Preferred Contact				
hone Number of Preferred Contact				

Type of Business (select from the following options):

□Corporation □Partnership □Sole Proprietorship □Joint Venture

Select from $O\!N\!E$ of the following three options below that applies:

 \Box At least 51 percent of the business is owned and controlled by low- or very low-income persons (Refer to income guidelines on page 3).

 \Box At least 51 percent of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

 \Box Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers (Refer to definition on page 3).



Contract Provisions



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Must include language applying Section 3 requirements in any subrecipient agreement or contract for a Section 3 project.



Must also require subrecipients, contractors, and subcontractors to meet the prioritization requirements of § 75.19 regardless of whether Section 3 language is included in recipient or subrecipient agreements, program regulatory agreements, or contracts.



Contract Provisions

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Best Practices for Contracting with Eligible Businesses

Process & Policies

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Coordination & Communication







Module 3: Program Oversight



Module 3: Program Oversight



Module 1: Understanding Section 3 Basics



Module 2: Plan and Implement



Module 3: Program Oversight



Module 4: Report & Evaluate



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Module 3 Learning Objectives

By the end of this module, you will be able to answer the following questions:

- What are best practices for Section 3 program oversight?
- What information is needed to prepare for a HUD compliance review?
- What are the recordkeeping requirements for Section 3?
- What is the process for filing Section 3 complaints?



Keys to Success

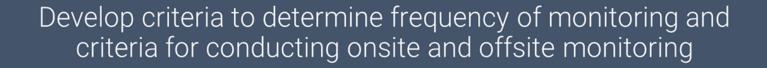
- Ensuring that safe harbor provisions and certification requirements are met (to the greatest extent feasible).
- Ensuring that contract provisions are included in subcontracts.
- Monitoring subrecipient contractor and subcontractor compliance.
- Taking action to correct Section 3 noncompliance issues.
- Clearly communicating recordkeeping requirements
 to contractors.





Monitoring & Oversight

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Examples of Criteria

Number of complaints

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Evidence or indication of potential noncompliance based upon reported data

Contractor's need for technical assistance

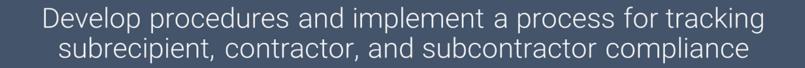
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Projects or activities that have a generous amount of funding

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Tracking Compliance

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Procedures may include:

Requiring subrecipients, contractors, and subcontractors to submit reports

Establishing a timeline for reporting (weekly, monthly, quarterly)



Streamlining Tracking Davis-Bacon & Section 3

Subrecipients can utilize certified payroll submissions for Davis-Bacon to track Section 3 compliance by:

- Total labor hours worked on project.
- Section 3 labor hours worked on project.
- Targeted Section 3 labor hours worked.

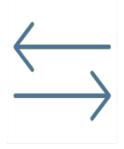




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Preparing for a Compliance Review

HUD may conduct a compliance review of a recipient agency.



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Result from several sources

May be random





May be initiated prior to the award of funding

May be geographically dispersed



Recordkeeping Requirements



Provide HUD access to all records

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Maintain Documentation Follow Record Retention Requirements

Observe 5-year Reporting Period



Types of Records

Records showing total labor hours worked by all workers.

- Records showing labor hours worked by Section 3 workers and Targeted Section 3 workers.
- Documentation of awarded contracts/subcontracts to business concerns that provide economic opportunities to Section 3 workers per the prioritization requirements.
- Documentation outlining qualitative efforts made to meet goals/requirements.
- Section 3 Worker, Targeted Section 3 Worker, and Section 3 business certifications.





Module 4: Report and Evaluate



Module 1: Understanding Section 3 Basics



Module 2: Plan and Implement



Module 3: Program Oversight



Module 4: Report & Evaluate



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COMMUNITY DEVELOPMENT AND REVITALIZATION



Module 4 Learning Objectives

By the end of this module, you will be able to answer the following questions:

- What are the reporting responsibilities of recipient agencies?
- What system should be used for reporting Section 3 activities and effort?
- What is the timeline for reporting Section 3 activities and efforts?
- What information should be reported?



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What Are We Reporting On?

Same data will be collected across programs for consistency

→ Difference will be how it looks when reported

Data Fields:

- Section 3 Labor Hours
- Nature of Recipient's Efforts
- Section 3 Compliance Summary





Final Rules Timeline: Legacy Projects

Legacy Projects: Contracts executed or projects for which assistance or funds were committed prior to November 30, 2020.

Requirement:

- Adhere to the old rule (24 CFR Part 135).
- Expected to maintain records but will no longer be required to report Section 3 compliance to HUD in Performance Evaluation and Registration System (SPEARS).



Final Rules Timeline: Transition Period

Transition Period: Projects for which assistance or funds are committed between November 30, 2020 and July 1, 2021.

Requirement:

- Adhere to the final rule (24 CFR Part 75).
- Expected to maintain records but will no longer be required to report Section 3 compliance to HUD in Performance Evaluation and Registration System (SPEARS).

Additional Clarification (CPD Notice 21-09):

• Office of Block Grant Assistance-Funded Projects: Report in Integrated Disbursement and Information System (IDIS) or Disaster Recovery Grant Reporting (DRGR) for open activities starting July 21, 2021.





General Reporting Considerations

Employer's Good Faith Assessment.

Inclusion of Professional Service Hours.

Labor hours must include those worked by any subrecipient, contractors and subcontractors:

- Total # of hours worked in fiscal year
- Total # of labor hours worked per project.



Qualitative Reporting: Activities Examples

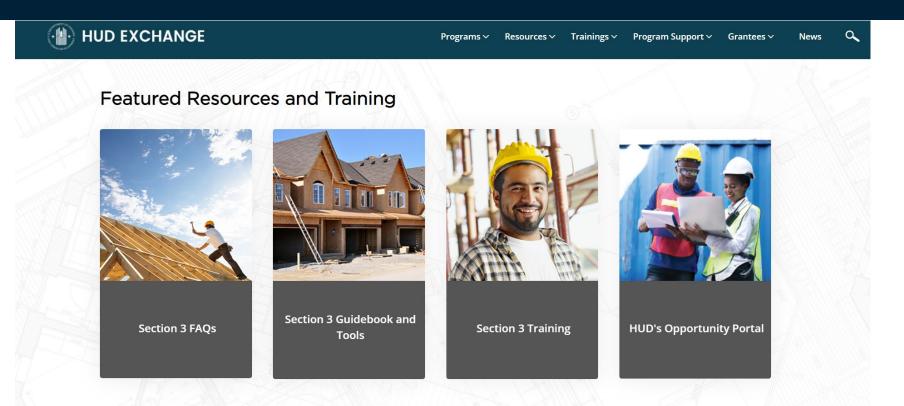




TIP, 75.15(b) includes a list of examples of qualitative reporting



Section 3 Resources



https://www.hudexchange.info/programs/section-3/

Resources

Quick Links www.hud.gov/section3

<u>https://www.hudexchange.info/pr</u> • <u>ograms/section-3/</u>

CPD Notices

- 21-07 (HOME/HTF)
- 21-09 (OBGA)

Trainings and Tools

- Searchable FAQs (HUD Exchange)
 - Opportunity Portal & Business Registry Video Tutorial (HUD YouTube Channel)
- Section 3 IDIS Demo/Tutorial (HUD YouTube Channel
- Section 3 Final Rule Guidance for HOME/HTF Video (HUD Exchange)
- DRGR Reporting Section 3 Labor Hours Fact Sheet eGuidebook (forthcoming)



Sample Forms

- Appointment of Section 3 Coordinator
- Section 3 Plan
- Section 3 and Targeted Section 3 Worker Self-Certification
- Section 3 Business Concern Certification
- Section 3 Compliance Checklist
- Section 3 Closeout Form



Appointment of Section 3 Coordinator

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	Apj	pointment of	Section 3 Co	ordinator			
	Economic Oppo	ortunities for	Low and Very	Low-Income	Persons		
Subrecipient:			Contract	Number:			
			Contract Aw	ard Date:			
	Secti	ion 3 Coo	rdinator In	formation			
Арро	ointed Section 3 Co	ordinator:					
					nted Name)		
will serve as the s	Section 3 Coordinator f oment Act of 1968, as a	or the aforer		tract. I under	stand Sectio		
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* Optional Tool No longer required. However, if subrecipient has one on file, they should update it with any changes to the Coordinator

Form can be found at: <u>https://recovery.texas.gov/d</u> <u>ocuments/grant-</u> <u>administration/grant-</u> <u>implementation/infrastructu</u> <u>re-forms/s7-appointment-</u> <u>of-section-3-coordinator.xlsx</u>



Example HUD Section 3 Plan

5|Page

1. Overview of Section 3 Requirements A. WHAT IS SECTION 3?

Section 3 is a provision of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) that is regulated by the provisions of 24 CFR 75. Section 3 regulations ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, <u>State</u> and local laws and regulations, be directed to low-and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

B. PURPOSE OF THIS DOCUMENT

This plan outlines how the [recipient/ grantee] and its subrecipients, contractors and subcontractors will comply with HUD's Section 3 requirements in implementing [subrecipient/ grantee]'s [HUD funded program]. [Recipient/ grantee] will, to the greatest extent feasible, ensure that employment and other economic opportunities are directed to low- and very low-income persons (Section 3 workers and Targeted Section 3 workers) and to eligible businesses (Section 3 Businesses) and requires the same of its contractors.

[Recipient/grantee] may amend its Section 3 Policies and Procedures document as necessary to ensure continued compliance with HUD's requirements and/or to reflect updated Section 3 guidance and outreach strategies.

C. APPLICABILITY

For public housing financial assistance, all funding is covered, regardless of the amount of expenditure or size of a contract. This plan applies to development assistance, operating funds, capital funds, and all mixed-finance development.

For housing and community development financial assistance, this plan applies to housing rehabilitation, housing construction, and other public construction projects that exceed \$200,000 or more of housing and community development financial assistance from one or more HUD programs. Applicability is determined at the project level.

For projects funded with Lead and Hazard Control and Healthy Homes Programs, this plan applies to projects that exceed \$100,000.

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2. Section 3 Coordinator

[Recipient/grantee]'s Section 3 Coordinator serves as the central point of contact for Section 3 compliance for [recipient/grantee] and its subrecipients, contractors and subcontractors supporting the program. Subrecipients, contractors, subcontractors and others are encouraged to reach out to [recipient/grantee]'s Section 3 Coordinator with questions regarding Section 3 compliance:

[coordinator name] [coordinator title] [coordinator email]

3. Employment, Training, and Contracting Goals

A. SAFE HARBOR COMPLIANCE

[Recipient/grantee] will be considered to have complied with the Section 3 requirements and met safe harbor, if they certify that they followed the required prioritization of effort and met or exceeded the Section 3 benchmarks, absent evidence of the contrary.

Prior to the beginning of work, contractors and subcontractors will be required to certify that they will follow the required prioritization of effort for Section 3 workers, Targeted Section 3 workers, and Section 3 business concerns as outlined below in <u>section C</u>. After completion of the project, on the Section 3 Cumulative Report, contractors and subcontractors will be required to certify that they followed the prioritization of effort requirements.

If the contractor and subcontractor does not meet the safe harbor requirements, they must provide evidence that they have made qualitative efforts to assist low and very low-income persons with employment and training opportunities.

B. SAFE HARBOR BENCHMARKS

[Recipient/grantee] has established employment and training goals that subrecipients, contractors, and subcontractors should meet in order to comply with Section 3 requirements outlined in 124 CER Part 75.9

* Optional Tool

Form can be found at: <u>https://www.hu</u> <u>dexchange.info/</u> <u>resource/6560/s</u> <u>ection-3-</u> <u>sample-plan/</u>



GLO Section 3 Self-Certification Forms

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Section 3 Worker and Targeted Section 3 Worker Self-Certification

The purpose of HUD's Section 3 program is to provide employment, training and contracting opportunities to low-income individuals, particularly those who are recipients of government assistance for housing or other public assistance programs. Your response is voluntary, confidential, and has no effect on your employment.

Eligibility for Section 3 Worker or Targeted Section 3 Worker Status

A Section 3 worker seeking certification shall self-certify and submit this form to the recipient contractor or subcontractor, that the person is a Section 3 worker or Targeted Section 3 Worker as defined in 24 CFR. Part 75.

□ More than \$60.000

Instructions: Enter/select the appropriate information to confirm your Section 3 worker or Targeted Section 3 Worker status.

Employee Name:

- 1. Are you a resident of public housing or a Housing Choice □YES □NO Voucher Holder (Section 8)?
- Are you a resident of the [City/County of insert name] □YES □<u>NO</u> 2.
- In the field below, select the amount of individual income you believe you 3 earn on an annual basis. *The grantee should confirm that their state and local laws do not prohibit this question.

□ Less than \$10,000	□ \$30,001 - \$40,000
□ \$10,001 - \$20,000	🗆 \$40,001 - \$50,000
□ \$20,001 - \$30,000	🗆 \$50,001 - \$60,000

Select from ONE of the following two options below:

I qualify as a:

□ Section 3 Worker (as defined on page 3 of Section 3 Worker Certification Form)

□ Targeted Section 3 Worker (as defined on pages 3-4 of Section 3 Worker Certification Form)



Section 3 Business Concern **Certification for Contracting**

Instructions: Enter the following information and select the criteria that applies to certify your business' Section 3 Business Concern status.

Business Information

Name of Business	
Address of Business	
Name of Business Owner	
Phone Number of Business Owner	
Email Address of Business Owner	

Preferred Contact Information

Same as above	
ame of Preferred Contact	
one Number of Preferred Contact	
me of Passinger (select from the following antions):	
vpe of Business (select from the following options):	

□Corporation □Partnership □Sole Proprietorship

Select from ONE of the following three options below that applies:

□ At least 51 percent of the business is owned and controlled by low- or very low-income persons (Refer to income guidelines on page 3).

□Joint Venture

At least 51 percent of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

 Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers (Refer to definition on page 3).

* Required to be maintained in the local file, unless otherwise requested

Email your GLO **Grant Manager** for a copy of the form



Section 3 Compliance Checklist

Section 3 HUD Compliance Review Checklist

An example of some records that recipients should maintain for a compliance review are:

Planning and Procedure Documents

- Copies of signed Consolidated Plan or Public Housing Annual Plan certifications/ assurances.
- Annual Plans or other performance reports (i.e., Consolidated Plans, Action Plans, CAPERs, PHA Annual Plans, Budget documents, etc.), to determine the beginning and end dates of the recipient's program or fiscal years and the dollar amount of covered projects/activities that were completed during the program or fiscal years under review.
- Recipient procedures for monitoring subrecipients, developers, contractors, and subcontractors for compliance.
- Descriptions of procedures used by the recipient, subrecipients, developers and contractors to verify the eligibility of Section 3 workers and businesses, to determine if these procedures are consistent with the regulation and to ensure that they do not create any undue burden to prospective beneficiaries.

Procurement and Contract Documents

- Procurement records, to identify the dollar amount of each covered contract awarded during the time span under review.
- Copies of bid solicitations, to ensure that Section 3 applicability is referenced.
- Contract documents, to ensure that they include a Section 3 clause in contracts awarded.
- Minutes, sign-in sheets, agendas, or other relevant evidence from pre-construction meetings, to determine if Section 3 requirements were discussed with prospective bidders. (g) Plans for meeting or exceeding benchmarks by recipients and contractors (i.e., contractors' proposals or business utilization plan).
- Lists of Section 3 business concerns that received contracts/subcontracts during the period under review. This information should include: name of contractor, address; telephone number; email address; contract amount; date awarded; and services provided.

Business and Worker Records

- Labor hour records of recipients and contractors, to determine the percentage of Section 3 workers and Targeted Section 3 workers in comparison to total labor hours.
- Lists of Section 3 workers and businesses maintained by the recipient, to determine the extent to which the recipient is attempting to provide economic opportunities to prospective beneficiaries.
- Lists of Section 3 workers or Targeted Section 3 workers employed by the recipient and/or its contractors during the period under review. This information should include: name of low- or very low-income individual; address; telephone number; date hired; position; and current status (employed, terminated, etc.).
- Correspondence or other records from Section 3 workers and business regarding training, employment or contracting opportunities (including Section 3 grievances), to determine how those inquiries were addressed or resolved.

* Optional Tool

Form can be found at:

https://www.hudexch ange.info/resource/65 59/section-3-hudcompliance-reviewchecklist/

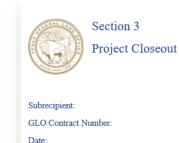


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Section 3 Closeout Form

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As of this date, this contract has entered the closeout process. Because construction is complete, no further Section 3 activity will occur since no more contracts or funds will be processed. If you wish to avoid being required to submit Section 3 reports while awaiting the final contract closeout, you may fill out this form and return it to the GLO. Should you choose not to submit form, you will be required to continue to submit Section 3 reports until the contract is fully closed out by the GLO.

By checking each of the following statements, you certify that they are true for this project.

 $\hfill\square$ Construction is fully completed on this project

□ The Certificate of Occupancy has been issued for the entire project (not just individual buildings)

No additional hires will be made for this project since it is complete

No additional contracts will be issued for this project since it is complete

 \Box A final Section 3 report is attached (or has been submitted electronically) for this project (for infrastructure projects only – not required for multi-family)

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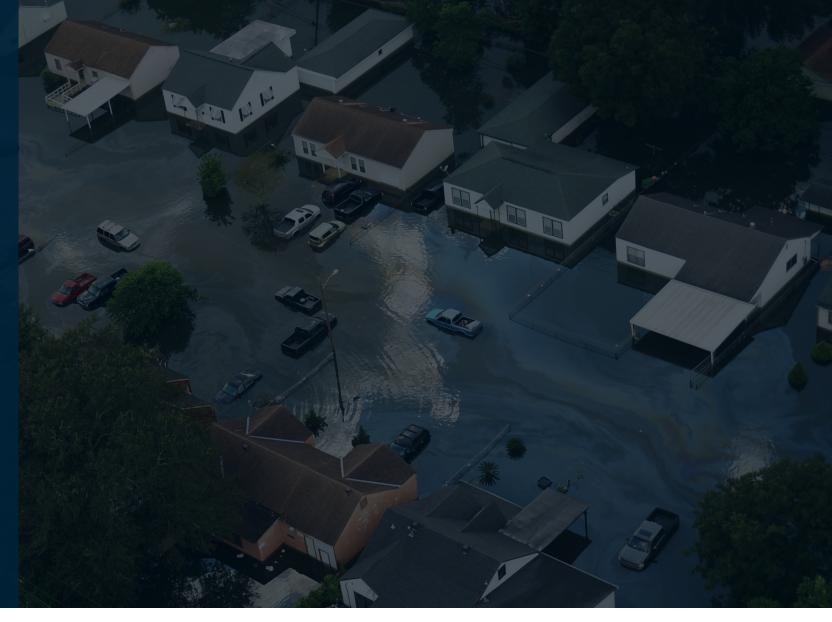
Signed By

* Optional Tool

Email your GLO Grant Manager for a copy of the form



Section 3 Reporting for Harvey





Reporting Requirements for the Texas General Land Office (GLO)

Subrecipients are required to maintain documentation for covered contracts and must submit Section 3 Reports on Section 3 compliance efforts for new hires and contracts awarded.

The report must detail any impediments to Section 3 compliance and resulting actions to address them.

The following items are required to be reported to show Section 3 Compliance:

Employment and Training	Construction	Non-Construction
 Job Category Number of new hires Number of new hires that are Section 3 Residents Percentage of Aggregate number of staff hours of new hires that are Section 3 Residents 	 Total CDBGDR dollars of all contracts awarded on the project Total CDBG-DR dollars of contracts awarded to Section 3 businesses Percentage of the total dollars awarded to 	 Total CDBG-DR dollars of all non-construction contracts awarded on the project Total CDBG-DR dollars of non- construction contracts awarded to Section 3 businesses Decentage of the total
5. Percentage of Total Staff Hours for Section 3 Employees and Trainees, Number of Section 3 Trainees	dollars awarded to Section 3 businesses 4. Total number of Section 3 businesses receiving contracts	 Percentage of the total dollar amount awarded to Section 3 businesses Total number of Section 3 businesses receiving non- construction contracts

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Reporting Requirements for the Texas General Land Office (GLO) – Cont.

All Section 3 Reports are due quarterly following the Federal Government fiscal year beginning September 1.

Due Dates – Quarterly Reports:

- Quarter 1 (Sept–Nov) DUE: *December10th*
- Quarter 2 (Dec-Feb DUE: *March 10th*
- Quarter 3 (Mar-May) DUE: June 10th
- Quarter 4 (Jun-Aug) DUE: Sept 10th

Due Date – Annual Reports:

September 30th

Reports are submitted by:

- Harvey and 15/16 are submitted via Email to the GLO Grant Manager (GM)
- Mitigation are entered directly into TIGR by Subrecipient

Section 3 Quarterly and Annual reports and all backup documentation are also required to be maintained in chronological order in the local file



Section 3 Reporting via Email – Quarterly Reports

Effective October 2020

I			The Texas	LOPMENT & General La arterly Sum	and Office		
		Economic Opp	oortunities f	or Low-and V	/ery Low-Ind	come Persons	
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				3. Contact P	erson / Sec	tion 3 Coordinator	
				4. Phone (in	cluding are	(aboo e	
				4. Flivile (iii	cruoing area	a coue)	
				5. Email			
6. Total Amount	of Award:			7.Year		8. Quarter Being Repor	ted
9. Executed Cont	tracts This	Quarter		11. Program code).	n Code: (Use	e separate sheet for eac	h program
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10. Date Report	Submitted			1	8 = CD	BG - State Administered	ł
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2. Non-Constructi	on Contracts:						
A. Total dollar ar	nount of const	ruction cor	tracts aw	arded			
B. Total dollar an Section 3 busine C. Percentage of businesses	esses					-	
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Form can be found at: https://recovery.texas. gov/documents/grantadministration/grantimplementation/infras tructure-forms/s3section-3-quarterlyreport.xlsx

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TEXAS GENERAL LAND OFFICE COMMUNITY DEVELOPMENT AND REVITALIZATION

Page 2 of 4

Section 3 Reporting via Email – Quarterly Reports - Cont

Prime Contractor Construc Contra Amour Subcontractor (Name) Contra	section 3	Contract Award Date	Posted Job Notice in Work-In- Tends/Local Work-broe Solutions	No. of New Hinds	No. of Nev Hints (Section 3 Residents)	Total No. of Nev Hires (Section : Residents
	-					
			Posted Job Notice in Work- InTeles/Loos I'Work-broe		r Type: Plun etc.	nbing, Electrica
			Solutions			
		<u> </u>				
	_					
	See Sheet 2	to add add/ti	ional records			
2. Non-Construction Contracts (3% d				-	o Section 3	Business
Concerns-representing minimum go	als) (Report aw	arded Contra	Posted Job	valued at o	rabove \$2	,000)
Business Name Contra			Notice in Work In-	Section 3 Contract	Reason	/Contract Type
Amour	t Bus.	Award Date	Workforce Solutions	Amount		
	_					
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	See Sheet 2	to add additi	onal records	4		

Page 3 of 4

sister for housing and community development programs, to the greatest extent feasible, toward bowand very low-income person, particularly those who are recipients of government assistance for housing.	indicate the effo	rts made to direct the employment and other economic opportunities generated by HUD financial
Select Ves to all. If a selection has not been made, default is No) Recruited low-income residents through; local advertising media, signs prominently displayed at the project site, contracts with the community organizations and public or private agencies operating within the metropolitan area (or non-metropolitan county) in which the Section 3 covered program or project is located, or similar methods. Participated in a HUD program or other program which promotes the training or employment of Section 3 usiness: Section 3 residents. Participated in a HUD program or other program which promotes the award of contracts to business: concerns. Coordin ated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located. Other efforts; Please describe below:	assistance for he	ousing and community development programs, to the greatest extent feasible, toward low-and very
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TEXAS GENERAL LAND OFFICE

Effective October 2020

COMMUNITY DEVELOPMENT AND REVITALIZATION

Section 3 Reporting via Email – Annual Reports

		Economic	Opportunitie	s for Low- and Ve	ery Low-Incor	ne Persons	
1. Grantee / Subre	cipient Name	and Address		2. GLO Contract	Number		
				3. Contact Pers	on / Section	3 Coordinator	
				 Phone (include) 	ling area cod	e)	
				5 Email			
				5. Email			
6. Total Amount o	f Award			7. Contract Beg	in Date	8. Contract End Date	9. Revised End Date
						Duic	D'ute
10. Executed Cont	tracts			11. Program Co code).	de: (Use sep	arate sheet for each prop	gram
12. Date Report S	ubmitted			-	8 = CD	BG - State Administered	
٨	В	C	D	E			F
Job Category	Number of New Hires	Number of New Hires that are Sec. 3 Residents	% of Sec. 3 New Hires (Optional)	Section 3 employee hours (Optional) Include hours for part-time and full- time positions	Total staff hours (Optional)	% of Total Staff Hours for Sec. 3 Employees The percentage of the total staff hour works for Sec. 3 employees connected with this award.	Number of Sec. 3 Trainees Enter the number of Sec. 3 trainees in connection with this award.
Professionals							
Clerical							
Case Mgmt.			-			-	
Case Mgmt. Facilities /Maintenance							
Clerical Case Mgmt. Facilities /Maintenance Technical (Bookkeeping, IT, etc.)			-				
Case Mgmt. Facilities /Maintenance Technical (Bookkeeping, IT, etc.) Carpentry			-			-	
Case Mgmt. Facilities /Maintenance Technical (Bookkeeping, IT, etc.) Carpentry Masonry							
Case Mgmt. Facilities /Maintenance Technical (Bookkeeping, IT, etc.) Carpentry Masonry Plumbing						*	
Case Mgmt. Facilities /Maintenance Technical (Bookkeeping, IT,							

						-	
		-				-	
Total	0	0 -		0	0	-	0
Part II: Contra	cts Awarded						
1. Construction C	Contracts:						
A. Total dollar	amount of constructi	on contracts a	warded				
B. Total dollar	amount of constructi	on contracts av	warded to \$	Section 3			
businesses							
C. Percentage	of total dollar amoun	t awarded to Se	ection 3 bu	sinesses			
D. Total numbe	r of Section 3 busine	sses receiving	constructio	on			
contracts		-					
2. Non-Construct							
A. Total dollar	amount of constructi	on contracts a	warded				
B. Total dollar	amount of constructi	on contracts av	warded to \$	Section 3			
businesses							
C. Demostance	of total dollar amoun	a successful to Co	unting 2 ho				
	er of Section 3 busine						
contracts	a or becault o busine	abea receiving	Constructio				
Part III: Summ	ary of Effects (dr	(arwohan					
	ts made to direct the		nd other e	conomic oppo	rtunities ner	nerated by HUD finar	ncial assistance for
	munity development						
	who are recipients of						
(0.1)							
Select Yes to all	. If a selection has no Recruited low-inco				media sign	e prominently displa	yed at the project si
						ncies operating with	
						aram or project is lo	
	methods.						
	Participated in a H residents.	UD program or	other prog	ram which pro	omotes the	training or employm	ent of Section 3
	Participated in a H which meet the de					award of contracts t	o business concerns
						and the second second second	Section 3 covered

("HUD") ensure tha low- and very low-i CFR Part 135. The HUD's efforts to m entered into a cent community require confidentiality is n	using and Usina Development Act of 1968, as amended, 12 U SC. 1701a, mandates that the Department of Housing and Usina Development employment and other encouncie opportunities generated by Its boaring and community development assistance programs are directed baseds increme persons, particular those who are recipients of government assisted housing. The governing regulations for this standard are found as 1 information gathered from this form will be used by HuD in monitoring groupman participants as a soft-monitoring board and a soft entitle diabased from this form will be used by HuD in monitoring groupman participant can soft-monitoring board. All data will be either diabased based ba
Discigimer: The To	was General Land Office has made every effort to ensure the information contained on this form is accurate and in compliance with the DBG-DR and/or CDBG-MIT federal rules and regulations, as applicable. It should be noted that the Texas General Land Office assumes no
most up to date (
	sibility for any error or omission on this form that may result from the interim period between the publication of amended and/or revised

Form can be found at: <u>https://recovery.texas.gov/docum</u> <u>ents/grant-administration/grant-</u> <u>implementation/infrastructure-</u> <u>forms/s7-section-3-annual-</u> <u>summary-report.xlsx</u>



TEXAS GENERAL LAND OFFICE

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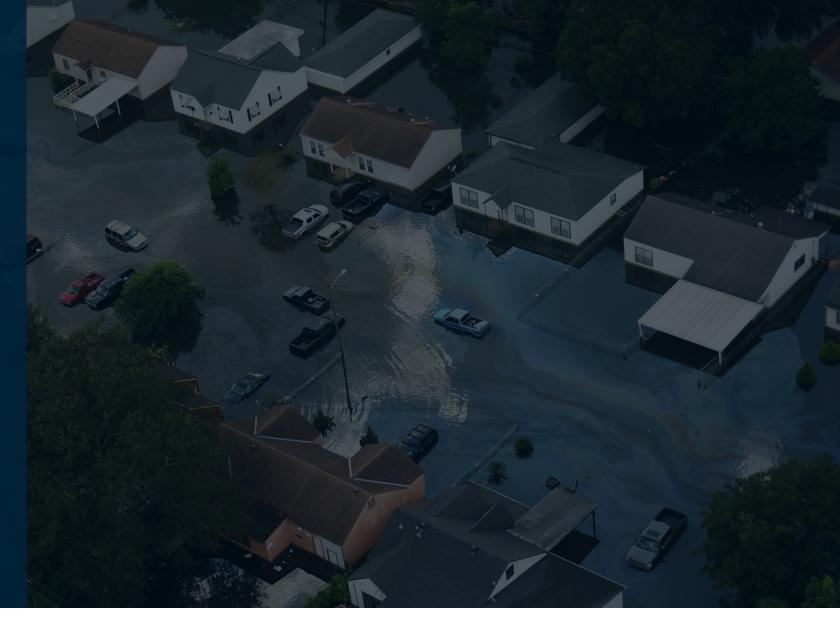
COMMUNITY DEVELOPMENT AND REVITALIZATION

Page 2 of 3

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Page 1 of 3

Inputting Section 3 Reports in TIGR: Mitigation Only





Section 3 Reporting in TIGR

From the *Contracting* & *Compliance* top level navigation tab,

select *Manage and* Change Requests, Single Audit & Section 3.

Applications	Contracting & Compliance - Individual Applications	Uploaded Documents Help Q
	Contracting & Compliance	
Application Introduction	Subrecipient Account Verification	/
You've entered the application portal for the Texas General	Manage Change Requests, Single Audit & Section 3 👍	This nexts will suide you through the
application and allow you to see the most up-to-date status	View My Change Requests). This portal will guide you through the
application and allow you to see the most up-to-date status	View My Single Audit Certifications	255.
If you are a resident of the City of Houston or Harris Count	View My Section 3 Reports	City of Houston and Harris County are developing

and implementing their own Hurricane Harvey recovery plasment of more more more more states of the plasment of the state o

http://recovery.texas.gov/programs/harris-county/index.html (Harris County - Direct Allocation)

http://recovery.texas.gov/programs/houston/index.html (City of Houston - Direct Allocation)

The Homeowner Assistance Program is providing rehabilitation and reconstruction services for primary, single family residences impacted by Hurricane Harvey. Each application submitted will be individually evaluated by the GLO and its partners to determine eligibility and funding availability. Before you begin the application, we encourage you to gather items such as your photo I.D., property tax records, IRS tax returns and other recovery documents. The application will require you to fill out all fields and upload required documentation prior to submission. Those fields include general applicant information, detailed information about previous housing assistance, and various documents that will be used to confirm eligibility. Please review the following checklist to ensure you have documents to satisfy each of the categories. http://www.glo.texas.gov//recovery/files/hap-checklist.pdf (Homeowner Assistance Program Application Document Checklist)

Please visit http://recovery.texas.gov for additional details regarding program eligibility for the Homeowner Assistance Program and other Hurricane Harvey Recovery programs administered by the GLO.

The GLO is committed to assisting Texans in the recovery process through this program.

Should you have additional questions, please email cdr@glo.texas.gov or call 1-844-893-8937 or 512-475-5000.



The *Manage Contract Change Requests, Single Audit Certifications, and Section 3 Reports* page is displayed.

Click the dropdown to view contracts for the organization associated with your profile. Applications - Projects - Payment Requests - Contracting & Compliance - Individual Applications Uploaded Documents Help Q

Home / Manage Contract Change Requests, Single Audit Certifications and Section 3 Reports

Manage Contract Change Requests, Single Audit Certifications and Section 3 Reports

▼ My- Click the dropdown to change the filter to the organization associated with your profile.					Search	Q	
Program 🕇	Applicant †	App #	Application Title	Contract Number	Contract Period Begin Date	Contract Period End Date	Grant Administrator



Click the dropdown to *Open Contract:*

🚓 Applications • Projects • Payment Requests • Contracting & Compliance • Individual Applications Uploaded Documents Help 🔍

Home / Manage Contract Change Requests, Single Audit Certifications and Section 3 Reports

Manage Contract Change Requests, Single Audit Certifications and Section 3 Reports





The *Create, Edit and Submit Draft Change Requests, Single Audit Certifications and Section 3 Reports* page is displayed.

In the *Section 3 Reports* area of the page, click *Create*.

Create, Edit and Submit Draft Change Requests, Single Audit Certifications and Section 3 Reports

-						
Program * State Infrastructure and ER	Applicant		Contact		Grant Administrato	r
	– LI ABC Consultin	15				
Contract Title	County	_	Council	f Governments		
GLO Contract Number						
20-065-108-						
raft Contract Chang	ae Requests					
					0	Create
App # (Contract) Ch	ange Request # 🕈	Change Req	uest Type 1	litle	Created On	
App # (Contract) Ch There are no records to di		Change Req	puest Type 7	litle	Created On	
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There are no records to di	nglay.				٩	Create
There are no records to di braft Single Audit Ce Cert Status	nglay.			Esceeded Esg	٩	Create



TEXAS GENERAL LAND OFFICE

COMMUNITY DEVELOPMENT AND REVITALIZATION

The Create pop up is displayed.

Enter the *Fiscal Year* and select the *Reporting Quarter.*

Cro ک	eate		×
	General		
	Please re-open the Section 3 additional information	Report and provide required	
	Fiscal Year *	Reporting Quarter *	
	2021	Jun-Aug 🗸	
	GLO Contract Number * 20-065-108-		
	Create		



The Section 3 record is displayed in the table. Click *Edit.*

						Create
App # (Application)	Contract Number (Application)	Fiscal Year ↑	Reporting Quarter ↑	Submitted?	Date Submitted	
CDR17-060	20-065-108	2021	Jun-Aug	No		
DR1/-000	20-065-108	2021	Jun-Aug	NO		Edit



The Section 3 record is displayed.

Complete the form and click *Submit*.

Section 3		
Fiscal Year *	Reporting Quarter *	
2021	Jun-Aug 🗸	
Grantee/Subrecipient	GLO Contract Number *	Contact Person *
ing a shire		John Doe
ABC Consulting	20-065-208-	
Total Labor Hours *	Targeted Section 3	Section 3 Workers
500	Workers Labor Hours	Labor Hours *
	-	100
	200	
We have met the Section 3		
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TEXAS GENERAL LAND OFFICE

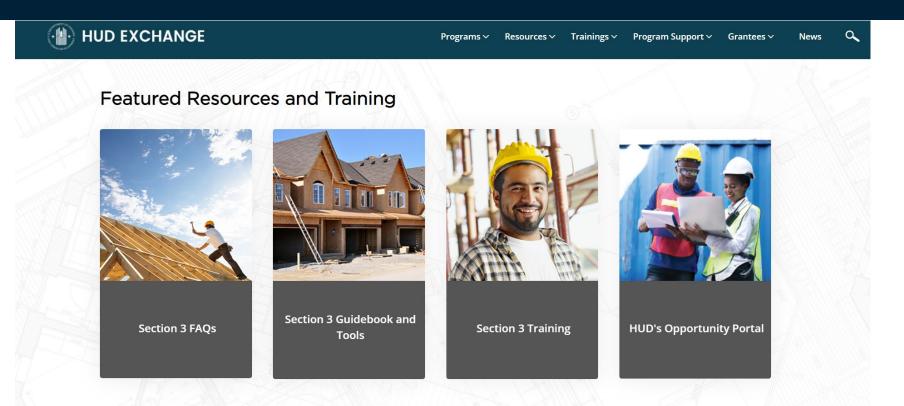
COMMUNITY DEVELOPMENT AND REVITALIZATION

The popup closes and the system is updated to show that the Section 3 report is submitted.

ction 3 Reports						Create
App # (Application)	Contract Number (Application)	Fiscal Year 🕇	Reporting Quarter †	Submitted?	Date Submitted	
CDR17-0	20-065-10	2021	Jun-Aug	Yes	11/1/2021	
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Section 3 Resources



https://www.hudexchange.info/programs/section-3/

QUESTIONS?

1-844-893-8937 cdr@recovery.texas.gov



Texas General Land Office

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Texas General Land Office Community Development and Revitalization