



SECTION 3 PROGRAM MANUAL

Revised 9/10/24

Table of Contents

Page

Part 1 – Policy, Purpose, Goals

A. HACP Section 3 Policy Statement _____ 3, 4
B. Purpose _____ 5
C. Section 3 Employment/Training _____ 5
D. Resident Hiring Requirements _____ 6-7

Part 2 – Contractor Requirements and Procedures

A. Section 3 Opportunities Plan _____ 8
B. Section 3 Program Participant Certification Procedure _____ 8
C. How Does Section 3 Affect a Contractor _____ 9
D. Section 3 Business Concerns/Certification Procedure _____ 10
E. Contractor Requirements in Employing Section 3 Participants _____ 11-12

Part 3 – HACP Section 3 Program Assistance to Businesses and Residents

A. Assisting Contractors to Achieve Section 3 Goals _____ 12
B. Efforts to Award Contract Opportunities to Section 3 Business Concerns _____ 12-13
C. Recruitment, Training, and Employment of Section 3 Residents _____ 13
D. Requirements for Section 3 Program Participants _____ 14
E. Internal Complaint Procedure _____ 15
F. Compliance Monitoring _____ 15-16

Part 4 - Definitions

Definitions _____ 16-18

Part 5 – Exhibits and Forms

Exhibit 1: Certification of Residents Seeking Preference in Training and Employment 19-23
Exhibit 2: Certification of Business Seeking Preference in Training and Employment 24
Exhibit 3: Section 3 Income Limits _____ 25
Exhibit 4: Section 3 Special Conditions _____ 26
Exhibit 5: Section 3 Opportunities Plan _____ 27-30
Exhibit 6 Section 3 New Hire Compliance Report _____ 31-34
Exhibit 7 Resident Employment Program Job Skills Profile Sheet _____ 35
Certification of Receipt of the HACP Section 3 Program Policy and Manual _____ 36

PART 1 – SECTION 3: POLICY, PURPOSE, GOALS

A. Housing Authority of the City of Pittsburgh (HACP) Section 3 Policy

The Housing Authority of the City of Pittsburgh (HACP) Section 3 Policy is designed to provide “best efforts” and “the greatest extent feasible.” While maximizing the hiring for **Section 3 Workers** and **Targeted Section 3 Workers** and/or businesses by contractors engaged by the Authority. The purpose of the Section 3 plan is to ensure that Contractors receiving HACP contracts will provide employment opportunities and other employment-related services to the residents/participants of the Agency. **The HACP Board of Commissioners adopted the Section 3 Policy Statement on October 24, 2008. It is as follows:**

Section 3 Policy Statement

The United States Congress mandates the Section 3 Policy. Section 3 of the Housing Act of 1968, as amended (12 U.S.C. 1701 u) and its associated regulations (24 C.F.R. Part 75) requires the Housing Authority of the City of Pittsburgh (HACP), to ensure that employment and other economic and business opportunities generated by financial assistance from the Department of Housing and Urban Development (“HUD”), to the greatest extent feasible, are directed to targeted section 3 worker (Public Housing Resident) and other section 3 workers (low income/Section 3 business worker), particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low- and very low-income persons.

To comply with the Act, HACP requires it’s contractors to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, disability, veteran or marital status, or economic status and to take affirmative action to ensure that both job applicants and existing employees are given fair and equal treatment.

The goal of this Policy is to obtain a reasonable level of success in the recruitment, employment, and utilization of HACP residents and other eligible persons and/or businesses by contractors working on contracts partially or wholly funded with HUD monies.

HACP shall examine and consider a contractor's potential for success in providing employment and business opportunities to those covered under Section 3 prior to acting on any proposed contract award. In response to any Request For Proposal (RFP), Request For Qualifications (RFQ) or Invitation For Bid (IFB), HACP will require submission of the Section 3 Opportunities Plan and roster of current employees and certification that the bidder will comply with the requirements of Section 3.

HACP, in accordance with applicable laws and regulations, has established employment and training goals that contractors and subcontractors are expected to meet in order to comply with Section 3 requirements. The new benchmark for **Section 3 workers** is set at 25 percent or more of the total number of labor hours worked by all workers employed with public housing financial assistance in the PHA's or other recipient's fiscal year. The benchmark for **Targeted Section 3 workers** is set at 5 percent or more of the total number of labor hours worked by all workers employed with public housing financial assistance in the PHA's or other recipient's fiscal year. This means that the 5 percent is included as part of the 25 percent threshold. The former Section 3 hiring goal was 30% of aggregate new hires and the past goal for Section 3 business contracting was 10% of contracts for building trades work and 3% of all other contracts.

HACP, in accordance with applicable laws and regulations, has established a hiring and/or training requirement for contractors. This requirement establishes a sliding scale threshold based upon contract size for the value of Section 3 hiring and/or training to be achieved by the contractor. In the event that the threshold level cannot be achieved through hiring by the contractor and/or subcontractors, the contractor may either a) incur the cost of employment and related skill training provided to residents in amounts commensurate with the sliding scale amount, or b) make a cash contribution to the HACP's non-profit Education Fund in an amount commensurate with the sliding scale amount.

HACP will provide resources to contractors and bidders in identifying qualified and eligible Section 3 residents and businesses and has established procedures for monitoring contractor compliance.

The Section 3 Program Manual contains information on this policy, and the requirements, procedures, forms, and opportunities that have been established to implement this Policy. This policy will be advised according to Housing and Urban Development (HUD) regulation updates.

B. Purpose of this Section 3 Procedure Document

This document serves to fulfill three (3) main objectives: 1) It outlines the Section 3 policy and program compliance measures of the Housing Authority of the City of Pittsburgh (HACP) [Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701, et seq)]; 2) It contains program definitions, employment and training goals, forms, information on program assistance and other information provided by and related to HACP; and 3) Summarizes the measures to be utilized to monitor compliance.

C. Section 3 Employment & Training Goals

It is the policy of HACP to utilize residents and other Section 3 eligible persons and businesses in contracts partially or wholly funded with monies from the Department of Housing and Urban Development (HUD). On September 29, 2020, HUD published the Final Rule and a companion notice, entitled “Section 3 Benchmarks for Creating Economic Opportunities for Low- and Very Low-Income Persons and Eligible Businesses,” (85 FR 60907) (“Benchmark Notice”), in the Federal Register. Prior to the publication of the Final Rule and Benchmark Notice, HUD operated under regulations (found at 24 CFR part 135) (“former regulation”) provided by the Section 3 interim rule, which HUD published in 1994. HACP has adopted the new Section 3 Final Rule, which became effective November 30, 2020. The regulation also improves alignment with current business practices by requiring the reporting of labor hours rather than new hires. The new rule incorporated a change from tracking the number of Section 3 qualified new hires in public housing financial assistance and section 3 projects. Benchmark goals include the calculation of all Section 3 worker and Targeted Section 3 Worker labor hours as a percentage of all labor hours worked on a project.

The numerical goal is:

HACP requires thirty percent (30%) of the aggregate number of new hires in any fiscal year.

It is the contractor’s responsibility to implement progressive efforts to attain Section 3 compliance. Any contractor that does not meet the Section 3 numerical goals must demonstrate why meeting the goals was not feasible. All contractors submitting bids or proposals to HACP are required to certify that they will comply with the requirements of Section 3. Demonstrating that meeting the goal is not feasible – Best Efforts Documentation.

If Section 3 Hiring Goals will not be met, contractors, subcontractors, or vendors must document with its bid proposal that it has contacted in writing the Resident Employment Program with its

skills requirements (See Job Skills Profile Sheet, exhibit 7 Pg. 37) and that no qualified residents or other eligible individuals were identified in the Resident Employment Program database. Followed by the new Benchmark for Section 3 Labor Hours is 25%, which means 25% of all Labor Hours on a project are Section 3 Labor Hours. The Benchmarks for Targeted Section 3 Labor Hours is 5%, which means 5% of all Labor Hours on a project are Targeted Section 3 Labor Hours.

D. Resident Hiring Requirements

HACP has adopted the following scale for resident hiring that is to be used on all construction contracts that contain a labor component. It is expected that an appropriate number of residents with particular qualifications or a willingness to begin as an unskilled laborer will be able to participate in covered contracted labor efforts. A prime contractor may satisfy all resident hiring requirements through its subcontractor(s). If a contractor is unable to satisfy the resident hiring requirement as outlined in their Section 3 Opportunities Plan due to the unavailability of candidates, the contractor must demonstrate due diligence in the solicitation.

• **Resident Hiring Scale**

TOTAL LABOR DOLLARS USE TOTAL CONTRACT AMOUNT FOR SERVICE CONTRACTS	RESIDENT LABOR AS A % OF TOTAL LABOR DOLLARS
Labor dollars \$25,000 but less than \$100,000	10% of the labor dollars
\$100,000, but less than \$200,000	9% of the labor dollars
At least \$200,000, but less than \$300,000	8% of the labor dollars
At least \$300,000, but less than \$400,000	7% of the labor dollars
At least \$400,000, but less than \$500,000	6% of the labor dollars
At least \$500,000, but less than \$1 million	5% of the labor dollars
At least \$1 million, but less than \$2 million	4% of the labor dollars
At least \$2 million, but less than \$4 million	3% of the labor dollars
At least \$4 million, but less than \$7 million	2% of the labor dollars
\$7 million or more	½ to 1 % of the labor dollars

With this sliding formula, it is expected that an appropriate number of eligible and qualified HACP public housing residents, as well as, eligible City of Pittsburgh residents with particular qualifications or the willingness to begin unskilled labor will be able to participate in contracted labor efforts.

1. A prime contractor or its subcontractor(s) may meet resident hiring requirements through:

1. Direct hiring of Section 3 Residents including HACP public housing residents, Section 8 residents, and/or low- and very low-income neighborhood residents, or
2. New hires must work at least half the hours of a typical employee who would work for the specified job category during their employment on the project. For example, if a Section 3 resident is hired as a painter, and painters typically work 40 hours each week, the Section 3 resident must work a minimum of 20 hours each week during their employment on the project. or
3. A subcontract or joint venture with a Section 3 Business or a resident-owned business. The business must be 51% or more owned by low-income public housing residents, or subcontract/joint venture with a business that employs full-time, 30% or more low-income public housing residents, Section 8 residents, or low and very low-income individuals who reside in the City of Pittsburgh; or
4. Contractor incurs the cost of providing skilled training for residents in an amount commensurate with the sliding scale set forth in the Resident Hiring Scale; or
5. Contractor makes a contribution to the HACP Education Fund to provide assistance to residents to obtain training. The level of contribution would be commensurate with the sliding scale set forth in the Resident Hiring Scale. (Checks Payable to: Clean Slate E3 Education Fund. Mail to: Clean Slate E3, C/O Housing Authority of the City of Pittsburgh, Finance Department, 412 Blvd. of the Allies, 7th Floor, Pittsburgh, PA 15219.)

PART 2 – CONTRACTOR REQUIREMENTS AND PROCEDURES

A. Section 3 Opportunities Plan

As part of the response to an IFB, RFP, RFQ, or other solicitation, firms are required to submit a draft Section 3 Opportunities Plan to identify the goals, objectives, and actions that will be implemented to ensure compliance with the requirements of Section 3. (See page 27 for forms and format of the Section 3 Opportunities Plan Submission).

Upon selection, HACP will work with the selected firm to finalize the Section 3 Opportunities Plan, including identification of HACP assistance to be provided, timelines for action, and review of reporting and compliance requirements. The Section 3 Opportunities Plan is separate and apart from the Minority/Women’s Business Enterprise Plan and must be completed in addition to the M/WBE Plan.

B. Section 3 Program Participant Certification Procedure

HACP Section 3 Coordinator will certify Section 3 program participants who reside in the Pittsburgh Pa HUD Metro FMR Area. Eligible participants who are seeking preference in training and employment by completing and attaching adequate proof of Section 3 eligibility, as required (**see Exhibit 1 on Page 20 – Self-Certification for Resident Seeking Section 3 Training and Employment Preference**).

- All persons living in the City of Pittsburgh who meet the Section 3 eligibility guidelines can, by appointment, visit with a representative of the HACP Resident Employment Program to enroll in the HACP Resident Employment Program. Once enrolled, the individual must successfully complete a pre-interview, a pre-orientation session, and a drug screen.
- Once this process is completed, the Resident Employment Program will determine if the individual meets the eligibility requirements and is “recommendation” ready. If so, the resident’s name will be added to the HACP Resident Employment Program employer referral database.
- If the individual is deemed eligible for Section 3 participation, but deemed not ready for employment, a referral will be made to other agencies that are better equipped to address the individual’s needs, i.e., drug and alcohol counseling, job-readiness training, etc.
- The Section 3 component of the Resident Employment Program is a commitment of the HACP to provide economic opportunities and training to residents and other eligible participants to become gainfully employed.

C. How Does Section 3 Affect a Contractor

All contracts issued by HACP, regardless of funding source that exceed \$25,000 and include a labor component are subject to mandatory Section 3 requirements. A Section 3 covered contract is defined by 24 CFR Part 75.15 and 75.35 as a contract awarded for work generated by the expenditure of Section 3 covered assistance, or for work arising in connection with a Section 3 covered project, including professional service contracts. Contracts solely for the purchase of supplies and materials are not covered under Section 3. However, whenever a contract for materials includes the installation (labor) of the materials, the contract constitutes a Section 3 covered contract.

All contractors submitting bids or proposals to the HACP are required to certify that they can and will comply with Section 3 by including the **Section 3 Opportunities Plan**. Jobs must be made available for **skilled and low/non-skilled persons**. A structured job training program is highly recommended for low and non-skilled persons and the retention of Section 3 residents from previous jobs for new projects is encouraged. While HACP provides contractors options for compliance, if a new hire is generated as a result of receiving the contract, HUD's numerical goals must be met. More specifically, thirty (30) percent of the aggregate number of new hires shall be Section 3 residents. For the purpose of this document Section 3 resident shall be defined as:

Persons lawfully residing in an HACP owned property, participant of the HCV/PBV program, or a City of Pittsburgh resident otherwise eligible for either program. The Section 3 Contract Clause specifies the requirements for contractors hired for Section 3 covered projects. The Section 3 Clause must be included in its entirety in all Section 3 covered projects and in subcontracts. The text of the Section 3 Clause is found in the preceding section. HACP solicitations are open and available to all businesses (Section 3 business concerns, and non-Section 3 business concerns). **RFP/QBS**. Rating systems for these forms of solicitations **ONLY** shall provide for a range of points set aside as a provisional preference for section 3 business concerns. Preference Points shall be added to the total number of available rating points.

D. Section 3 Businesses Concern Certification Procedure

HACP will not certify Section 3 Businesses. Business seeking certification as a Section 3 Businesses must complete and submit the required form to the designated contact, and attach adequate proof of Section 3 eligibility, as required (see Exhibit 2 on Page 26 – Certification for Business Concerns Seeking Section 3 Preference in Contracting and Demonstrating Capability). Where a bidder or proposer has formed a partnership with a Resident-Owned Business or other Section 3 Business, the proposed partnership or sub-contract must be documented in the same manner as any other partner or sub-contractor.

The HACP can accept self-certifications from Section 3 residents and businesses or persons otherwise eligible. However, HACP will require additional documentation to complete this process.

E. Contractor's Requirements in Employing Section 3 participants:

Under the HACP Section 3 Program, contractors and subcontractors are required to provide employment opportunities to Section 3 residents/participants in the following order of priority:

a) Category 1 – Targeted Section 3 worker

Residents of the HACP housing development or developments for which the contract shall be expended.

b) Category 2 – Section 3 Worker

Residents of the next closest housing developments are managed by the HACP.

c) Category 3 – Section 3 Worker

Residents of the community-at-large in which the contract shall be extended.

d) Category 4–: Targeted Section 3 Worker

Participants in HUD YouthBuild programs being carried out in the City of Pittsburgh in which Section 3 covered assistance is expended.

e) Category 5 – Section 3 Worker

All other residents residing in the Pittsburgh, PA HUD Metro FMR Area who meet the income guidelines for Section 3 preference (**refer to Exhibit 3 Section 3 Income Limits, page 25**).

After the award of contracts and before the notice to proceed will be issued by the HACP authorizing work to begin, the contractor (together with the Resident Employment Program representative, as needed) must complete and provide a final Section 3 Opportunities plan, including the following:

Names of the Section 3 business concerns to be engaged as sub-contractors, if any, with accompanying certifications as required, estimates of the number of employees to be utilized for contract,

Projected number of available positions (new hires), to include job descriptions and wage rates (construction wages must be consistent with Davis Bacon requirements as appropriate).

Efforts that will be utilized to seek Section 3 participants. (See **Recruitment, Training, and Employment of Section 3 Residents, page 20**).

Contractors must notify the Contract Administrator (who will notify the Resident Employment Program) of their intention to employ Section 3 participants prior to hiring. Contractors are encouraged to utilize the Resident Employment Program to identify potential hires to meet their Section 3 obligations. The Resident Employment Program staff will ensure that anyone referred to the contractor by the Resident Employment Program is Section 3 eligible, pre-screened, and job-ready. If the contractor chooses not to utilize the Resident Employment Program, the contractor must provide the Section 3 eligibility certification for any proposed Section 3 hires. Additionally, the legal department of HACP will be contacted to ascertain whether the individuals are involved in any legal proceedings against/with HACP.

Provide a list of core employees (including administrative, clerical, planning, and other positions pertinent to the construction trades) at the time of contract award.

If a contractor elects to meet Section 3 requirements through contribution to the HACP Education Fund, contributions should be included in the Section 3 Opportunities Plan, and must include at a minimum:

40% of the contribution must be made prior to 25% of the contract value invoiced.

70% of the contribution must be made prior to 50% of the contract value invoiced.

100% of the contribution must be made prior to 75% of the contract value invoiced.

Failure to make contributions as defined above will be considered a breach of the contract.

After the notice to proceed is issued, contractors must do the following:

Document the performance of Section 3 participants (positive and negative), regarding punctuality, attendance, etc., and provide this information to the HACP Contract Administrator. The contractor or the Contract Administrator must forward a copy of this information to the Resident Employment Program.

Immediately notify the Contract Administrator (with a copy to the Resident Employment Program by the contractor or the Contract Administrator) of any problems experienced due to the employment of Section 3 participants.

Immediately notify the Contract Administrator (with a copy to the Resident Employment Program by the contractor or the Contract Administrator) if a participant quits, walks off, or is terminated for any reason. The Contractor must provide written documentation of all such incidents to support such decisions. Complete and submit the Section 3 New Hire Compliance Report at least annually.

PART 3 – HACP SECTION 3 PROGRAM ASSISTANCE TO BUSINESSES AND RESIDENTS

A. Assisting Contractors to Achieve Section 3 Goal Hiring and Contracting Goals

HACP will assist contractors with little or no experience in achieving Section 3 hiring and contracting goals by:

1. Requiring the contractor to present or create a list of the number of subcontracting and/or employment opportunities expected to be generated from the initial contract. **(See Section 3 Opportunities Plan, page 22)**
2. HACP will provide the contractor with a list of pre-screened Section 3 residents and Section 3 Businesses meeting the position or contract requirements from the Resident Employment Program database for construction projects.
3. The HACP Resident Employment Program representative will inform the contractor of known issues that might adversely affect Section 3 residents from performing job related duties.
4. The HACP Resident Employment Program representative will review the new hire clause with contractors and subcontractors to ensure that the requirement is understood. The purpose of the new hire clause is to require the Contractor to make every effort to employ Section 3 program participants before any other person, when additional employees are needed to complete the proposed work and is funded with federal (HUD) funds.

B. Efforts to Award Contract Opportunities to Section 3 Business Concerns

HACP will use the following methods to assist with creating opportunities for contracting with Section 3 business concerns:

- HACP will refer contractors to the RHLS for lists of certified Section 3 Business Concerns, if any, to prime contractors seeking such information.
- HACP will conduct workshops on HACP’s contracting procedures to include bonding, insurance, and other pertinent requirements to afford Section 3 business concerns the opportunity to take advantage of future contracting opportunities.
- HACP will establish relationships with the Small Business Administration (SBA), Minority and Women’s Business Enterprise M/WBE association, Community Development Corporations, and other sources as necessary to assist HACP with educating and mentoring residents with a desire to start their own businesses.
- HACP will develop resources to assist residents who are interested in starting their own businesses in order to prepare contracts, prepare taxes, obtain licenses, bonding, and insurance, etc.

- HACP will require a minimum 10% threshold of both construction and non-construction contracts that will be required to go to Section 3 businesses.

C. Recruitment, Training, and Employment of Section 3 Residents

HACP will develop resources to provide training and employment opportunities to Section 3 program participants by implementing the following:

- Training opportunities will be advertised by distributing flyers via mass mailings and posting in common areas of HACP housing developments, as well as all HACP public housing management offices.
- The resident councils, resident management corporations, and neighborhood community organizations will be contacted to request their assistance in notifying residents of the available training and employment opportunities.
- Employment opportunities will be advertised by posting job vacancies in common areas of all HACP housing developments, as well as contacting resident councils, resident management corporations, and neighborhood community organizations.
- A database will be developed of certified Section 3 residents of public housing and other Section 3 residents.
- A database will be developed of eligible, qualified Section 3 Business concerns to contact with respect to the availability of contract opportunities.
- A provision for a specific number of public housing or Section 3 program participants to be trained or employed by the contractor will be incorporated into all contracts.

Once the Notice of Award has been approved by the HACP Board of Commissioners, the Contract Administrator will be responsible for notifying the Section 3 Administrator about the award, for forwarding the submitted copy of the contractor's Section 3 Opportunities Plan, and for providing contact information for the contractor so the Section 3 Administrator can communicate with the contractor to complete the process for finalizing the Section 3 Opportunities plan.

D. Requirements for Section 3 Program Participants

To become eligible for Section 3 employment preference through the HACP Resident Employment Program, a Section 3 resident must successfully complete a pre-interview, pre-orientation session, and drug screen.

Only residents successfully completing all 3 parts of the process and meeting the minimum qualifications of the contractor or subcontractor will be referred to the contractor for interview and hiring (following the priority guidelines on page 8). The pre-interview will assess job readiness (i.e., childcare, transportation, work maturity, job retention skills). Pre-screened

residents not deemed job ready will be referred elsewhere, i.e., alcohol/drug treatment, employment readiness training, etc. If a resident is referred to a contractor and does not perform satisfactorily due to poor work habits (i.e., tardiness, absenteeism, alcohol/drugs, abusive language, fighting, etc.) the employer must alert the HACP of the unsatisfactory performance. The employee must then meet with the Resident Employment Program representative to discuss the situation. At the discretion of the Resident Employment Program and the employer: 1) the resident may continue employment or; 2) the resident may be removed from employment and required to attend and complete a job readiness class, alcohol/drug treatment center, or some other program. After successful completion, the resident will be given the opportunity to be reinstated on the list of residents available for work. If a resident is removed from a position, the employer must first seek to again fill the job with a Section 3 Resident.

Residents experiencing problems with contractors should first communicate the problem to the employer and the Resident Employment Program representative. If the problem cannot be solved between the employee and employer, the Resident Employment Program representative will meet with the parties to assist in trying to resolve the problem.

Residents terminated for cause from a construction project will not be referred for employment until they have completed a training, treatment, or other program as agreed to by the resident and the Resident Employment Program Supervisor, or for a minimum of six months. It will be assessed by the Section 3 Program Administrator if the resident can be reinstated and referred to an employment opportunity.

In order to qualify for employment with contractors, public housing residents must have their name(s) on a HACP lease, be current on rent or rent repayment agreement (if applicable), be at least eighteen years of age, and not be involved in any legal action with the Authority for current documented eviction, criminal and drug activity or trespassing.

Residents not interested in construction employment opportunities will be assessed for other skills (clerical, administrative, etc.) and will have the opportunity to receive help with interviewing techniques, mock interviews, resume preparation, application assistance, employment leads, and how to dress for success when conducting a job search.

Residents interested in pursuing a General Equivalency Diploma (GED) and/or continued training and education will be referred to those resources by the Resident Employment Program Representative, who will maintain regular contact with residents to monitor progress.

E. Internal Section 3 Complaint Procedure

In an effort to resolve complaints generated due to alleged non-compliance through an internal process, HACP encourages submittal of such complaints as follows:

- Complaints of non-compliance should be filed in writing with the Resident Employment Program Supervisor and must contain the name of the complainant and brief description of the alleged violation of 24 CFR 135 or the HACP Section 3 Policy.

- Complaints must be filed within thirty (30) calendar days after the complainant becomes aware of the alleged violation.

The HACP will conduct an informal investigation of all complaints.

Alternately, if complainants wish to have their concerns considered outside of HACP, a complaint may be filed with:

Assistant Secretary for Fair Housing and Equal Opportunity
United States Department of Housing and Urban Development
451 Seventh Street, SW
Washington, DC 20410

The complaint must be received not later than 180 days from the date of the action or omission upon which the complaint is based unless the time for filing is extended by the Assistant Secretary of the U. S. Department of Housing and Urban Development for a good cause shown.

F. Compliance Monitoring

The HACP will monitor the payroll of developers and contractors with Section 3 hires, identify staffing changes that may trigger Section 3 obligations, and ensure the minimum hours required per position are fulfilled. Also, when administering Davis Bacon covered projects will monitor for correct wage rates.

The HACP will conduct a quarterly report summarizing the contractor's performance including but not limited to: positions filled, hours worked per Section 3 hire, and aggregate total of Section 3 work hours.

The HACP will monitor all financial contributions made under tier 3 to ensure timely and complete payment.

The HACP will approve and monitor all training submitted by contractors when tier 3 is selected.

As part of each bid or proposal submitted, the respondent must document their workforce by position and trade. Such information will be reviewed as part of all sealed bid proposals, and then verified at the commencement of the contract or task order. HACP will conduct periodic quality assurance checks to verify continued compliance.

Contractors will be required to submit documentation in the form of FTE/Section 3 certified payroll form submitted monthly that identify the Section 3 hires, hours, and positions. Contractors must comply with the Section 3 requirement throughout the life of the contract. HACP will periodically audit this information and failure to comply with the monthly submittal of the FTE/Section 3 certified payroll form shall result in the delay of payment.

HACP residents are eligible Section 3 participants.

Contractors employing PHA residents must retain documentation that demonstrates any HACP residents hired to meet Section 3 employment goals are:

- a) identified on the lease of the household; and
- b) able to provide to the contractor or subcontractor the client number for the household where HACP residency is claimed. This client number must appear on forms submitted by the vendor to verify a Section 3 hire.

If a Section 3 Resident is employed for less than the duration of the job commitment, contractors must ensure that the overall economic opportunity thresholds are met, at the following amounts: 5% of the actual contract amount if a construction contract (3% for nonconstruction) is allocated toward economic development and opportunity, through direct employment, or other qualifying commitments.

Non-PHA households claiming Section 3 status must be prepared to submit evidence of income and residency in the city of Pittsburgh at the time of hire. As part of the Section 3 compliance process, vendors will be required to document that employees hired meet the residency and income requirements through the use of the Resident Affidavit.

Part 4 - Definitions

Business Concern – A business entity formed in accordance with State law, and which is licensed under State, county or municipal law to engage in the type of business activity for which it was formed.

Contractor – Any entity which contracts for the performance of work generated by the expenditure of Section 3 covered assistance, or performing work in connection with a Section 3 covered project.

Employment Opportunities Generated by Section 3 Covered Assistance – All employment opportunities generated by the expenditure of Section 3 covered public assistance (i.e., operating assistance, development assistance and modernization assistance, (as described in 24 CFR Section 135.3 (a) (1)). With respect to Section 3 covered housing and community development assistance, this term means all employment opportunities arising in connection with Section 3 covered projects (as described in Section 135.3 (a) (2)), including management and administrative jobs. Management and administrative jobs include architectural, engineering or related professional services required to prepare plans, drawings, specifications, or work write-ups; and jobs directly related to administrative support of these activities, e.g., construction manager, relocation specialist, payroll clerk, etc.

Public Housing Authority (PHA) – Public Housing Agency.

Housing Development – Low-income housing owned, developed, or operated by public housing agencies in accordance with HUD's public housing program regulations codified in 24 CFR Chapter IX.

HUD YouthBuild Programs – Programs that receive assistance under subtitle D of Title IV of the National Affordable Housing Act, as amended by the Housing and Community Development

Act of 1992 (42 U.S.C. 12899), and provide disadvantaged youth with opportunities for employment, education, leadership development, and training in the construction or rehabilitation of housing for homeless individuals and members of low- and very low-income families.

Low-income person – Families (including single persons) whose incomes do not exceed 80 percent 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 percent of the median for the area on the basis of the Secretary’s findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families.

Metropolitan Area – Pittsburgh metropolitan area · Allegheny County, Pennsylvania

New Hires – Means an employee hired on a permanent, temporary or seasonal basis as a direct result of a Contractor’s contractual obligation in connection with a Section 3 Contract and includes its plural form “New Hires.”

Recipient – Any entity which receives Section 3 covered assistance, directly from HUD or from another recipient and includes, but is not limited to, any State unit of local government, PHA, or other public body, public, or private non-profit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association. Recipient also includes any successor, assignee or transferee of any such entity, but does not include any ultimate beneficiary under the HUD program to which Section 3 applies and does not include contractors.

Section 3 – Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

Section 3 Business Concern – A business concern,

- 1) That is 51 percent or more owned by Section 3 residents: or
- 2) 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
- 3) That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontractors to be awarded to business concerns that meet the qualifications set forth in paragraphs 1 or 2 above.

HACP will consider preference for public housing resident-owned businesses, contractors that sponsor Section 3 residents to attend apprenticeship programs approved by the Department of Labor or state agencies, or whose employees are recent participants in the non-profit YouthBuild program.

Section 3 Covered Assistance –

- 1) Public housing development assistance provided pursuant to Section 5 of the 1937 Act;
- 2) Public housing operating assistance provided pursuant to Section 9 of the 1937 Act;
- 3) Public housing modernization assistance provided pursuant to Section 14 of the 1937 Act;
- 4) Assistance provided under any HUD housing or community development program that is expended for work arising in connection with housing rehabilitation, construction, or other public construction projects (which includes other buildings or improvements, regardless of ownership).

Section 3 Clause – The contract provisions set forth in 24 CFR Section 135.38.

Section 3 Covered Contracts – A contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of Section 3 covered assistance, or for work arising in connection with a Section 3 covered project. Section 3 covered contracts do not include contracts awarded under HUD’s procurement program, which are governed by the Federal Acquisition Regulation (FAR). Section 3 covered contracts also do not include contracts for the purchase of supplies and materials. However, whenever a contract for materials includes the installation of the materials, the contract constitutes a Section 3 covered contract.

Section 3 Covered Project – The construction, reconstruction, conversion or rehabilitation of housing (including reduction and abatement of lead-based paint hazards), other public construction which includes buildings or improvements (regardless of ownership) assisted with housing or community development assistance.

Section 3 Resident – A public housing resident or an individual who resides in the metropolitan area or non-metropolitan county in which the Section 3 covered assistance is expended and who is considered to be a low- to very low-income person.

Subcontractor – Any entity (other than a person who is an employee of the contractor) which has a contract with a contractor to undertake a portion of the contractor’s obligation for the performance of work generated by the expenditure of Section 3 covered assistance, or arising in connection with a Section 3 covered project.

Very low-income person – Families (including single persons) whose income 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 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.

Exhibit1-Certification for Resident Seeking Section 3 Training and Employment Preference

 **Housing Authority
City of Pittsburgh**
HACP Section 3 Worker and Targeted Section 3 Worker



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: _____

1. 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 Pittsburgh/Allegheny] YES NO
3. 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.

- | | | |
|--|--|---|
| <input type="checkbox"/> Less than \$10,000 | <input type="checkbox"/> \$30,001 - \$40,000 | <input type="checkbox"/> More than \$60,000 |
| <input type="checkbox"/> \$10,001 - \$20,000 | <input type="checkbox"/> \$40,001 - \$50,000 | |
| <input type="checkbox"/> \$20,001 - \$30,000 | <input type="checkbox"/> \$50,001 - \$60,000 | |

Select from **ONE** of the following two options below:

I qualify as a:

- Section 3 Worker (as defined on page 4 of Section 3 Worker Certification Form)
- Targeted Section 3 Worker (as defined on pages 4-5 of Section 3 Worker Certification Form)

Employee Affirmation

I affirm that the above statements (on frontside of this form) are true, complete, and correct to the best of my knowledge and belief. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Employee Address: _____

Print Name: _____ Date Hired: _____

Signature: _____ Date: _____

FOR ADMINISTRATIVE USE ONLY

Is the employee a Section 3 worker based upon their self-certification? YES NO

Is the employee a Targeted Section 3 worker based upon their self-certification? YES NO

Was this an applicant who was hired as a result of the Section 3 project? YES NO

If Yes, what is the name of the company? _____ What was the
date of hire? _____

**EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE
FILE FOR FIVE YEARS.**

The City of Pittsburgh
Or
Housing Authority City of Pittsburgh
Section 3 Income Limits

Eligibility Guidelines

The worker’s income must be at or below the amount provided below for an individual (household of 1) regardless of actual household size.

Individual Income Limits for City of (Pittsburgh)

FY 20 (2024)

Income Limits Category	FY 20 (24) Income Limits							
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Extremely Low Income Limits (30%)	35,450	40,500	45,550	50,600	54,600	58,700	62,750	66,800
Very Low Income Limits (50%)	21,250	24,300	27,350	31,200	36,580	41,960	47,340	52,720
Low Income Limits (80%)	56,700	64,800	72,900	80,950	87,450	93,450	100,400	106,900

See <https://www.huduser.gov/portal/datasets/il.html> for most recent income limits.

Section 3 Worker Definition:

- A low or very low-income resident (the worker's income for the previous or annualized calendar year is below the income limit established by HUD); or
- Employed by a Section 3 business concern: or
- A YouthBuild participant.

Targeted Section 3 Worker Definition (for public housing)

- Employed by a Section 3 business concern or
- Currently meets or when hired met at least one of the following categories as documented within the past five years:
- A resident of public housing; or
- A resident of other public housing projects or Section 8-assisted housing; or
- A YouthBuild participant.

Targeted Section 3 Worker Definition (for housing and community development)

- Employed by a Section 3 business concern or
- Currently meets or when hired met at least one of the following categories as documented within the past five years:
- Living within the service area or the neighborhood of the project, as defined in 24 CFR 75.5
- A YouthBuild participant.

Exhibit 2 - Certification for Business Concern Seeking Section 3 Preference in Contracting and Demonstration of Capacity

A. Name of Business _____

B. Address of Business _____

Type of Business: • Corporation • Partnership • Sole Proprietorship • Other _____

Type of Business Activity: _____

Attached is the following documentation as evidence of organizational status:

For all business entities (as applicable):

- Copy of Articles of Incorporation
- Fictitious Name Certification
- List of owners/stockholders and % Ownership of each
- Organization chart with names and titles and brief function statement
- Certificate of Good Standing
- Partnership Agreement
- Operating Agreement
- Corporate/Partnership Resolutions
- Additional Documentation

For business claiming status as a Section 3 resident-owned enterprise:

- Certification for Section 3 Residents (at least 51% of the business owners)

For Business claiming Section 3 status by subcontracting 25% of the dollar award to qualified Section 3 business:

- o List of subcontracted Section 3 business(es) and subcontract amount
- o This certification & all supporting documentation for each subcontracted Section 3 Business

For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:

- List of all current full time employees
- Certification for Section 3 Residents (at least 30% of all current full-time employees) with supporting documentation showing Section 3 status immediately prior to the date of first hire
- List of employees claiming Section 3 status

Evidence of ability to perform successfully under terms & conditions of the contract:

- Current financial statement
- List of owned equipment
- Statement of ability to comply with public policy
- List of contracts for the past two years

Authorized Name, Title and Signature

(Corporate Seal)

Attested By: _____

Date _____

Exhibit 3

SECTION 3 INCOME LIMITS

(FY 2024 Income Limits from www.huduser.org)

All residents of public housing developments of the Housing Authority of the City of Pittsburgh qualify as Section 3 residents. Additionally, individuals residing in the City of Pittsburgh who meet the income limits set forth below can also qualify for Section 3 status.

A picture identification card and proof of current residency is required.

Eligibility Guidelines

Number in Household	Very Low Income*	Low Income*
1 individual	\$ 35,450	\$ 56,700
2 individuals	\$ 40,500	\$ 64,800
3 individuals	\$ 45,550	\$ 72,900
4 individuals	\$ 50,600	\$ 80,950
5 individuals	\$ 54,650	\$ 87,450
6 individuals	\$ 58,700	\$ 93,950
7 individuals	\$ 62,750	\$ 100,400
8 individuals	\$ 66,800	\$ 106,900

Exhibit 4

SECTION 3 SPECIAL CONDITIONS

HACP has initiated efforts to enhance resident hiring on construction related contracts. These initiatives are designed to set the requirements for resident hiring and developing and/or strengthening administrative procedures for facilitating contractors' hiring of HACP residents and other low-income and/or very low-income residents residing in the City of Pittsburgh.

1. Procurement Documents

Each bidder/proposer must include a Section 3 Opportunities Plan which indicates its commitment to meet HACP resident hiring requirements.

If a bidder/proposer fails to submit a Section 3 Opportunities Plan and the related data along with the bid/proposal, such bid/proposal will be declared as "non-responsive."

For invitations for Bids ("IFB") where awards are made to the lowest, responsive and responsible bidder, the bidder's commitment to satisfy HACP resident hiring requirements will be a factor used in determining whether the bidder is "responsive."

For RFQ's, RFP's and IFB's, contractors shall be required to detail the cost of the bid or proposal by separately categorizing contract cost by labor (person hours and dollar amounts).

2. Enforcement

To enforce the decision-making process pertaining to determining applicable percentages for resident hiring, enforcement strategies are set forth below.

During the post award or pre-construction meeting, the objective shall be to impart critical Section 3 information to the contractor prior to commencement of the work/project. The following contract requirements shall be discussed in detail (Non-construction contracts do not require Davis-Bacon compliance):

- Davis-Bacon Wage Requirements

- Minority and Women-Owned Business Participation requirements

- Section 3 Program requirements

HACP Section 3 Coordinator will require the contractor to certify its understanding of the terms and conditions of the contract as they pertain to Davis-Bacon, Section 3 hiring and Minority and Women Owned Business participation.

3. Monitoring and Enforcement Authority and Responsibility

The function of monitoring and enforcing Section 3 Compliance and hiring will be carried out by the Managing Department in coordination with the Section 3 Coordinator/Resident Employment Manager.

SECTION 3 OPPORTUNITIES PLAN

Business Opportunities and Employment Training for Housing Authority of the City of Pittsburgh Low-Income Public Housing Residents (LIPH) and Area Residents of Low- and Very Low-Income Status (ARLIS)

PRIME CONTRACTOR'S NAME: _____
SPECIFICATION OR RFP/IFB/RFQ NUMBER: _____
SPECIFICATION OR RFP/IFB/RFQ TITLE: _____

The Contractor hereby agrees to comply with all the provisions of Section 3 as set forth in 24 CFR 135.1 et seq. and the HACP Section 3 Policy and Program requirements. The Contractor hereby submits this document to identify employment opportunities for HACP residents (LIPH) and **Area Residents of Low and Very Low-Income Status (ARLIS)** during the term of the contract between the Contractor and the HACP.

The preference of HACP is to ensure that as many HACP residents as possible are employed. In an effort to further that requirement, HACP has created a preference tier structure as outlined in the HACP Section 3 Policy and Program Manual which can be reviewed by visiting the "Vendor Services" section of www.hacp.org. Contractors are required to comply with Section 3 by first considering Tier I – Hiring. If the Contractor cannot meet its Section 3 requirement in Tier I and needs to move to Tier II or Tier III, that Contractor must document this inability to comply with the preference and the need to move to a lower tier. (Such inability **must** be documented for moves within tiers). The Contractor agrees to meet its Section 3 requirement following the Preferential Tier Structure as indicated by the selection below (check one or more tiers below):

[] Tier I – HIRING

The Contractor affirms that the jobs identified shall be for meaningful employment that may or may not be related to the scope of services covered under Contract/Purchase Order # _____. The Contractor has committed to employ _____ resident(s) in order to comply with its Section 3 requirements. A prime contractor may satisfy the HACP Resident Hiring Requirements through his/her subcontractors. **Contact the HACP Resident Employment Program for resident referrals directly at 412-643-2761.**

When Tier I is selected, the Contractor shall complete the following table as instructed below:

- (1) Indicate each job title for all phases of this contract
- (2) The number of positions that will be needed in each category
- (3) How many of those positions are currently filled
- (4) The number currently filled by Targeted and Section 3 workers
- (5) The number currently filled by City of Pittsburgh neighborhood area residents
- (6) How many positions need to be filled?

Indicate your requirement for the number of positions you intend to fill with:

- (7) Low-income HACP Residents (LIPH) and/or
- (8) Low- and very low-income City of Pittsburgh Neighborhood Area Residents (LIAR)

SECTION 3 OPPORTUNITIES PLAN

Section 3 Labor Utilization Assessment and Plan							
SPEC or RFP TITLE:				SPEC or RFP NUMBER:			
JOB TITLE (1)	NUMBER OF POSITIONS					HIRING REQUIREMENT	
	# NEEDED (2)	CURRENTLY FILLED			TO BE FILLED (6)	LIPH (7)	ARLIS (8)
		TOTAL (3)	LIPH (4)	ARLIS (5)			

LIPH – HACP low-income public housing resident
ARLIS - Area Residents of Low-/Very Low-Income Status – (Area is the Pittsburgh metropolitan area)

In the event the value of Section 3 resident hiring is less than the amount identified in the Resident Hiring Scale, vendors must contribute to the HACP Education Fund an amount not less than the difference between the value of Section 3 hiring and the amount identified in the Resident Hiring Scale, which funds shall be used to provide other economic opportunities.

Therefore, if it is anticipated that any position listed above shall be for less than the full term of the contract period, you must indicate on the lines below, the anticipated term for each position:

SECTION 3 OPPORTUNITIES PLAN

[] Tier II – CONTRACTING

The contractor has identified _____ HACP resident-owned business(es) or _____ Section 3 business(es) which is/are 51 percent or more owned by Section 3 residents or 30 percent or more of their permanent full-time workforce are Section 3 residents. This will satisfy the contractor's Section 3 requirement covered under Contract/Purchase Order # _____.

In a one (1) page letter on your firm's letterhead:

- 1) Indicate the requirements, expressed in terms of percentage, of planned contracting dollars for the use of Section 3 business concerns as subcontractors.
- 2) A statement of the total dollar amount to be contracted, total dollar amount to be contracted to Section 3 business concerns for building trades, and total dollar amount to be contracted to Section 3 business concerns for other than building trades work (maintenance, repair, modernization, and development).
- 3) A description of the method used to develop the requirements above and the efforts to be undertaken by the contractor to meet those requirements.

[] Tier III - OTHER ECONOMIC OPPORTUNITIES

Firms may provide other economic opportunities to train and employ Section 3 residents or make a direct cash contribution to the HACP Education Fund. HACP has established the following minimum threshold requirements for provision of training or contribution to the HACP fund that provides other economic opportunities:

- a) Contractor incurs the cost of providing skilled training for residents in an amount commensurate with the sliding scale set forth in the Resident Hiring Scale; or,
- b) Contractor makes a contribution to the HACP Education Fund at Clean Slate E3 to provide assistance to residents to obtain training. The level of contribution would be commensurate with the sliding scale set forth in the Resident Hiring Scale.

Contractor shall provide, in a letter on firm letterhead:

- 1) Indication of the skilled training to be provided, the number of persons to be trained, the training provider, the cost of training, and the trainee recruitment plan; or,
- 2) Provide the amount of planned contribution to be made in relation to percentage of the contract labor hours costs. (Contribution checks should be made payable to: Clean Slate E3 Education Fund and mailed to Clean Slate E3, C/O Housing Authority of the City of Pittsburgh, Finance Department, 412 Blvd. of the Allies, 7th Floor, Pittsburgh, PA 15219.

[] Tier IV – No New Hire Opportunity

If awarded this contract, the contractor will be able to fulfill the requirements of the IFB/RFP/RFQ with the existing workforce. No new hires will be employed as a result of this award. If this position changes and hiring opportunities become necessary, the HACP Resident Employment Program will be notified.

SECTION 3 OPPORTUNITIES PLAN

By signing below, the Contractor hereby agrees to comply with the selected Section 3 requirements indicated above. To the extent that the completion of this form is contingent upon future information, for example price negotiations, request for specific services, etc., the undersigned hereby affirms and agrees to fully adhere to the spirit and intent of the HACP Section 3 Policy.

Furthermore, the undersigned acknowledges and affirms responsibility for completion and submission of this form as part of the response documentation for this Invitation for Bid or Request for Proposal. Failure to submit this form may jeopardize the responsiveness of your submission.

Company Name: _____

Name: _____

Title: _____

Signature: _____ Date: _____

Witness Name: _____

Witness Signature: _____ Date: _____

SECTION 3 NEW HIRE COMPLIANCE REPORT

The US Department of Housing & Urban Development (HUD) requires the Housing Authority of the City of Pittsburgh (HACP) to collect information on every person hired in connection with Section 3 projects to ensure HACP’s compliance with Federal regulations.

As part of HACP’s Section 3 program your firm is required to report the number of employees hired in connection with a Section 3 Project who are Section 3 Eligible. Complete this form by entering the names and addresses of all new hires and by indicating whether they are Section 3 eligible. For purposes of HACP, a Section 3 resident is:

1. A public housing resident;
2. An individual who lives within the City of Pittsburgh and whose income falls within the guidelines for low- or very low-income. See the table on page 19.

This form must be completed by all firms working on a Section 3 project, defined as a contract that exceeds \$100,000, even if the firm is not a “Section 3 Business.”

INSTRUCTIONS FOR EMPLOYERS:

1. Enter the name and address of every new employee hired in connection with the Section 3 Project on the following list. (Add additional sheets if necessary).
2. For Employees **NOT HIRED** through the HACP Resident Employment Program, determine whether each new hire is Section 3 eligible by asking the employee the following questions upon hiring:

a. Are you a resident of HACP public housing YES NO

If the answer is “YES,” please skip question “b” and proceed directly to question “c.”

If the answer is “NO,” please follow up by asking question “b.”

b. Are you a resident of the City of Pittsburgh? YES NO

If the answer is “NO,” this person is not a Section 3-eligible resident.

Therefore, there is no need to ask question “c.”

c. In the last 12 months, was your household income (meaning the total for everyone in your family earning income) NOT GREATER THAN the amount listed based on your household size? YES NO

If yes, have the employee complete the certification form (Exhibit 1) and attach this to your submission.

3. For employees **HIRED** through the HACP Resident Employment Program, check the “hired through HACP” box next to their name.

SECTION 3 NEW HIRE COMPLIANCE REPORT

4. Indicate whether each new hire is Section 3 eligible by checking the appropriate box next to their name and address on Section 3 New Hire Report.

5. Indicate the Job Category using the following codes:

Professionals	P
Technicians	T
Office and Clerical	OC
Sales	S
Trades	T
Labor	L
Service Workers	SW
Other	Other

6. An authorized representative of the firm must certify the accuracy and completeness of the information provided by signing this form where indicated.

7. Developers and contractors – who have direct agreements with HACP regarding a Section 3 covered project – are responsible for collecting the Section 3 New Hire Report from all applicable contractors and subcontractors performing on a Section 3 covered project. By December 31 of each year that the project is under construction, completed forms must be submitted to the HACP Resident Employment Program. If a project finishes construction before the end of the year, Section 3 New Hire Compliance Reports must be submitted within 30 days of completion.

8. If there were NO new hires for the report period, please document by checking the box and providing an authorized signature for your company.

SECTION 3 NEW HIRE COMPLIANCE REPORT

Project Name: _____

Project Address: _____

Developer Name (if applicable): _____

General Contractor Name: _____

Name of Firm Completing This Form: _____

This Firm is a (check one):

Developer

General Contractor

Contract Amount: \$ _____

Subcontractor

Contract Amount: \$ _____

Professional Services Consultant

Contract Amount: \$ _____

Contracts and subcontracts made with vendors to solely provide supplies and/or materials are not subject to the HUD Section 3 requirements. However, where such vendors also install such supplies and materials, said contracts and subcontracts above \$200,000 shall be subject to the HUD Section 3 requirements.

SECTION 3 NEW HIRE COMPLIANCE REPORT

	Name of New Hire	Address (include Suite/Apartment #)	Section 3 Eligible?		Labor Category
			YES or NO	Provided by HACP	See Instructions
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

If there were NO new hires for the report period, please document by checking the box and providing an authorized signature for your company.

I certify that there were no new hires during the reporting period ___ / ___ / ___ to ___ / ___ / ___
mm / dd / yyyy mm / dd / yyyy

Name: _____
(please print)

Date: _____

Title: _____
(please print)

Signature: _____

I affirm that the above statements are true, complete, and correct to the best of my knowledge and belief

Section 3 Potential Workers

Resident Employment Program Job Skills Profile Sheet

Contactor information _____

Job Codes:

- | | | |
|--------------------------------------|----------------------------------|-----------------------------|
| 001 Laborer _____ | 002 Carpenter _____ | 003 Drywall _____ |
| 004 Painter _____ | 005 Electrician _____ | 006 Finisher _____ |
| 007 Janitorial _____ | 008 Landscaper _____ | 009 Plumber _____ |
| 010 Truck Driver _____ | 011 Van Driver _____ | 012 Bus Driver _____ |
| 013 Heavy Equipment _____ | 014 Valid Driver's License _____ | 015 CDL _____ |
| a. Backhoe _____ | b. Bobcat _____ | c. Crane Operator _____ |
| 016 Demolition Worker _____ | | 017 OSHA 10 _____ |
| 018 OSHA 30 _____ | | 019 Concrete worker _____ |
| 102 Concrete finisher _____ | | 103 Welder _____ |
| 104 Lead-Based Paint Abatement _____ | | 105 Drafter _____ |
| 106 Asbestos Abatement _____ | | 107 Welder _____ |
| 108 Plumber Asst. _____ | | 109 Other _____ |
| 110 Drafter _____ | | 111 Plasterer _____ |
| 112 Admin. Asst. _____ | | 113 Electrician Asst. _____ |
| 114 Ironworker _____ | | 115 Security Guard _____ |
| 116 Research Assistant _____ | | 117 Writers _____ |
| 118. Bi. Lingual _____ | a. Spanish _____ | b. French _____ |
| | | c. Other _____ |

**CERTIFICATION OF RECEIPT AND UNDERSTANDING OF THE HACCP SECTION 3
PROGRAM POLICY AND MANUAL**

I _____, the _____
(Print Name) (Title)

of _____ hereby acknowledge receipt and
(Company)

understanding of, and pledge to adhere to, the Section 3 Program Manual.

Signature of Contractor _____ Date _____