

Section 3 Summary Report

Economic Opportunities for Low- and Very Low-Income Persons

U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity

OMB Approval No. 2529-0043
(exp. 11/30/2010)

HUD Field Office:
Region VII KC, KS

See back of page for Public Reporting Burden statement

1. Grantee/Recipient Name & Address: (street, city, state, zip)	2. FEIN & DED/CDBG Project No. & Award Date	3. Total Amount of CDBG Award:
	4. Contact Person:	5. Phone: (include area code)
	6. Fed Fiscal Yr Reporting Period: Oct 1, 20__ - Sept. 30, 20__	7. Date Submitted:
8. Program Code: No. 8*	9. Program Name: *CDBG State Administered	10. Email address of Contact Person:

Part I: Employment and Training (** Columns B, C, D and G are mandatory fields.)

A Job Category	B Hiring or Contract Date	C Number of New Hires	D Number of New Hires that are Sec. 3 Residents	E % of Aggregate Number of Staff Hours of New Hires that are Sec. 3 Residents	F % of Total Staff Hours for Section 3 Employees and Trainees	G Number of Section 3 Trainees
Professionals						
Technicians						
Office/Clerical						
Construction by Trade (List Trade						
Trade						
Trade						
Trade						
Trade						
Other (List)						
Total(s)						

Construction Contractor(s):	Contract Award Date	Amount of CDBG Contract Funds	Section 3 or DBE Contract: Yes or No	Amount of CDBG Section 3 Contract	Name of Section 3 Contractor or Sub
1)					
2)					
Prof. Service Contract(s):	Contract Award Date	Amount of Contract	Section 3 or DBE Contract: Yes or No		
1)					
2)					

NOTE: Above, report any contract awarded to a DBE (Section 3) contractor, regardless of amount.

Grantee/Subgrantee did NOT award any project contracts exceeding \$100,000 during this Federal fiscal year; no new hires or Section 3 trainees.

*** Program Codes**

1 = Flexible Subsidy
2 = Section 202/811

3 = Public/Indian Housing
A = Development,
B = Operation
C = Modernization

4 = Homeless Assistance
5 = HOME
6 = HOME-State Administered
7 = CDBG-Entitlement

*8 = CDBG-State Administered
9 = Other CD Programs
10 = Other Housing Programs

Part II: Contracts Awarded

1. Construction Contracts:

A. Total dollar amount of all contracts awarded on the project	\$	
B. Total dollar amount of contracts awarded to Section 3 businesses	\$	
C. Percentage of the total dollar amount that was awarded to Section 3 businesses		%
D. Total number of Section 3 businesses receiving contracts		

2. Non-Construction Contracts:

A. Total dollar amount of all non-construction contracts awarded on the project/activity	\$	
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$	
C. Percentage of the total dollar amount that was awarded to Section 3 businesses		%
D. Total number of Section 3 businesses receiving non-construction contracts		

Part III: Summary

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contacts with community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
- Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- Refer grantees to HUD Section 3 Business registry and MODOT DBE contractor website.
- Circulated construction bids and non-construction RFPs to area Community Action Agency office; area Rural Development housing complex office; and, area Workforce Investment Board office.
- Other; describe below.

NOTE: Complete this Section 3 Summary Report form if grantee received a CDBG grant award from DED in excess of \$200,000.

NOTE: For contract amounts, only report amount of CDBG funds.

NOTE: If no contracts were awarded during Federal fiscal year, check box at bottom of page 1.

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u., mandates that the Department ensure that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as a self-monitoring tool. The data is entered into a data base and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

Instructions for Completing Section 3 Summary Report

ONLY report on contracts awarded during current Federal Fiscal Year

Instructions for Completing Boxes 1 – 10:

Box 1. Enter name of Grantee, street address, city, state, and zip code.

Box 2. Enter Federal Employee Identification Number, DED/CDBG Project No. & Date of Grant Award.

Box 3. Enter total amount of CDBG grant awarded to grantee - from DED funding approval.

Box 4. Enter full name of project's CDBG Grant Administrator.

Box 5. Enter phone number of project's CDBG Grant Administrator.

Box 6. Enter current Federal fiscal year reporting period.

Box 7. Enter the date the Section 3 Report is emailed to DED.

Box 8. No entry required.

Box 9. No entry required.

Box 10. Enter the email address of project's CDBG grant administrator.

- A Section 3 Report is required from all grantees that was awarded a CDBG grant of \$200,000+
- In regard to those grant awards, the grantees are required to report contractor and/or subcontractor information for all contracts of \$100,000+ that were paid with CDBG funds.
- **NOTE:** Report contractor and subcontractor information for any contract awarded to a Section 3 or DBE contractor or subcontractor regardless of the dollar amount of that contract
- If the grantee did not award any contracts that exceeded \$100,000+ during the federal fiscal year reporting period or no "new hires," check the box at the bottom of the first page to indicate such.

Part I: Employment and Training:

- Report any "new hires" by the grantee, contractor, subcontractor, or professional service provider that were hired in order to complete the contracted work for the funded CDBG project.
- Complete Part I whether or not a grantee or a grantee's contractor had to hire any "new" employee(s) to enable them to complete their contracted work for the CDBG funded project.
- Columns B, C, D, and G are mandatory.
- If there were "no" new hires for the project, put -0- in the boxes on the "Totals" line.

Contract Reporting:

- Enter construction contractor(s) information. For "Contract Award Date," enter month & year.
- Enter non-construction/professional service contractor information; and, month & year of contract award.
- Report all contracts awarded to DBE/Section 3 contractor(s) regardless of the amount of the contract.

Part II: Contracts Awarded:

- If the grantee's project has a Section 3 or DBE contractor, enter the information for Section 3/DBE regardless of the dollar amount of the contract(s) or subcontract(s).
- Part II (1): Report Construction Contractor information for contractors and subcontractors paid with at least \$100,000 in CDBG funds.
- Part II (2): Report non-construction/professional service contract information for contractors and subcontractors paid with at least \$100,000 in CDBG funds.

Part III: Summary

Indicate grantee's efforts to comply with Section 3 requirements to the greatest extent feasible by:

- Check boxes that apply, and
- Describe grantee's additional specific efforts in writing under "Other."