

EXHIBIT 3

Section 3 Business Certification Form

Federal Compliance Form – To be submitted with Bid to be Responsive to Section 3

Project Name Project Number Bid/Contract Amount

Business Name

Business Address

Telephone Number Contractor's License Number Federal Employer Identification Number DUNS Number

1. The above-named business is a Section 3 Business Concern based on the following qualifications:

51 percent owned and controlled by low- or very low-income persons
Number of Low- or Very Low-income Owners ÷ Number of Owners = %
(Attach Resident Certifications for all Section 3 owners claimed and a list of all other non-income eligible owners)

Over 75 percent of the labor hours performed for the business over the prior three-month period were performed by Section 3 workers
a. Total Number of Labor Hours for the prior three-month period
b. Number of Labor Hours for the prior three-month period performed by Section 3 Workers
c. b ÷ a = %
(Attach Summary Labor Report Form for the prior three-month period)

At least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing
Number of Section 3 Resident Owners ÷ Number of Owners = %
(Attach Resident Certifications for all Section 3 owners claimed)

2. The above-named business is not a Section 3 Business Concern, but commits to meeting the Section 3 goal on this project by:

Making a Written Commitment
Our company declares its intention to incorporate Section 3 into our normal hiring practices beginning with all openings effective on or after the date of contract award, with the goal of becoming a Section 3 Business Concern; and comply with the employment and training, and contracting prioritization efforts of 24 CFR 75.19. On this project, our company and its subcontractors will collectively meet the following Section 3 minimum labor hour benchmarks:

Table with 3 columns: Labor Hour Standard, Ratio Formula, Minimum %. Rows include Section 3 Workers (25%) and Targeted Section 3 Workers (5%).

We have attached the Statement of Section 3 Qualifications, and Business Certifications for all subcontracts claimed; and agree to conduct and document outreach efforts to hire Section 3 Workers and Targeted Section 3 Workers, and collect Section 3 Worker and Section 3 Targeted Worker Certifications, and document their labor hours as well as total labor hours throughout the duration of the project.

The undersigned declares that the above information is complete and correct.

Printed Owner/Principal Name Owner/Principal Signature Date

**SECTION 3 WORKER and TARGETED SECTION 3 WORKER CERTIFICATION  
COMMUNITY DEVELOPMENT FINANCIAL ASSISTANCE**

**Employee Residing in Kern County**

*Submit with Bid if Box 1 is checked on Section 3 Business Certification or for New Hires*

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date Hired (Month/Date/Year)

\_\_\_\_\_  
Employee Address

**I hereby certify that I am a Section 3 Worker based on currently meeting, or meeting when hired within the past five years at least one of the following qualification(s) - check all that apply:**

1.  I am a low-income resident of the metropolitan area and:

For new hires:

<input type="checkbox"/> My current annual income is \$39,050 or less	2021 Income Limit
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For employees hired within the last five (5) years, please specify if you met the applicable income requirement for the year in which you were hired (based on previous year income):

Year Hired	Applicable Income Limit	Income Standard
2020	<input type="checkbox"/> My annual income for 2019 was \$36,300 or less	2019 Income Limit
2019	<input type="checkbox"/> My annual income for 2018 was \$33,450 or less	2018 Income Limit
2018	<input type="checkbox"/> My annual income for 2017 was \$33,550 or less	2017 Income Limit
2017	<input type="checkbox"/> My annual income for 2016 was \$33,000 or less	2016 Income Limit
2016	<input type="checkbox"/> My annual income for 2015 was \$31,850 or less	2015 Income Limit

2.  I am a YouthBuild participant

*Under the provisions of Title 18, Section 1001 of the U.S. Code, it is a felony for any person to knowingly and willingly make false or fraudulent statements to any department of the United States Government. I, the undersigned, hereby certify that all statements contained herein, are true and correct to the best of my knowledge and belief. I understand the information I provide in this certification is subject to verification, and I agree to provide necessary documentation if requested.*

**Under the penalty of perjury, I certify that the above information is true and correct.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**EMPLOYER CERTIFICATION**

Employee Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Our company:  is a Section 3 Business Concern, or  is not a Section 3 Business Concern

The above-named employee was hired on: \_\_\_\_\_

The above-named employee's job title is: \_\_\_\_\_

If the company is not a Section 3 Business Concern and the specified employee does not meet any of the above criteria for designation as a Section 3 Worker, please complete the following:

**SECTION 3 WORKER:**

- The worker's income from our company is below the income limit when based on a projection of the worker's wage rate annualized on a full-time basis, or
- The worker's income from our company exceeds the income limit when based on a projection of the worker's wage rate annualized on a full-time basis.

**TARGETED SECTION 3 WORKER:**

- The above specified employee lives within one mile of the location of the Section 3 project for which this certification is being submitted (or if fewer than 5,000 people live within one mile of the project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.)

*Under the provisions of Title 18, Section 1001 of the U.S. Code, it is a felony for any person to knowingly and willingly make false or fraudulent statements to any department of the United States Government. I, the undersigned, hereby certify that all statements contained herein, are true and correct to the best of my knowledge and belief. I understand the information I provide in this certification is subject to verification, and I agree to provide necessary documentation if requested.*

**Employer Certification:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

To be determined eligible as a Section 3 Worker, the worker must currently fit or when hired within the past five years fit at least one of the following categories, as documented:

- a. The worker's income for the previous or annualized calendar year is below the income limit established by HUD.
- b. The worker is employed by a Section 3 business concern.
- c. The worker is a YouthBuild participant.

To be determined eligible as a Targeted Section 3 Worker, the worker must meet one the following criteria:

- a. Be employed by a Section 3 business concern; or
- b. Currently fits or when hired fit at least one of the following categories, as documented within the past five years:
  - (i) Living within the service area or the neighborhood of the project [within one mile of the location of the Section 3 project for which this certification is being submitted (or if fewer than 5,000 people live within one mile of the project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.)]; or
  - (ii) A YouthBuild participant.

Based on the information contained herein, the worker identified in this certification qualifies as:

- a Section 3 Worker
- a Targeted Section 3 Worker
- Does not qualify as either a Section 3 Worker or a Targeted Section 3 Worker

**SECTION 3 WORKER and TARGETED SECTION 3 WORKER CERTIFICATION  
COMMUNITY DEVELOPMENT FINANCIAL ASSISTANCE**

**Employee Residing in Los Angeles County**

*Submit with Bid if Box 1 is checked on Section 3 Business Certification or for New Hires*

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date Hired (Month/Date/Year)

\_\_\_\_\_  
Employee Address

**I hereby certify that I am a Section 3 Worker based on currently meeting, or meeting when hired within the past five years at least one of the following qualification(s) - check all that apply:**

1.  I am a low-income resident of the metropolitan area and:

For new hires:

<input type="checkbox"/> My current annual income is \$66,250 or less	2021 Income Limit
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For employees hired within the last five (5) years, please specify if you met the applicable income requirement for the year in which you were hired (based on previous year income):

Year Hired	Applicable Income Limit	Income Standard
2020	<input type="checkbox"/> My annual income for 2019 was \$58,450 or less	2019 Income Limit
2019	<input type="checkbox"/> My annual income for 2018 was \$54,250 or less	2018 Income Limit
2018	<input type="checkbox"/> My annual income for 2017 was \$50,500 or less	2017 Income Limit
2017	<input type="checkbox"/> My annual income for 2016 was \$48,650 or less	2016 Income Limit
2016	<input type="checkbox"/> My annual income for 2015 was \$46,500 or less	2015 Income Limit

2.  I am a YouthBuild participant

*Under the provisions of Title 18, Section 1001 of the U.S. Code, it is a felony for any person to knowingly and willingly make false or fraudulent statements to any department of the United States Government. I, the undersigned, hereby certify that all statements contained herein, are true and correct to the best of my knowledge and belief. I understand the information I provide in this certification is subject to verification, and I agree to provide necessary documentation if requested.*

**Under the penalty of perjury, I certify that the above information is true and correct.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**EMPLOYER CERTIFICATION**

Employee Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Our company:  is a Section 3 Business Concern, or  is not a Section 3 Business Concern

The above-named employee was hired on: \_\_\_\_\_

The above-named employee's job title is: \_\_\_\_\_

If the company is not a Section 3 Business Concern and the specified employee does not meet any of the above criteria for designation as a Section 3 Worker, please complete the following:

**SECTION 3 WORKER:**

- The worker's income from our company is below the income limit when based on a projection of the worker's wage rate annualized on a full-time basis, or
- The worker's income from our company exceeds the income limit when based on a projection of the worker's wage rate annualized on a full-time basis.

**TARGETED SECTION 3 WORKER:**

- The above specified employee lives within one mile of the location of the Section 3 project for which this certification is being submitted (or if fewer than 5,000 people live within one mile of the project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.)

*Under the provisions of Title 18, Section 1001 of the U.S. Code, it is a felony for any person to knowingly and willingly make false or fraudulent statements to any department of the United States Government. I, the undersigned, hereby certify that all statements contained herein, are true and correct to the best of my knowledge and belief. I understand the information I provide in this certification is subject to verification, and I agree to provide necessary documentation if requested.*

**Employer Certification:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

To be determined eligible as a Section 3 Worker, the worker must currently fit or when hired within the past five years fit at least one of the following categories, as documented:

- a. The worker's income for the previous or annualized calendar year is below the income limit established by HUD.
- b. The worker is employed by a Section 3 business concern.
- c. The worker is a YouthBuild participant.

To be determined eligible as a Targeted Section 3 Worker, the worker must meet one the following criteria:

- a. Be employed by a Section 3 business concern; or
- b. Currently fits or when hired fit at least one of the following categories, as documented within the past five years:
  - (i) Living within the service area or the neighborhood of the project [within one mile of the location of the Section 3 project for which this certification is being submitted (or if fewer than 5,000 people live within one mile of the project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.); or
  - (ii) A YouthBuild participant.

Based on the information contained herein, the worker identified in this certification qualifies as:

- a Section 3 Worker
- a Targeted Section 3 Worker
- Does not qualify as either a Section 3 Worker or a Targeted Section 3 Worker

**SECTION 3 WORKER and TARGETED SECTION 3 WORKER CERTIFICATION  
COMMUNITY DEVELOPMENT FINANCIAL ASSISTANCE**

**Employee Residing in San Bernardino or Riverside County**

*Submit with Bid if Box 1 is checked on Section 3 Business Certification or for New Hires*

Employee Name \_\_\_\_\_

Date Hired (Month/Date/Year) \_\_\_\_\_

Employee Address \_\_\_\_\_

**I hereby certify that I am a Section 3 Worker based on currently meeting, or meeting when hired within the past five years at least one of the following qualification(s) - check all that apply:**

1.  I am a low-income resident of the metropolitan area and:

For new hires:

<input type="checkbox"/> My current annual income is \$44,250 or less	2021 Income Limit
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For employees hired within the last five (5) years, please specify if you met the applicable income requirement for the year in which you were hired (based on previous year income):

Year Hired	Applicable Income Limit	Income Standard
2020	<input type="checkbox"/> My annual income for 2019 was \$40,250 or less	2019 Income Limit
2019	<input type="checkbox"/> My annual income for 2018 was \$37,750 or less	2018 Income Limit
2018	<input type="checkbox"/> My annual income for 2017 was \$36,150 or less	2017 Income Limit
2017	<input type="checkbox"/> My annual income for 2016 was \$35,800 or less	2016 Income Limit
2016	<input type="checkbox"/> My annual income for 2015 was \$34,800 or less	2015 Income Limit

2.  I am a YouthBuild participant

*Under the provisions of Title 18, Section 1001 of the U.S. Code, it is a felony for any person to knowingly and willingly make false or fraudulent statements to any department of the United States Government. I, the undersigned, hereby certify that all statements contained herein, are true and correct to the best of my knowledge and belief. I understand the information I provide in this certification is subject to verification, and I agree to provide necessary documentation if requested.*

**Under the penalty of perjury, I certify that the above information is true and correct.**

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

**EMPLOYER CERTIFICATION**

Employee Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Our company:  is a Section 3 Business Concern, or  is not a Section 3 Business Concern

The above-named employee was hired on: \_\_\_\_\_

The above-named employee's job title is: \_\_\_\_\_

If the company is not a Section 3 Business Concern and the specified employee does not meet any of the above criteria for designation as a Section 3 Worker, please complete the following:

**SECTION 3 WORKER:**

- The worker's income from our company is below the income limit when based on a projection of the worker's wage rate annualized on a full-time basis, or
- The worker's income from our company exceeds the income limit when based on a projection of the worker's wage rate annualized on a full-time basis.

**TARGETED SECTION 3 WORKER:**

- The above specified employee lives within one mile of the location of the Section 3 project for which this certification is being submitted (or if fewer than 5,000 people live within one mile of the project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.)

*Under the provisions of Title 18, Section 1001 of the U.S. Code, it is a felony for any person to knowingly and willingly make false or fraudulent statements to any department of the United States Government. I, the undersigned, hereby certify that all statements contained herein, are true and correct to the best of my knowledge and belief. I understand the information I provide in this certification is subject to verification, and I agree to provide necessary documentation if requested.*

**Employer Certification:**

Printed Name	Title
Signature	Date

**FOR OFFICE USE ONLY**

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- a. The worker's income for the previous or annualized calendar year is below the income limit established by HUD.
- b. The worker is employed by a Section 3 business concern.
- c. The worker is a YouthBuild participant.

To be determined eligible as a Targeted Section 3 Worker, the worker must meet one the following criteria:

- a. Be employed by a Section 3 business concern; or
- b. Currently fits or when hired fit at least one of the following categories, as documented within the past five years:
  - (i) Living within the service area or the neighborhood of the project [within one mile of the location of the Section 3 project for which this certification is being submitted (or if fewer than 5,000 people live within one mile of the project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.)]; or
  - (ii) A YouthBuild participant.

Based on the information contained herein, the worker identified in this certification qualifies as:

- a Section 3 Worker
- a Targeted Section 3 Worker
- Does not qualify as either a Section 3 Worker or a Targeted Section 3 Worker

**SECTION 3 WORKER and TARGETED SECTION 3 WORKER CERTIFICATION  
COMMUNITY DEVELOPMENT FINANCIAL ASSISTANCE**

**Employee Residing in San Diego County**

*Submit with Bid if Box 1 is checked on Section 3 Business Certification or for New Hires*

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date Hired (Month/Date/Year)

\_\_\_\_\_  
Employee Address

**I hereby certify that I am a Section 3 Worker based on currently meeting, or meeting when hired within the past five years at least one of the following qualification(s) - check all that apply:**

1.  I am a low-income resident of the metropolitan area and:

For new hires:

<input type="checkbox"/> My current annual income is \$67,900 or less	2021 Income Limit
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For employees hired within the last five (5) years, please specify if you met the applicable income requirement for the year in which you were hired (based on previous year income):

Year Hired	Applicable Income Limit	Income Standard
2020	<input type="checkbox"/> My annual income for 2019 was \$59,950 or less	2019 Income Limit
2019	<input type="checkbox"/> My annual income for 2018 was \$54,500 or less	2018 Income Limit
2018	<input type="checkbox"/> My annual income for 2017 was \$50,950 or less	2017 Income Limit
2017	<input type="checkbox"/> My annual income for 2016 was \$47,600 or less	2016 Income Limit
2016	<input type="checkbox"/> My annual income for 2015 was \$45,400 or less	2015 Income Limit

2.  I am a YouthBuild participant

*Under the provisions of Title 18, Section 1001 of the U.S. Code, it is a felony for any person to knowingly and willingly make false or fraudulent statements to any department of the United States Government. I, the undersigned, hereby certify that all statements contained herein, are true and correct to the best of my knowledge and belief. I understand the information I provide in this certification is subject to verification, and I agree to provide necessary documentation if requested.*

**Under the penalty of perjury, I certify that the above information is true and correct.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



**EMPLOYER CERTIFICATION**

Employee Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Our company:  is a Section 3 Business Concern, or  is not a Section 3 Business Concern

The above-named employee was hired on: \_\_\_\_\_

The above-named employee's job title is: \_\_\_\_\_

If the company is not a Section 3 Business Concern and the specified employee does not meet any of the above criteria for designation as a Section 3 Worker, please complete the following:

**SECTION 3 WORKER:**

- The worker's income from our company is below the income limit when based on a projection of the worker's wage rate annualized on a full-time basis, or
- The worker's income from our company exceeds the income limit when based on a projection of the worker's wage rate annualized on a full-time basis.

**TARGETED SECTION 3 WORKER:**

- The above specified employee lives within one mile of the location of the Section 3 project for which this certification is being submitted (or if fewer than 5,000 people live within one mile of the project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.)

*Under the provisions of Title 18, Section 1001 of the U.S. Code, it is a felony for any person to knowingly and willingly make false or fraudulent statements to any department of the United States Government. I, the undersigned, hereby certify that all statements contained herein, are true and correct to the best of my knowledge and belief. I understand the information I provide in this certification is subject to verification, and I agree to provide necessary documentation if requested.*

**Employer Certification:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

To be determined eligible as a Section 3 Worker, the worker must currently fit or when hired within the past five years fit at least one of the following categories, as documented:

- a. The worker's income for the previous or annualized calendar year is below the income limit established by HUD.
- b. The worker is employed by a Section 3 business concern.
- c. The worker is a YouthBuild participant.

To be determined eligible as a Targeted Section 3 Worker, the worker must meet one the following criteria:

- a. Be employed by a Section 3 business concern; or
- b. Currently fits or when hired fit at least one of the following categories, as documented within the past five years:
  - (i) Living within the service area or the neighborhood of the project [within one mile of the location of the Section 3 project for which this certification is being submitted (or if fewer than 5,000 people live within one mile of the project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.)]; or
  - (ii) A YouthBuild participant.

Based on the information contained herein, the worker identified in this certification qualifies as:

- a Section 3 Worker
- a Targeted Section 3 Worker
- Does not qualify as either a Section 3 Worker or a Targeted Section 3 Worker

**SECTION 3 WORKER and TARGETED SECTION 3 WORKER CERTIFICATION  
COMMUNITY DEVELOPMENT FINANCIAL ASSISTANCE**

**Employee Residing in Ventura County**

*Submit with Bid if Box 1 is checked on Section 3 Business Certification or for New Hires*

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date Hired (Month/Date/Year)

\_\_\_\_\_  
Employee Address

**I hereby certify that I am a Section 3 Worker based on currently meeting, or meeting when hired within the past five years at least one of the following qualification(s) - check all that apply:**

1.  I am a low-income resident of the metropolitan area and:

For new hires:

<input type="checkbox"/> My current annual income is \$62,800 or less	2021 Income Limit
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For employees hired within the last five (5) years, please specify if you met the applicable income requirement for the year in which you were hired (based on previous year income):

Year Hired	Applicable Income Limit	Income Standard
2020	<input type="checkbox"/> My annual income for 2019 was \$58,600 or less	2019 Income Limit
2019	<input type="checkbox"/> My annual income for 2018 was \$56,800 or less	2018 Income Limit
2018	<input type="checkbox"/> My annual income for 2017 was \$55,950 or less	2017 Income Limit
2017	<input type="checkbox"/> My annual income for 2016 was \$52,300 or less	2016 Income Limit
2016	<input type="checkbox"/> My annual income for 2015 was \$50,750 or less	2015 Income Limit

2.  I am a YouthBuild participant

*Under the provisions of Title 18, Section 1001 of the U.S. Code, it is a felony for any person to knowingly and willingly make false or fraudulent statements to any department of the United States Government. I, the undersigned, hereby certify that all statements contained herein, are true and correct to the best of my knowledge and belief. I understand the information I provide in this certification is subject to verification, and I agree to provide necessary documentation if requested.*

**Under the penalty of perjury, I certify that the above information is true and correct.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**EMPLOYER CERTIFICATION**

Employee Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Our company:  is a Section 3 Business Concern, or  is not a Section 3 Business Concern

The above-named employee was hired on: \_\_\_\_\_

The above-named employee's job title is: \_\_\_\_\_

If the company is not a Section 3 Business Concern and the specified employee does not meet any of the above criteria for designation as a Section 3 Worker, please complete the following:

**SECTION 3 WORKER:**

- The worker's income from our company is below the income limit when based on a projection of the worker's wage rate annualized on a full-time basis, or
- The worker's income from our company exceeds the income limit when based on a projection of the worker's wage rate annualized on a full-time basis.

**TARGETED SECTION 3 WORKER:**

- The above specified employee lives within one mile of the location of the Section 3 project for which this certification is being submitted (or if fewer than 5,000 people live within one mile of the project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.)

*Under the provisions of Title 18, Section 1001 of the U.S. Code, it is a felony for any person to knowingly and willingly make false or fraudulent statements to any department of the United States Government. I, the undersigned, hereby certify that all statements contained herein, are true and correct to the best of my knowledge and belief. I understand the information I provide in this certification is subject to verification, and I agree to provide necessary documentation if requested.*

**Employer Certification:**

Printed Name	Title
Signature	Date

**FOR OFFICE USE ONLY**

To be determined eligible as a Section 3 Worker, the worker must currently fit or when hired within the past five years fit at least one of the following categories, as documented:

- a. The worker's income for the previous or annualized calendar year is below the income limit established by HUD.
- b. The worker is employed by a Section 3 business concern.
- c. The worker is a YouthBuild participant.

To be determined eligible as a Targeted Section 3 Worker, the worker must meet one the following criteria:

- a. Be employed by a Section 3 business concern; or
- b. Currently fits or when hired fit at least one of the following categories, as documented within the past five years:
  - (i) Living within the service area or the neighborhood of the project [within one mile of the location of the Section 3 project for which this certification is being submitted (or if fewer than 5,000 people live within one mile of the project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.)]; or
  - (ii) A YouthBuild participant.

Based on the information contained herein, the worker identified in this certification qualifies as:

- a Section 3 Worker
- a Targeted Section 3 Worker
- Does not qualify as either a Section 3 Worker or a Targeted Section 3 Worker

**EXHIBIT 7**

**Community Development Financial Assistance  
Summary Labor Report**

Project Name
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The labor hours reported in this table must include the total number of labor hours worked with Housing and Community Development financial assistance for the above specified project, including labor hours worked by any contractors and subcontractors.

Labor hours for Section 3 Workers and Targeted Section 3 Workers that are classified as professional services are to be reported within their respective columns; however the total professional services labor hours are not to be included in the "All Workers Total Labor Hours Worked" Column.

<b>Labor Hours Report for the Project funded with Community Development Financial Assistance</b>			
<b>Contractors and Subcontractors</b> <small>List the names of all contractors and subcontractors performing work on the above specified project. (attach additional pages, if required)</small>	<b>All Workers Total Labor Hours Worked</b>	<b>Section 3 Workers Total Labor Hours Worked*</b>	<b>Targeted Section 3 Workers Total Labor Hours Worked</b>
<b>Totals</b>			

\* Please note that the Section 3 Labor Hours Worked reflected above should also include the Total Labor Hours worked for Targeted Section 3 Workers. This also applies to the Labor Hours Calculation table below for determining compliance with HUD Benchmarks minimums.

**Section 3 Labor Hour Calculations**

Based on your entries above, please calculate the following labor hour standards for your Housing and Community Development project:

Labor Hour Calculations			
Labor Hour Standard	Ratio Formula	%	2021 HUD Benchmark Minimums
Section 3 Workers	Section 3 Worker's Labor Hours ÷ Total Labor Hours		25%
Targeted Section 3 Workers	Targeted Section 3 Worker's Labor Hours ÷ Total Labor Hours		5%

**Prioritization of Employment and Training, and Contracting**

Employment and training

- I certify that to the greatest extent feasible, and consistent with existing Federal, state, and local laws and regulations, that we have ensured that employment and training opportunities arising in connection with this Section 3 project are provided to Section 3 workers within the metropolitan area (or nonmetropolitan county) in which the project is located.
- I certify that where feasible, priority for opportunities and training described in the above paragraph were given to:
  - a. Section 3 workers residing within the service area or the neighborhood of the project, and
  - b. Participants in YouthBuild programs.

Contracting

- I certify that to the greatest extent feasible, and consistent with existing Federal, state, and local laws and regulations, that we have ensured that contracts for work awarded in connection with this Section 3 project were provided to business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the project is located.
- I certify that where feasible, priority for contracting opportunities described in the above paragraph were given to:
  - a. Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the service area or the neighborhood of the project, and
  - b. YouthBuild programs.

If both of your labor hour percentage calculations for Section 3 Workers and Targeted Section 3 Workers are below the respective 2021 HUD Section 3 Benchmarks and you have met all of the prioritization of employment and training, and contracting requirements, please sign the certification below for the information entered above, and complete Section 2 of this form below.

If both of your labor calculation percentages for Section 3 Workers and Targeted Section 3 Workers meet or exceed the 2021 HUD Benchmark minimums, then please sign the certification below:

**Under the penalty of perjury, I certify that the above information is true and correct.**

Printed Name	Title
Signature	Date

**SECTION 2**

Please indicate which of the following qualitative Section 3 compliance activities that you or your subcontractors performed have:

- Engaged in outreach efforts to generate job applicants who are Targeted Section 3 workers
- Provided training or apprenticeship opportunities
- Provided technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching)
- Provided or connected Section 3 workers with assistance in seeking employment including: drafting resumes, preparing for interviews, and finding job opportunities connecting residents to job placement services
- Held one or more job fairs
- Provided or referred Section 3 workers to services supporting work readiness and retention (e.g., work readiness activities, interview clothing, test fees, transportation, child care)
- Provided assistance to apply for/or attend community college, a four-year educational institution, or vocational/technical training
- Assisted Section 3 workers to obtain financial literacy training and/or coaching
- Engaged in outreach efforts to identify and secure bids from Section 3 business concerns
- Provided technical assistance to help Section 3 business concerns understand and bid on contracts
- Divided contracts into smaller jobs to facilitate participation by Section 3 business concerns
- Provided bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns
- Promoted use of business registries designed to create opportunities for disadvantaged and small businesses
- Outreach, engagement, or referrals with the state one-stop system as defined in Section 121(e)(2) of the Workforce Innovation and Opportunity Act
- Other (please specify): \_\_\_\_\_  
\_\_\_\_\_
- Other (please specify): \_\_\_\_\_  
\_\_\_\_\_

**PLEASE attach documentation that supports the performance of the above specified measures by contractors and subcontractors, and sign the certification below:**

**Under the penalty of perjury, I certify that the above information is true and correct.**

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Printed Name

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Title

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Signature

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Date