

APPENDIX VII: Section 3 Plan



CITY OF AUSTIN, TEXAS

**NEIGHBORHOOD HOUSING
AND
COMMUNITY DEVELOPMENT OFFICE**

**SECTION 3 PLAN
for the
HOUSING AND URBAN DEVELOPMENT ACT OF 1968**

Updated June 2012

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PART ONE: GENERAL INFORMATION

Introduction and General Intent Statement

“Section 3” refers to Section 3 of the Housing and Urban Development Act of 1968, as amended, (12 U.S.C. 1701u). This Section 3 Plan describes how the City of Austin Neighborhood Housing and Community Development Office (NHCD) will implement the objectives of 24 CFR 135.

The purpose of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.¹

The NHCD Section 3 Plan shall result in a reasonable level of success in the recruitment, employment, and utilization of the aforementioned persons and businesses through its awards of contracts partially or wholly funded with HUD monies.

Section 3 Applicability

Since this Plan only covers NHCD programs, the requirements of the Plan are limited to contracts meeting all three of the following conditions:

1. Contracts are for housing construction, housing rehabilitation, or public improvement construction projects; **and**
2. Each contract or subcontract award is in excess of \$100,000; **and**
3. The contract is wholly or partially-funded with HUD funds.

Section 3 requirements will not apply to contracts that do not meet these three conditions.

Local Requirements to be Considered

By ordinance, the City of Austin requires its subrecipients, contractors, vendors, and suppliers to provide equal employment opportunity to all employees and applicants for employment *without regard to race, creed, color, religion, national origin, sexual orientation, gender identity, disability, sex or age, unless sex or age is a bona fide occupational qualification of employment.*²

General Section 3 Requirement

Because NHCD receives HUD funding, Section 3 requires NHCD to ensure that employment and other economic and business opportunities generated by the HUD funding will, to the greatest extent feasible, be directed to:

¹ Source: 24 CFR 135.1(a) [Emphasis added]

² City of Austin Code of Ordinances #5-4-1(3) [Emphasis added]

1. Qualified low- and very low-income persons residing in the metropolitan area
2. Businesses that employ low- to very-low income persons;
3. Businesses that are owned by low- to very low-income persons; and
4. Businesses that provide evidence of a commitment to subcontract in excess of 25% of the dollar amount of all subcontracts to be awarded to businesses that meet the qualifications described in Subsections 2 and 3 below.

The definitions of each of the above categories follows.

1. **Qualified low-income and very-low income persons residing in the metropolitan area:**
 - a. “Qualified” means the prospective employee has the proper qualifications for the work to be performed.
 - b. “Low-income persons” means families (including single persons) whose total household incomes are at or below 80 percent of the Median Family Income (See **Appendix A**) for the Austin-Round Rock-San Marcos Metropolitan Statistical Area (MSA). (Hereafter referred to as “Section 3 Residents”)
 - c. “Very-low income persons” means families (including single persons) whose total household incomes do not exceed 50 percent of the Median Family Income (See **Appendix A**) for the Austin-Round Rock-San Marcos MSA. (Hereafter referred to as “Section 3 Residents”)
 - d. “Metropolitan Area” means the 5-county Austin-Round Rock, San Marcos, MSA which includes Bastrop, Caldwell, Hays, Travis, and Williamson counties.
2. **“Businesses that employ low- to very low-income persons”** means a business that has at least 30% of its employees who are Section 3 Residents as defined in Subsection 1(b) and 1(c) above, or those that within three years of the date of first employment with the business were Section 3 Residents. *(Hereafter referred to as “Section 3 Businesses”)*
3. **“Businesses Owned by low- to very-low income persons”** means a business that is 51% or more owned by a Section 3 Resident as defined in Subsection 1(b) and 1(c) above. *(Hereafter referred to as “Section 3 Businesses”)*
4. **“Businesses that provide evidence of a commitment to subcontract in excess of 25% of the dollar amount of all subcontracts to be awarded to businesses that meet the qualifications described in Subsections 2 and 3”** (above) means businesses that provide a certification or actual proof that they have subcontracted or currently have subcontracts with businesses owned by Section 3 Residents as defined in Subsection 3 above. *(Hereafter referred to as “Section 3 Businesses”)*

PART TWO: CONTRACTING/BIDDING

Procedures and Requirements for Potential Bidders/Contractors

1. For contracting opportunities where Section 3 is applicable, NHCD will incorporate Section 3 provisions in the applicable procurement/bid documents, including the numerical goals set forth in **Appendix B**.
2. The procurement/bid documents will require potential contractors to complete certifications acknowledging the Section 3 contracting and employment provisions.
3. Procurement/bid documents will ask potential contractors to provide a list of the number of subcontracting opportunities and/or new employment opportunities *expected to be generated from the prime contract*.
4. All potential contractors who bid a job must state in their bid what efforts will be made to implement Section 3 requirements, including:
 - a. a numeric goal for hiring Section 3 Residents; and/or
 - b. a dollar amount goal for subcontracting with Section 3 Businesses; and
 - c. the potential contractor's plan to reach the goals.
5. When the bids are opened, they will be evaluated in terms of the bidder's responsiveness to Section 3, and a bid which lacks a commitment to Section 3 or which lacks a goal or plan to reach a goal, may be judged to be nonresponsive.
6. Each contractor or subcontractor shall make a good faith effort to achieve its Section 3 employment and subcontracting goals for the duration of the Contractor's work on the Section 3 covered project.
7. It will be the responsibility of contractors, vendors and suppliers to implement and document progressive efforts to attain Section 3 compliance. Any subrecipient or contractor that does not meet the Section 3 numerical goals in

IMPORTANT NOTE: It is not the City's intention for contractors and subcontractors to terminate existing employees, but to make every effort feasible to employ qualified Section 3 Residents before any other person when hiring *additional* employees needed to complete the work to be performed with HUD funds.

Appendix B must demonstrate to the satisfaction of NHCD why meeting the goals were not feasible.

Section 3 Contract Language

The Section 3 Contract Clause specifies the requirements for Section 3 covered projects. NHCD must include the Section 3 Clause in all contracts for Section 3 covered projects. The required language can be found in **Appendix C**.

PART THREE: SECTION 3 BUSINESSES

Suggested Ways to Recruit Section 3 Businesses

NHCD, its subrecipients, contractors and subcontractors are encouraged to use any or all of the following methods to notify and contract with Section 3 Businesses when contracting opportunities exist.

- Contact the Housing Authority of the City of Austin, local contractor associations, and community organizations to inform them of contracting opportunities and to request their assistance in identifying Section 3 Businesses.
- Provide written notice of contracting/subcontracting opportunities to all known Section 3 Businesses. The written notice should be provided in sufficient time to enable businesses the opportunity to respond to the bid invitation.
- Coordinate meetings at which the Section 3 Businesses would be informed of upcoming contracting opportunities.
- Establish relationships with organizations that assist with educating and mentoring residents with a desire to start their own businesses. Examples include the Small Business Administration (SBA), the City of Austin Department of Small and Minority Business Resources in addition to local Community Development Corporations (CDCs) which often provide contracting opportunities for Section 3 Businesses. A current list of CDCs can be obtained from NHCD.
- Advertise contracting/subcontracting opportunities via newspaper, web-based sites, mailings, and by posting notices that provide general information about the work to be contracted and where to obtain additional information.

Remember to document the efforts made to recruit Section 3 Businesses for the HUD-funded work to be performed.

Recommended Priority Order for Contracting with Section 3 Businesses

NHCD has adopted a goal of at least three percent (3%) of the total dollar amount of Section 3 covered contracts to be awarded to Section 3 Businesses. (See **Appendix B** for numerical goals.) NHCD, in compliance with Section 3 regulations, will recommend contractors and subcontractors direct their efforts to award contracts to Section 3 Businesses in the following order of priority:

- **Category 1:** Section 3 Businesses that are owned by a resident of the *neighborhood area where the work is being performed.*
- **Category 2:** Section 3 Businesses that are owned by *a resident of the City of Austin.*
- **Category 3:** Section 3 Businesses whose *permanent workforce includes not less than 30% Section 3 Residents.*
- **Category 4:** *Participants in HUD Youthbuild programs being carried out in the City of Austin in which Section 3 covered assistance is expended.*

PART FOUR: EMPLOYMENT OF SECTION 3 RESIDENTS

Suggested Ways to Recruit Section 3 Residents for Employment

NHCD, its subrecipients, contractors and subcontractors are encouraged to use any or all of the following methods to notify potential Section 3 Residents when employment opportunities exist.

Remember to document the efforts made to recruit Section 3 Residents for vacant positions for the HUD-funded work to be performed.

- Advertise employment opportunities via newspaper, web-based employment sites, mailings, and by posting notices in public places that provide general information about the work to be performed, the skills needed and where to obtain additional information.
- Contact the Housing Authority of the City of Austin, local non-profits offering job skills training, temporary employment agencies, and the Texas Workforce Commission to inform them of employment opportunities and to request their assistance in identifying potential employees who are Section 3 Residents.
- Local Community Development Corporations (CDCs) often provide housing for Section 3 Residents. A current list of CDCs can be obtained from NHCD.

Recommended Priority Order for Employing Section 3 Residents

Subrecipients, contractors and subcontractors are encouraged, to the greatest extent feasible, to provide employment opportunities to Section 3 Residents in the priority order listed below:

- **Category 1:** Section 3 Residents *who reside in the housing development* for which the work of the contract is to be performed.
- **Category 2:** Housing Choice Voucher holders (Section 8) and/or other city of Austin Section 3 residents residing in the *vicinity of the project*.
- **Category 3:** Participants in a *HUD Youthbuild* program.
- **Category 4:** Housing Choice Voucher holders (Section 8) and/or other Section 3 residents *residing in the City of Austin*.

It is expected that a number of Section 3 residents with particular qualifications or a willingness to begin unskilled labor will be able to participate in City of Austin-contracted labor efforts. A prime contractor may satisfy City of Austin Section 3 Resident hiring requirements through its subcontractors.

PART FIVE: REPORTING REQUIREMENTS

Section 3 Certification Form (Contractors)

General contractors are required to submit this form for themselves and, if applicable, their subcontractors certifying whether or not the business is a Section 3 Business Concern. The form currently being used is attached as **Appendix D**.

Monthly Section 3 Reporting (Contractors)

General contractors and sub-contractors are required to submit to the City a monthly report on any new hires as a result of the Section 3 covered contract. Examples of the form currently being used are attached as **Appendix E**.

Annual Section 3 Reporting (City of Austin)

The City of Austin will report to HUD annual accomplishments regarding employment and other economic opportunities provided to low and very low income persons under Section 3. Form HUD-60002 is currently being utilized for reporting accomplishments. This form may be changed and updated from time to time as required by HUD and 24 CFR 135. The form is for City of Austin use only.

PART SIX: SECTION 3 COMPLAINT PROCEDURE

Procedure for Filing a Complaint

In an effort to resolve complaints generated due to non-compliance through an internal process, the City of Austin encourages submittal of such complaints to its Neighborhood Housing and Community Development Director as follows:

City of Austin
Neighborhood Housing and Community Development Office
Attention: Director
P.O. Box 1088
Austin, Texas 78768-1088

Complaints should be filed in writing and must contain the name of the complainant and brief description of the alleged violation of 24 CFR 135.

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

An investigation will be conducted if complaint is found to be valid. The City will conduct an informal, but thorough, investigation affording all interested parties an opportunity to submit testimony and/or evidence pertinent to the complaint.

If complainants wish to have their concerns considered outside the City of Austin process described above, 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 for good cause shown.

PART SEVEN: 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 to perform work generated through the expenditure of Section 3 covered assistance, or for work in connection with a Section 3 covered project.

HUD Youthbuild Program — an employment and training program run by qualified organizations according to the provisions of 24 C.F.R. § 585 and which are designed for individuals who are:

- (i) 16 to 24 years of age, inclusive, at time of enrollment in the program;
- (ii) A very low-income individual or a member of a very low-income family;
- and
- (iii) An individual who has dropped out of high school.

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 nonprofit 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.

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.

CITY OF AUSTIN
Neighborhood Housing and Community Development Office

HUD SECTION 3
Income Limits by Household Size

Effective Date: February 9, 2012

*FY 2012 Area Median Family Income
For Travis County, Texas
\$75,900 (4-person household)*

MSA: Austin-Round Rock-San Marcos, TX.

Household Size	1	2	3	4	5	6	7	8
50% Median Income <i>(very low income defined by HUD)</i>	26,600	30,400	34,200	37,950	41,000	44,050	47,100	50,100
80% Median Income <i>(low-income defined by HUD)</i>	42,500	48,600	54,650	60,700	65,600	70,450	75,300	80,150

Title 24: Housing and Urban Development, *Subchapter B: Employment And Business Opportunity*

PART 135: ECONOMIC OPPORTUNITIES FOR LOW- AND VERY LOW-INCOME PERSONS

Subpart B: Economic Opportunities for Section 3 Residents and Section 3 Businesses

135.30 - Numerical goals for meeting the greatest extent feasible requirement.

(a) **General.**

(1) Recipients and covered contractors may demonstrate compliance with the “greatest extent feasible” requirement of Section 3 by meeting the numerical goals set forth in this section for providing training, employment, and contracting opportunities to Section 3 residents and Section 3 Businesses.

(2) The goals established in this section apply to the entire amount of Section 3 covered assistance awarded to a recipient in any Federal Fiscal Year (FY), commencing with the first FY following the effective date of this rule.

(3) For recipients that do not engage in training, or hiring, but award contracts to contractors that will engage in training, hiring, and subcontracting, recipients must ensure that, to the greatest extent feasible, contractors will provide training, employment, and contracting opportunities to Section 3 residents and Section 3 Businesses.

(4) The numerical goals established in this section represent minimum numerical targets.

(b) **Training and employment.** The numerical goals set forth in paragraph (b) of this section apply to new hires. The numerical goals reflect the aggregate hires. Efforts to employ Section 3 residents, to the greatest extent feasible, should be made at all job levels.

(1) Numerical goals for Section 3 covered public and Indian housing programs. Recipients of Section 3 covered public and Indian housing assistance (as described in 135.5) and their contractors and subcontractors may demonstrate compliance with this part by committing to employ Section 3 residents as:

(i) 10 percent of the aggregate number of new hires for the one year period beginning in FY 1995;

(ii) 20 percent of the aggregate number of new hires for the one period beginning in FY 1996;

(iii) 30 percent of the aggregate number of new hires for one year period beginning in FY 1997 and continuing thereafter.

(2) Numerical goals for other HUD programs covered by Section 3. (i) Recipients of Section 3 covered housing assistance provided under other HUD programs, and their contractors and subcontractors (unless the contract or subcontract awards do not meet the threshold specified in 135.3(a)(3)) may demonstrate compliance with this part by committing to employ Section 3 residents as 10 percent of the aggregate number of new hires for each year over the duration of the Section 3 project;

(ii) Where a managing general partner or management agent is affiliated, in a given metropolitan area, with recipients of Section 3 covered housing assistance, for an aggregate of 500 or more units in any fiscal year, the managing partner or management agent may demonstrate compliance with this part by committing to employ Section 3 residents as:

(A) 10 percent of the aggregate number of new hires for the one year period beginning in FY 1995;

(B) 20 percent of the aggregate number of new hires for the one year period beginning in FY 1996;

(C) 30 percent of the aggregate number of new hires for the one year period beginning in FY 1997, and continuing thereafter.

(3) Recipients of Section 3 covered community development assistance, and their contractors and subcontractors (unless the contract or subcontract awards do not meet the threshold specified in 135.3(a)(3)) may demonstrate compliance with the requirements of this part by committing to employ Section 3 residents as:

(i) 10 percent of the aggregate number of new hires for the one year period beginning in FY 1995;

(ii) 20 percent of the aggregate number of new hires for the one year period beginning in FY 1996; and

(iii) 30 percent of the aggregate number of new hires for the one year period beginning in FY 1997 and continuing thereafter.

(c) **Contracts.** Numerical goals set forth in paragraph (c) of this section apply to contracts awarded in connection with all Section 3 covered projects and Section 3 covered activities. Each recipient and contractor and subcontractor (unless the contract or subcontract awards do not meet the threshold specified in 135.3(a)(3)) may demonstrate compliance with the requirements of this part by committing to award to Section 3 Businesses:

(1) At least 10 percent of the total dollar amount of all Section 3 covered contracts for building trades work for maintenance, repair, modernization or development of public or Indian housing, or for building trades work arising in

connection with housing rehabilitation, housing construction and other public construction; and

(2) At least three (3) percent of the total dollar amount of all other Section 3 covered contracts.

(d) Safe harbor and compliance determinations.

(1) In the absence of evidence to the contrary, a recipient that meets the minimum numerical goals set forth in this section will be considered to have complied with the Section 3 preference requirements.

(2) In evaluating compliance under subpart D of this part, a recipient that has not met the numerical goals set forth in this section has the burden of demonstrating why it was not feasible to meet the numerical goals set forth in this section. Such justification may include impediments encountered despite actions taken. A recipient or contractor also can indicate other economic opportunities, such as those listed in 135.40, which were provided in its efforts to comply with Section 3 and the requirements of this part.

DEFINITIONS

New Hires — full-time employees for permanent, temporary or seasonal employment opportunities

Section 3 Covered Assistance — Assistance provided under any HUD community development program that is expended for work arising in connection with employment, housing rehabilitation, construction, or other public construction project (which includes other buildings or improvements, regardless of ownership).

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.

Language required in contracts covered by Section 3.

The employment opportunities for businesses and lower-income persons described in 24 C.F.R. Part 135, including requiring each of its subcontractors carrying out work in connection with the [Project or Contract] to comply with, in particular, the assurances set forth at 24 C.F.R. §135.38:

1. The work to be performed under the [contract or loan agreement] is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u ("Section 3"). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing;
2. The Borrower will comply with HUD's regulations in 24 C.F.R. part 135, which implement Section 3. As evidenced by their execution of the Loan Agreement, the parties to the Loan Agreement certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations;
3. The Borrower will send to each labor organization or representative of workers with which the Borrower has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Borrower's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions, and the anticipated date the work shall begin;
4. The Borrower will include this Section 3 clause in every subcontract subject to compliance with regulations in 24 C.F.R. part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 C.F.R. part 135. The Borrower will not subcontract with any subcontractor where the Borrower has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 C.F.R. part 135;
5. The Borrower will certify that any vacant employment positions, including training positions, that are filled (1) after the Borrower is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 C.F.R. part 135 require

employment opportunities to be directed, were not filled to circumvent the Borrower's obligations under 24 C.F.R. part 135;

6. Noncompliance with HUD's regulations in 24 C.F.R. part 135 may result in sanctions, termination of the Loan Agreement for default, and debarment or suspension from future HUD assisted contracts; and
7. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under the Loan Agreement. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to the Loan Agreement that are subject to the provisions of Section 3 and section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

Section 3 Contractor Certification (2012)

The work to be performed for _____ or its General Contractor is subject to Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, hereafter called "Section 3."

Section 3 requires that, to the greatest extent feasible, opportunities for training and employment are given to low- or moderate-income *residents* residing in the project area (Travis County) and that a percentage of contracts or subcontracts for work in connection with the project are awarded to "Section 3" *business concerns* located in the project area.

- **You or your employees are considered "Section 3" residents if:** 1) residing in Travis County and having an annual household income equal to or less than the amounts shown in the table below; **OR** 2) currently living in public housing.

Number of Persons In Household	1	2	3	4	5	6	7	8
Annual Household Income	\$42,500	\$48,600	\$54,650	\$60,700	\$65,600	\$70,450	\$75,300	\$80,150

- A "Section 3" business is a business owned 51% or more by "Section 3" residents.

After considering the above information, please complete the following:

This is to certify that _____
(Business Name)

(check one)

	...is a "Section 3" Business (which means 51 percent or more owned by "Section 3" residents)
	...employs "Section 3" residents (which means that 30% of your full-time employees are currently "Section 3" residents, or who were "Section 3" residents within three years of the date of first employment with your business)
	...has a commitment to subcontract more than 25% of the dollar amount of all subcontracts to "Section 3" businesses.

Signature

Title

Date



City of Austin

Neighborhood Housing and Community Development
P.O. Box 1088, Austin, TX 78767
(512) 974-3100, Fax: (512) 974-3112
www.austintexas.gov/housing

APPENDIX E

Contractor's Section 3 Monthly Report

Project Name: _____

Prime Contractor: _____

Subcontractor Name: _____

A Section 3-qualified business? ☐ Yes ☐ No

Report for the Calendar Month of: _____

Job Category	Total New Hires	White	Black	Hispanic	Native American	Asian/ Pacific American	Hasidic Jews
Professionals							
Technicians							
Office/Clerical							
Const. by Trade:							
Trade:							
Trade:							
Trade:							
Trade:							

Please indicate how this business made low-income people and/or public housing residents aware of job opportunities.

- ☐ Local advertising, signs at project site, through community organizations, etc
- ☐ Participated in program that promotes training/employment of Section 3 residents
- ☐ Participated in program that promotes the award of contracts to Section 3 businesses
- ☐ Coordinated with Youthbuild programs
- ☐ Other: _____

Company Official's Signature

Title

Date

*A Section 3 Resident is a low or very low income person (at or below 80% MFI), who live in the metropolitan area or non-metropolitan county where a HUD-assisted project for housing or community development is located or

*A resident of public housing