

CITY OF SLIDELL  
SECTION 3  
CONTRACTOR  
GUIDELINES



February 2022

Prepared for the U.S Department of HUD  
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## SECTION 3 GUIDELINES

### Section 3

Section 3 was established by the Housing and Urban Development Act of 1968, as amended. It requires that economic opportunities be directed to low- and very low income persons. When the U.S. Department of Housing and Urban Development (HUD) provides financial assistance for housing and community development programs such as the Community Development Block Grant, recipients are required, to the greatest extent feasible, adhere to the Section 3 regulations. Existing Federal, state and local laws, and regulations must be followed. The intent of Section 3 is to ensure economic benefits to that persons living in HUD-assisted communities where the resources being spent. Section 3 is regulated by the provisions of 24 CFR Part 75.

The City of Slidell is the recipient of the Community Development Block Grant funds. Compliance with Section 3 is required. Contractors, subcontractors, developers, and subrecipients are required to demonstrate good faith efforts to comply with HUD's regulations implementing Section 3.

This handbook is provided as a guide to understanding Section 3 and the business and employment goals related to CDBG projects. It is intended to assist contractors and subcontractors in complying with Section 3 requirements, but does not supersede contract provisions.

### Applicability

Whenever any portion of CDBG funding is invested into projects involving housing construction, demolition or rehabilitation, commercial/private improvements for economic development, or other public construction (e.g., roads, sewers, community centers, and public facilities), Section 3 regulations apply.

Section 3 applies to construction projects that receive \$200,000 or more in CDBG assistance, including projects that are financed from multiple sources such as with State, local, or private matching or leveraged funds. Section 3 requirements **do not** apply to:

Material Supply Contracts – 24 CFR 75.3(b),  
Indian and Tribal Preferences – 24 CFR 75.3 (c), and  
24 CFR 75.3 (d). Recipients that are not subject to Section 3, recipients are encouraged to consider ways to support the purpose of Section 3.



While contractors, subcontractors, and subrecipients on a covered Section 3 project must acknowledge and actively seek to achieve Section 3 goals, they are not required to hire Section 3 workers, Targeted Section 3 workers or award contracts to Section 3 Business Concerns other than what is needed to complete covered projects and activities. Section 3 hiring provisions apply to new hires only. However, even if the project does not require new employment, contracting, or training opportunities reporting is still required.

### Benchmarks

Sub-recipients, contractors and subcontractors are required, to the greatest extent feasible, to meet the Section 3 HUD benchmarks for Section 3 workers or Targeted Section 3 workers, as described in 24 CFR 75.13. The safe harbor benchmark goals are as follows:

- 1) 1) Twenty-five (25) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers defined at 24 CFR Part 75.21;

$$\text{Section 3 Labor Hours/Total Labor Hours} = 25\%$$

and

- 2) Five (5) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers, as defined at 24 CFR Part 75.21;

$$\text{Targeted Section 3 Labor Hours/Total Labor Hours} = 5\%$$

### Section 3 Worker

Persons may qualify as a Section 3 worker if one or more of the following criteria apply currently or when hired within the past five years, as documented:

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



### Targeted Section 3 Worker

Persons may qualify as a Targeted Section 3 worker if one or more of the following criteria applies:

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

Section 3 workers and Targeted Section 3 workers who are seeking preference in training and employment must submit the Section 3 Worker and Targeted Section 3 Worker Certification Form.

### Section 3 Business Concerns

Businesses that believe they meet Section 3 Business requirements may self-register in the HUD business registry at: <http://www.hud.gov/Sec3Biz>. Businesses may seek Section 3 Business Concern preference by demonstrating that it meets one or more of the following criteria:

1. At least 51% of the business is owned and controlled by low- or very low- income persons; or
2. At least 51% if the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing; or
3. Over 75% percent of the labor hours performed for the business over the three-month period are performed by Section 3 workers.

Businesses that seek Section 3 preference shall certify, or demonstrate to the City of Slidell that they meet the definitions outlined above. Businesses may demonstrate eligibility by submitting the Section 3 Business Concern Certification Form provided in the City of Slidell Section 3 Guidelines for Contractors.

Section 3 Business Concern Certification Forms must be submitted at the time of the bid/proposal. Businesses who misrepresent themselves as a Section 3 business concern and report false information may have contracts terminated as default and be barred from ongoing and future considerations for contracting opportunities. Section 3 preference does not automatically guarantee award of contract.

The Section 3 Business Concern Certification Form will expire after 6 months or upon completion of the community development project. Establishing a 6 month certification of eligibility period allows the City of Slidell to ensure the business is striving to meet the required goals.



### Your Basic Responsibilities as a Section 3 Contractor

1. Document the number of new employment opportunities and the number of construction training positions generated by the CDBG funded project and whether those positions are filled by Section 3 workers or Targeted Section 3 workers.
2. Document the number of all Section 3 workers, Targeted Section 3 workers and non-Section 3 workers already on staff.
3. If you have a collective bargaining agreement with any labor organization or other group of workers, send them a notice advising them of your Section 3 requirements. 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.
4. Provide adequate notification to Section 3 residents about possible employment and training opportunities that result from the CDBG funded project. Methods of notifying residents include utilizing local media outlets, prominently displaying signs at the project sites, and/or notifying local community organizations.
5. Submit monthly reports that summarize the number of Section 3 new hires, employees, and trainees and a Summary Report upon completion of the project.
6. Forward Section 3 employment documentation to the City of Slidell CDBG Administrator and maintain that same documentation in your files for a minimum of five years. Same applies to subcontractor.

### Documentation of Workforce

Prior to the Notice to Proceed, you and your subcontractors must document the workforce for the project. They may use either <https://hudapps.hud.gov/OpportunityPortal/> or their own documentation as long as the following information appears on the contractors/subcontractors form:

- a. Name of Project;
- b. Name of Contractor;
- c. Job Titles;
- d. Number of Positions needed for a specific job title;
- e. Total expected labor hours throughout the project;
- f. Total persons on the payroll that meet the Section 3 definition and their title;
- g. Number of positions expected to be filled during the life of the project;
- f. Number of positions anticipated to be filled with Section 3 residents.



Contractors, including subcontractors, will be required to submit New Hire forms with its certified payrolls. The contractor must comply with the Section 3 requirement throughout the life of the contract.

### Further Responsibilities

Any subcontract that you award as part of this project is also subject to the Section 3 requirements. Accordingly, you must also:

1. Report to the City of Slidell CDBG Administrator a copy of your contracts indicating the dollar value, and types of subcontracts awarded. All subcontracts shall include the Section 3 Clause found at 24 CFR 135.38.
2. Report whether each subcontractor is a Section 3 Business Concern.
3. The Contractor shares the responsibility of Section 3 with the subcontractors that are awarded contracts to which Section 3 is applicable. If the subcontractor has the need to hire new persons to complete the Section 3 covered contract or needs to subcontract portions of the work to another business, they are required to direct their newly created employment and/or subcontracting opportunities to Section 3 residents and business concerns.

Your compliance with these requirements is essential to the City meeting its federally-mandated Section 3 goals.

### Outreach for Employment and Training

Contractors and subcontractors working on projects funded by Community and Development funds should, to the greatest extent feasible should provide employment and training opportunities. Strategies to notify Section 3 workers and Targeted Section 3 workers which may include but not be limited to the following strategies:

- 1) Clearly indicate Section 3 eligibility on all job postings with the following statement: *“This job is a Section 3 eligible job opportunity. We encourage applications from individuals that are low income and/or live in Public Housing and/or receive a Section 8 voucher”*;
- 2) Include the Section 3 Worker and Targeted Section 3 Worker Self-Certification Form in all job postings;
- 3) Establish a current list of Section 3 eligible applications;
- 4) Contact local community organizations and provide them with job postings for Section workers;



- 5) Advertise job opportunities via social media;
- 6) Advertise job opportunities via flyer distributions, posting ad in common areas of housing developments and all public housing management offices;
- 7) Contact resident councils, and neighborhood community organizations to request their assistance in notifying residents of available training and employment opportunities.



### SECTION 3 PRE-CONSTRUCTION CHECKLIST

#### Section 3 Pre-Construction Meeting Checklist

Project Name \_\_\_\_\_

Project Number \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

This following information will familiarize you with the federal requirements applicable to this contract because it is funded in whole or in part with federal Community Development Assistance administered by the U.S. Department of Housing and Urban Development (HUD).

#### Section 3 Employment, Contracting, And Training Opportunity Program

\_\_\_\_\_ Section 3 of the Housing and Community Development Act of 1968 requires that the City implement an employment, contracting and training opportunity program in connection with its HUD-funded housing construction, housing rehabilitation, or other public construction contracts. The goal of Section 3 is to provide employment and training opportunities to individuals that qualify as Section 3 workers or Targeted Section 3 workers.

\_\_\_\_\_ This is a Section 3 covered project. Section 3 projects means housing rehabilitation, housing construction, and other public construction projects assisted under HUD programs that provide housing and community development financial assistance when the total amount of assistance to the project exceeds a threshold of \$200,000. The threshold is \$100,000 where the assistance is from the Lead Hazard Control and Healthy Homes programs, as detailed in 24 CFR 75(a)(2)(i). The project is the site or sites together with any building(s) and improvements located on the site(s) that are under common ownership, management, and financing.





\_\_\_\_\_The Section 3 requirements apply to all contractors and subcontractors performing work in connection with a Section 3 covered project. Contractor means any entity entering into a contract with (a) a recipient to perform work in connection with a Section 3 project; or (b) a subcontractor performing for work in connection with a Section 3 project. Subcontractor means any entity that has a contract with a Contractor to undertake a portion of the contractor's obligation to perform work in connection with a Section 3 project.

\_\_\_\_\_A Section 3 Worker is a worker who currently fits or when hired within the past five years (as documented) fits at least one of the following categories:

- a. The worker's individual 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.

\_\_\_\_\_ A Targeted Section 3 Worker is:

- a. A worker employed by a Section 3 business concern; or
- b. A worker who 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, which is defined as an area within one mile of the Section 3 project or, if fewer than 5,000 people live within one mile of a Section 3 project or within a circle that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census; or
  - (ii) A YouthBuild participant.

\_\_\_\_\_A Section 3 Business is a business concern meeting at least one of the following criteria, documented within the last six-month period:

- a. is at least 51 percent owned and controlled by low- or very low-income persons;
- b. over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or
- c. is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

\_\_\_\_\_The City is required by HUD to implement Section 3 to the greatest extent feasible, which means that the City and its sub-recipients, contractors and subcontractors must undertake all reasonable measures to meet the established HUD Labor Hour Benchmarks for Section 3 Workers and Targeted Section 3 Workers. The current HUD Section 3 minimum labor hour benchmarks are as follows:



<b>Labor Hour Standard</b>	<b>Ratio Formula</b>	<b>Minimum %</b>
Section 3 Workers	$\text{Section 3 Workers} \div \text{Total Labor Hours}$	25%
Targeted Section 3 Workers	$\text{Targeted Section 3 Workers} \div \text{Total Labor Hours}$	5%

Note that the Section 3 Labor Hours Worked reflected above should also include the Total Labor Hours worked for Targeted Section 3 Workers.

\_\_\_\_\_ Upon completion of the contract, the contractor will be required to provide the Contractor's Section 3 Summary, a document summarizing labor hour accomplishments and detailing all efforts made to create contracting, employment and training opportunities for low-income residents in connection with this project.

#### Contractor Eligibility

\_\_\_\_\_ All contractors' license status will be verified by the City with the Contractors State License Board.

\_\_\_\_\_ The City will verify the debarment status of all contractors through the U.S. General Services Administration's System for Award Management (SAM).

\_\_\_\_\_ The City will verify that all contractors have appropriate insurance in conformance with contract requirements.

#### Federal Prevailing Wage

\_\_\_\_\_ This is a federally assisted construction contract. The Federal Labor Standards Provisions, including prevailing wage requirements of the Davis-Bacon and Related Acts will be enforced. In the event of a conflict between Federal and State wages rates, the higher of the two will prevail.

\_\_\_\_\_ The Federal Labor Standards Provisions, "HUD-4010 form," included in the Bid Document as a part of the prime contract, details the federal prevailing wage requirements applicable to this contract.

\_\_\_\_\_ The applicable Federal wage decision will lock-in 10-calendar days prior to the physical bid opening date.



\_\_\_\_\_The hourly rate to be paid to each worker, as listed in the wage decision, may be higher than wages paid for private work.

\_\_\_\_\_The hourly Fringe Benefit rate listed in the wage decision must be added to and paid as part of the workers hourly rate, or paid into an approved plan, as documented on the “Fringe Benefit Statement” form.

\_\_\_\_\_The wage decision and notices must be posted at the job site in a place that is accessible to all employees. The “Payroll Report” form (WH-347 form or similar format) must be submitted on a weekly-basis.

\_\_\_\_\_A “Statement of Compliance” form (WH-348 form or similar format) must be attached to each payroll report.

\_\_\_\_\_All work classifications used in the “Weekly Certified Payroll Report” (CPR) must be listed in the wage decision.

\_\_\_\_\_Classifications and rates used, but not listed in the wage decision must be approved in advance by HUD.

\_\_\_\_\_“OTHER” deductions must be “Authorized” by the employee. A copy of this documentation must be attached to the first CPR where an “OTHER” deduction appears for an employee.

#### Equal Employment Opportunity

\_\_\_\_\_Contractor(s) [\$10,000 or more] must implement the requirements outlined in the “EEO Clause” of your contract.

The City will actively monitor this project for compliance with the requirements.



### Section 3 Compliance Instructions for Contractors

During the procurement and contracting process for this project:

1. Review the Section 3 Clause
2. Complete the Section 3 Business Certification Form (if applicable) and return it with your bid
3. Complete the Contractor/Subcontractor Form
4. Facilitate completion of the Section 3 Worker / Targeted Worker Certification Form(s) for each employee to be counted as either a Section 3 Worker or a Section 3 Targeted Worker on this project and return these forms with your bid.
5. During the project, consider and implement Qualitative Outreach Efforts for Contractors as appropriate.

Incorporate Section 3 into subcontracts and require submission of items 2-6 below from each subcontractor or sub-tier contractor:

1. Section 3 Clause
2. Section 3 Business Certification Form
3. Complete the Contractor/Subcontractor Form
4. Section 3 Worker / Targeted Worker Certification Form(s)
5. Section 3 Contractor's Monthly Labor Report and Summary Report (to be submitted with the final payroll report)

During the project:

1. Continue implementing Section 3 as part of your hiring practices.
2. Maintain records of hours worked by each type of worker (Section 3 Worker, Section 3 Targeted Worker, other workers) to facilitate reporting.

After the project is complete:

1. Submit all Section 3 Contractor's Labor Report Summary Reports to the City of Slidell CDBG Administrator.



**Qualitative Outreach Efforts for Contractors  
Seeking to Hire Section 3 Workers and Targeted Section 3 Workers**

A contractor who commits to hire Section 3 Residents by directing employment and training opportunities toward low- and very low-income persons, particularly those who are recipients of government assistance for housing, may use any combination of outreach efforts to meet the Section 3 commitment made when a Statement of Section 3 Qualifications is submitted.

REMEMBER: All employees of a business/firm that work on a Section 3 Project count toward meeting your Section 3 goals—Section 3 New Hires do not have to be construction workers, they just have to work on the Section 3 Project.

The following represents sample measures that can be undertaken to expand your Section 3 Worker and Targeted Section 3 Worker hiring;

- 1) Advertise contracting opportunities in local community papers that provide general information about the work to be contracted and where to obtain additional information;
- 2) Providing written notice of contracting opportunities in a timely manner to all known Section 3 Business Concerns;
- 3) Coordinate with business assistance agencies and contractor associations to inform them of contracting opportunities and request their assistance in identifying Section 3 business concerns;
- 4) Connect Section 3 business concerns with resources to support business development to assist in obtaining contracting opportunities.

Document all of your efforts within your project files and for submission to the City.



**Section 3 Business Concern Certification for Contracting**

Worker Self Certification Form

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

Project Name		Project Number		Bid/Contract Amount	
Business Name					
Business Address					
Authorized Representative					
Telephone Number	Contractor's License Number	Federal Employer Identification Number	DUNS Number		

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

- At least 51 percent of the business is owned and controlled by low- or very low-income persons**

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)

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

(Attach Resident Certifications for all Section 3 owners claimed)

Number of Section 3 Resident Owners \_\_\_\_\_ ÷ Number of Owners \_\_\_\_\_ = \_\_\_\_\_ %



FOR BUSINESSES CLAIMING THAT 51 % OR MORE OF THE BUSINESS IS OWNED BY SECTION 3 RESIDENTS, SUPPLY THE:  
Names and addresses of Section 3 Resident(s) in 51% ownership position a [Attach proof of incorporation and proof of ownership by the Section 3 Resident(s)]

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**Over 75 percent of the labor hours performed for the business over the prior three-month period are 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.  $b \div a =$  \_\_\_\_\_%

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

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Certification expires within six months of the date of signature  
Information regarding Section 3 Business Concerns can be found at [24 CFR 75.5](#)

<b>FOR ADMINISTRATIVE USE ONLY</b>	
Is the business a Section 3 business concern based upon their certification?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS.</b>	



The City of Slidell  
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 (expires April 1, 2022)**

	<b>Income Limits Category</b>	<b>FY 20 22 Income Limits</b>
<b>FY 2022 Income Limit Area</b>	Extremely Low Income Limits (30%)	43,900
<b>FY 2021 Income Limit Area</b>	Very Low Income Limits (50%)	39,300

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





**CONTRACTOR/SUBCONTRACTOR FORM**

Contractor Name And Address:		Project number:	Project Name:	Dollar amount of contract:
		Contact Person And Title:		
		Contact Person Email Address:		
Phone: (Include Area Code)	Contractor's License Number And Class:	Federal EIN:	Date Report Submitted:	
Do You Currently Qualify As A Section 3 Business Concern? _____ Yes _____ No				

**Part I: Past Performance**

Has your firm previously performed work on Section 3 projects? _____ Yes _____ No If yes, please complete a spreadsheet detailing your Section 3 accomplishments for the last year
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**Part II: Current Section 3 Workers and Targeted Section 3 Workers**

Please specify the number of current workforce that qualifies as Section 3 Workers and Targeted Section 3 Workers _____Section 3 _____Targeted Section 3
Based on the current workforce, the labor hour projections for this project will meet or exceed both of the HUD Minimum Labor Hour Thresholds of 25% for Section Workers and 5% for Targeted Section 3 Workers. _____ Yes _____ No
We have contractual commitments with Section 3 Business Concerns, which when combined with labor hour projections for our staff and those of the Section 3 Business Concerns for this project, will meet or exceed both of the HUD Minimum Labor Hour Thresholds of 25% for Section Workers and 5% for Targeted Section 3 Workers _____ Yes _____ No
If additional workforce is needed, we will engage in outreach efforts to identify Section 3 Workers and Targeted Section 3 workers and to secure bids from Section 3 Business Concerns, which when combined with labor hour projections for our staff and those of the Section 3 Business Concerns for this project, will meet or exceed both of the HUD Minimum Labor Hour Thresholds of 25% for Section Workers and 5% for Targeted Section 3 Workers. _____ Yes _____ No

**Part III: Labor Utilization Projections for Section 3 Workers and Targeted Section 3 Workers Please complete the following information for the project for which this bid proposal is being submitted:**

Number of Current Employees Projected to Work on Project	
Total Number Of Personnel Projected To Work On This Project	
Number Of Currently Employed Section 3 Workers Projected To Work On This Project	
Number Of Currently Employed Targeted Section 3 Workers Projected To Work On This Project	



Projected Number of Labor Hours Needed to Complete Project Includes Current and New Hires, Subcontractors, and Work performed by Section 3 Business Concerns	
Total Projected Labor Hours for all Project Personnel	
Total Projected Labor Hours for Section 3 Workers	
Total Projected Labor Hours for Targeted Section 3 Workers	
Projected Labor Hours by Section 3 Workers as a percentage of Total Labor Hours (b ÷ a)	%
Projected Labor Hours by Targeted Section 3 Workers as a percentage of Total Labor Hours (c ÷ a)	%

Title 18, Section 1001 of the U.S. Code provides that 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 and in its respective attachments are true and correct to the best of my knowledge and belief. Under the penalty of perjury, I certify that the above information is true and correct.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**CDBG Monthly Labor Report**

Contractor Name And Address:	Project number:	Project Name:	Dollar amount of contract:
	Contact Person And Title:		
	Contact Person Email Address:		
Phone: (Include Area Code)	Date Report Submitted:		

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



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

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%

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

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 non-metropolitan) 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.

SUBCONTRACTING

I certify that to the greatest extent feasible, and consistent with existing Federal, State, local laws and regulations, that we have ensured that subcontracts for work awarded in connection with this Section 3 project will be provided to business concerns that provide economic opportunities to Section 3 workers residing within the City of Slidell and the area in which the project is located.

I certify that where feasible, priority for subcontracting opportunities described in the above paragraph will be 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 to 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 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 strategies you may have used to notify Section 3 workers and Targeted Section 3 of employment and training opportunities:

- 1) Clearly indicate Section 3 eligibility on all job postings with the following statement: *“This job is a Section 3 eligible job opportunity. We encourage applications from individuals that are low income and/or live in Public Housing and/or receive a Section 8 voucher”*;
- 2) Include the Section 3 Worker and Targeted Section 3 Worker Self-Certification Form in all job postings;
- 3) Establish a current list of Section 3 eligible applications;
- 4) Contact local community organizations and provide them with job postings for Section workers;
- 5) Advertise job opportunities via social media;
- 6) Advertise job opportunities via flyer distributions, posting ad in common areas of housing developments and all public housing management offices;
- 7) Contact resident councils, and neighborhood community organizations to request their assistance in notifying residents of available training and employment. Opportunities.

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



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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**SECTION 3 WORKER and TARGETED SECTION 3 WORKER CERTIFICATION  
 COMMUNITY DEVELOPMENT FINANCIAL ASSISTANCE  
 Section 3 Business Certification or for New Hires**

Employee Name	Date Hired (Month/Date/Year)
Employee Address	Employee Phone Number
Employee E-Mail	
Job Skills/Worker Classification	

**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:  YES  NO

	Income Limits
<b>FY 2022</b>	43,900
<b>FY 2021</b>	39,300
<b>FY 2020</b> <u>Hired after November 30,</u> <u>2020</u>	39,400

2.

For employees hired after November 30, 2020, please specify if you met the applicable income requirement for the year in which you were hired (based on previous year income):



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3. \_\_\_\_\_ I am a YouthBuild participant

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 YES  NO





4. I am a resident of public housing or a Housing Choice  
Voucher Holder (Section 8)?

YES  NO

**Employee Affirmation**

I affirm that the above statements on his 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.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

What was the date of hire? \_\_\_\_\_



**Section 3 Verification Form  
Current Employees**

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 \_\_\_\_\_



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



The City of Slidell  
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 (effective April 1 of each fiscal year)**

	<b>Income Limits</b>
<b>FY 2022</b>	43,900
<b>FY 2021</b>	39,300
<b>FY 2020</b> <u>Income after November</u> <u>30, 2020</u>	39,400

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:
  - 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.)
  - A YouthBuild participant.



**CDBG Summary Labor Report**

**SECTION A**

Contractor Name And Address:		Project number:	Project Name:	Dollar amount of contract:
		Contact Person And Title:		
		Contact Person Email Address:		
Contractor's License Number And Class:	Federal EIN:			
Do You Currently Qualify As A Section 3 Business Concern? _____ Yes _____ No				

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.

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



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

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%

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

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 non-metropolitan) 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.

SUBCONTRACTING

I certify that to the greatest extent feasible, and consistent with existing Federal, State, local laws and regulations, that we have ensured that subcontracts for work awarded in connection with this Section 3 project will be provided to business concerns that provide economic opportunities to Section 3 workers residing within the City of Slidell and the area in which the project is located.

I certify that where feasible, priority for subcontracting opportunities described in the above paragraph will be 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 to 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 2022 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 B**

Please indicate which of the following strategies you may have used to notify Section 3 workers and Targeted Section 3 of employment and training opportunities:

- 1) Clearly indicate Section 3 eligibility on all job postings with the following statement: *“This job is a Section 3 eligible job opportunity. We encourage applications from individuals that are low income and/or live in Public Housing and/or receive a Section 8 voucher”*;
- 2) Include the Section 3 Worker and Targeted Section 3 Worker Self-Certification Form in all job postings;
- 3) Establish a current list of Section 3 eligible applications;
- 4) Contact local community organizations and provide them with job postings for Section workers;
- 5) Advertise job opportunities via social media;
- 6) Advertise job opportunities via flyer distributions, posting ad in common areas of housing developments and all public housing management offices;
- 7) Contact resident councils, and neighborhood community organizations to request their assistance in notifying residents of available training and employment.



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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date