



CITY OF JANESVILLE

Wisconsin's Park Place

SECTION 3 PLAN

FOR

THE CITY OF JANESVILLE

Creating Economic Opportunities for Persons with Low and Very-Low Income
Levels and Eligible Businesses

City of Janesville, Neighborhood & Community Services Department,

18. N. Jackson Street, P.O. Box 5005, Janesville, WI 53547-5005

Phone: 608-755-3065, www.janesvillewi.gov

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1. Overview of Section 3 Requirements

A. WHAT IS SECTION 3?

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 (12 U.S.C. 1701u) that is regulated by the provisions of 24 CFR 75. Section 3 regulations 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 persons with low- and very low-income levels, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to persons with low- and very low-income levels.

B. PURPOSE OF THIS DOCUMENT

This plan outlines how the City of Janesville and its recipients, contractors, and subcontractors will comply with HUD's Section 3 requirements in implementing the City of Janesville's Community Development Block Grant (CDBG), Home Investment Partnership Program (HOME), and other programs requiring Section 3. The City of Janesville will, to the greatest extent feasible, ensure that employment and other economic opportunities are directed to persons with low- and very low-income levels and to eligible businesses and requires the same of its contractors.

The City of Janesville may amend its Section 3 Policies and Procedures document as necessary to ensure continued compliance with HUD's requirements and/or to reflect updated Section 3 guidance and outreach strategies.

C. APPLICABILITY

For housing and community development financial assistance, this plan applies to housing rehabilitation, housing construction, and other public construction projects that exceed \$200,000 of housing and community development financial assistance from one or more HUD programs. Applicability is determined at the project level.

This plan also applies to projects that include multiple funding sources. Multiple funding source projects include projects that include housing and community development financial assistance for single or multiple recipients, the Lead Hazard Control and Healthy Homes Program, and other programs requiring Section 3.

Section 3 requirements **do not** apply to: 1) Material Supply Contracts - § 75.3(b), 2) Indian and Tribal Preferences - § 75.3(c), and 3) Other HUD assistance and other Federal assistance not subject to Section 3 §75.3 (d). Section 3 does not apply to activities funded through the City of Janesville's PHA, so long as it is operated as a Housing Choice Voucher (HCV) only program.

2. Section 3 Coordinator

The City of Janesville's Section 3 Coordinator serves as the central point of contact for Section 3 compliance for the City of Janesville and its subrecipients, contractors, and subcontractors supporting the program. Subrecipients, contractors, subcontractors, and others are encouraged to reach out to City of Janesville's Section 3 Coordinator with questions regarding Section 3 compliance. The City's Section 3 Coordinator is Housing Services Director, Kelly Bedessem, or her designee. She may be reached at bedessemk@janesvillewi.gov.

3. Employment, Training, and Contracting Goals

A. SAFE HARBOR COMPLIANCE

The City of Janesville will be considered to have complied with the Section 3 requirements and met safe harbor, if they certify that they followed the required prioritization of effort and met or exceeded the Section 3 benchmarks, absent evidence of the contrary.

Prior to the beginning of work, contractors and subcontractors will be required to certify that they will follow the required prioritization of effort for Section 3 workers, Targeted Section 3 workers, and Section 3 business concerns as outlined in Section 3.C. After completion of the project, on the Section 3 Cumulative Report, contractors and subcontractors will be required to certify that they followed the prioritization of effort requirements.

If the contractor and subcontractor does not meet the safe harbor requirements, they must provide evidence that they have made qualitative efforts to assist persons with low and very low-income levels with employment and training opportunities.

B. SAFE HARBOR BENCHMARKS

The City of Janesville has established employment and training goals that subrecipients, contractors, and subcontractors should meet to comply with Section 3 requirements outlined in 24 CFR Part 75.19 for housing and community development financial assistance that are consistent with HUD's established benchmark goals. The safe harbor benchmark goals are as follows:

- 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;

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

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.

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

HUD establishes and updates Section 3 benchmarks for Section 3 workers and/or Targeted Section 3 workers through a document published in the Federal Register, not less frequently than once every 3 years. Benchmarks will be adjusted, as needed, to align with HUD established benchmarks.

It is the responsibility of contractors to implement efforts to achieve Section 3 compliance. Any contractor that does not meet the Section 3 benchmarks must demonstrate why meeting the benchmarks was not feasible and document efforts to provide employment and training opportunities and provide economic opportunities to Section 3 workers. All contractors submitting bids or proposals to the City of Janesville are required to certify that they will comply with the requirements of Section 3.

C. PRIORITIZATION OF EFFORT FOR EMPLOYMENT, TRAINING, AND CONTRACTING

EMPLOYMENT AND TRAINING

Under the City of Janesville's Section 3 Program, contractors and subcontractors should make best efforts to provide employment and training opportunities to Section 3 workers within the metropolitan area in which the project is in the priority order listed below:

- 1) Section 3 workers residing within the service area, or the neighborhood of the project defined in 24 CFR Part 75.5 as being within one-mile radius of the project site, or if fewer than 5,000 people, circle centered on the project containing 5,000 people, and
- 2) Participants in Youth Build programs (i.e., Community Action, Inc.'s Fresh Start Program).

Contractors and subcontractors will be required to certify that they will, and have made best efforts to, follow the prioritization of effort requirements prior to the beginning work and after work is completed.

CONTRACTING

Under the City of Janesville's Section 3 Program, contractors and subcontractors must make their best efforts to award contracts and subcontracts to business concerns that provide economic opportunities to Section 3 workers in the following order or priority:

- 1) Business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area in which assistance is located in the following order of priority (*where feasible*):
 - 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) Youth Build programs (i.e., Community Action, Inc.'s Fresh Start Program).

Contractors and subcontractors will be required to certify that they will, and have made best efforts to, follow the prioritization of effort requirements prior to the beginning of work and after work is completed.

4. Section 3 Eligibility and Certifications

Individuals and businesses that meet Section 3 criteria may seek Section 3 preference from the City of Janesville or its contractors/subcontractors for training, employment, or contracting opportunities. To qualify as a Section 3 worker, Targeted Section 3 worker, or a Section 3 business concern, each must self-certify that they meet the applicable criteria.

Businesses who misrepresent themselves as Section 3 business concerns and report false information to the City of Janesville may have their contracts terminated as default and be barred from ongoing and future considerations for contracting opportunities.

A. SECTION 3 WORKER AND TARGETED SECTION 3 WORKER CERTIFICATION

A Section 3 worker seeking certification shall submit self-certification documentation to the recipient contractor or subcontractor, that the person is a Section 3 worker or Targeted Section 3 worker as defined in 24 CFR Part 75. For the purposes of Section 3 worker eligibility, the City of Janesville will use individual income rather than family/household income to determine eligibility. The income limits will be determined annually using the guidelines published at <https://www.huduser.org/portal/datasets/il.html>.

Persons seeking the Section 3 worker preference shall demonstrate that they meet one or more of the following criteria currently or when hired within the past five years, as documented:

- 1) A resident with low or very low-income levels (the worker's 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 Youth Build participant.

Persons seeking the Targeted Section 3 worker preference shall demonstrate that they meet one or more of the following criteria:

- 1) Employed by a Section 3 business concern 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 Youth Build 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 located in Appendix C to the City of Janesville's Section 3 Coordinator. The certification will remain in effect for one-year or the length of the project in which the individual is seeking Section 3 preference; whichever is longer. Section 3 certifications will be shared with contractors and subcontractors by the Section 3 Coordinator, when training and employment or contracting opportunities are available.

PROJECTS INVOLVING MULTIPLE SOURCES OF FUNDING

In cases where Section 3 covered projects include multiple sources of funds, including public housing financial assistance and housing and community development assistance, the City of Janesville must follow the definition of Targeted Section 3 worker and priorities as outlined in subpart B of Part 75. For housing and community development financial assistance, the City of Janesville may follow either subpart B or subpart C of Part 75.

In cases where Section 3 covered projects include multiple housing and development funding sources (financial assistance) from single or multiple recipients, the City of Janesville will follow subpart C of Part 75. Refer to chart in [Appendix B](#).

B. SECTION 3 BUSINESS CONCERN CERTIFICATION

The City of Janesville will encourage contractors and subcontractors to make their best efforts to award contracts and subcontracts to Section 3 business concerns.

Businesses that believe they meet the Section 3 Business requirements can may self-register in the HUD Business registry, here: <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 percent of the business is owned and controlled by persons with low- or very low-income levels; or

- 2) At least 51 percent of the business is owned and controlled by residents who currently live in Section 8-assisted housing; or
- 3) Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers.

Businesses that seek Section 3 preference shall certify or demonstrate to the City of Janesville, contractors, or subcontractors, that they meet the definitions provided above. Businesses may demonstrate eligibility by submitting the Section 3 Business Concern Certification Form, located in Appendix D, or in another format provided by the City of Janesville.

Section 3 Business Concern Certification Forms must be submitted at the time of bid/proposal. The certification will remain in effect for one-year or the length of the project in which the business concern is seeking Section 3 preference; whichever is longer. Section 3 business certifications may be shared with other contractors and subcontractors or grant partnering agencies (i.e., City of Beloit, Rock County, and Housing Developers) by the Section 3 Coordinator to advance contracting opportunities for Section 3 business concerns.

5. Assisting Contractors with Achieving Section 3 Goals

To assist contractors with meeting or exceeding the Section 3 goals, the City of Janesville will do the following:

- 1) Share Section 3 Plan with contractors and subcontractors and explain policies and procedures.
- 2) Review Section 3 benchmarks and prioritization of effort with contractors and subcontractors to ensure that the goals are understood. ***It is not intended for contractors and subcontractors to terminate existing employees, but to make every effort feasible to meet Section 3 benchmark goals by utilizing existing qualified workforce and by considering qualified eligible Section 3 workers and Targeted Section 3 workers before any other person, when hiring additional employees is needed to complete proposed work to be performed with the applicable HUD program.***
- 3) Meet with contractors to review a list of core employees (including administrative, clerical, planning and other positions pertinent to the construction trades). Require the contractor to present a list of the number of total labor hours, Section 3 worker labor hours, and Targeted Section 3 worker labor hours expected to be generated from the initial contract and a list of projected number of available positions, to include job descriptions and wage rates. Review this information to identify employment opportunities.
- 4) Require contractors to notify Section 3 Coordinator of their interests regarding employment of Section 3 workers prior to hiring (i.e., hiring notices, application processes, etc.).
- 5) Assist contractors in connecting with local organizations who work with, or provide employment training to, potential Section 3 workers.

- 6) Leverage the City of Janesville 's communication outlets (social media, website, etc.) to effectively communicate training, employment and contracting opportunities that arise.

6. Section 3 Outreach

A. OUTREACH EFFORTS FOR EMPLOYMENT AND TRAINING

To educate and inform workers and contractors, the City of Janesville's Section 3 Coordinator will be prepared to provide training and technical assistance on a regular basis according to the program guidelines. When training opportunities are available, contractors and subcontractors should, to the greatest extent feasible:

- 1) Notify the Section 3 Coordinator when training opportunities are available.
- 2) Provide information/handouts about Section 3 training opportunities to potential Section 3 workers and Targeted Section 3 workers.

Contractors and subcontractors should employ several active strategies to notify Section 3 workers and Targeted Section 3 workers of Section 3 job opportunities when hiring, including:

- 1) Clearly indicating 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 have low-income levels and/or receive a Section 8 voucher."
- 2) Including the Section 3 Worker and Targeted Section 3 Worker Self-Certification Form in all job postings and/or include a question on applications to determine eligibility for preference.
- 3) Working with the Section 3 Coordinator to connect Section 3 workers and Targeted Section 3 workers in the City of Janesville's database with opportunities.
- 4) Contacting local community organizations and provide them with job postings for Section 3 eligible applicants; and
- 5) Coordinating a programmatic ad campaign, which results in widespread job posting across diverse ad networks including:
 - a) Advertising job opportunities via social media, including Instagram and Facebook.
 - b) Advertising job opportunities via flyer distributions and mass mailings and/or posting ads in common areas of housing developments and the City of Janesville Housing Services' office.

B. OUTREACH EFFORTS FOR CONTRACTING

When contracting opportunities arise in connection with the applicable HUD programs, the City of Janesville will employ the following strategies to notify Section 3 Business Concerns of Section 3 contracting opportunities, including but not limited to:

- 1) Adding Section 3 language to all RFPs, procurement documents, bid offerings and contracts.
- 2) Designating a Section 3 Coordinator to explain and answer questions related to Section 3 policy.
- 3) Advertising contracting opportunities and notices that provide general information about the work to be contracted and where to obtain additional information in local community papers and/or promote via the City's social media channels.
- 4) Providing written notice of contracting opportunities to all known Section 3 Business Concerns. The written notice will be provided in sufficient time to enable business concerns the opportunity to respond to bid invitations.
- 5) Coordinating with the prime contractor to publicize contracting opportunities for small businesses.
- 6) Coordinating with the City of Janesville's Business/Economic Development Department and all other business assistance agencies and contractor associations to inform them of contracting opportunities and request their assistance in identifying Section 3 business concerns. This could include local community development organizations, business development agencies (Forward Janesville), and minority contracting associations.
- 7) Connecting Section 3 business concerns with resources to support business development to assist in obtaining contracting opportunities (e.g., bonding and insurance assistance, etc.). Contractors will also be encouraged to collaborate with the City of Janesville as subcontract opportunities arise to notify eligible Section 3 business concerns about the contracting opportunities.

7. Section 3 Contracting Policy and Procedure

The City of Janesville will incorporate Section 3 in all procurements generated using HUD funding. This policy and procedure contain requirements for making efforts to award contracts to Section 3 Business Concerns.

All contractors/businesses seeking Section 3 preference must complete a certification identifying themselves as a Section 3 business concern and/or agreeing to comply with the requirements of Section 3, including that they will make best efforts to award contracts and subcontracts to business concerns that provide economic opportunities to Section 3 workers; and will ensure that language is included in any contract or agreement to apply these Section 3 requirements to contractors and subcontractors when submitting a bid.

Supportive documentation for all certifications will be required prior to the execution of a contract award, with requirements identified in the contract document.

As provided in 2 CFR 200.318 C, awards shall only be made to responsible contractors possessing the ability to perform under the terms and conditions of the proposed contract.

8. Section 3 Provisions/Contract Language

The City of Janesville will include standard Section 3 language in its contracts to ensure compliance with regulations in 24 CFR Part 75.

Bidding documents and/or Requests for Proposals shall include the following language, or substantially similar language, along with other applicable federal requirements:

Economic Opportunities for Low- and Very Low-Income Persons in Connection with Assisted Projects. Section 3 of the Housing and Urban Development Act of 1968 (Section 3), 12 U.S.C. 1701u, and the HUD regulations at 24 CFR Part 75, ensure, to the greatest extent feasible, that training, employment, contracting and other economic opportunities be directed to persons with low- and very low-income levels, especially recipients of government assistance for housing, and to businesses that provide economic opportunities to people with low- and very low-income levels where a proposed project is located. The contractor will make best efforts to award contracts and subcontracts to business concerns that provide economic opportunities to Section 3 workers and will include language in any contract or agreement to apply these Section 3 requirements to contractors and subcontractors. The selected contractor will work with the City of Janesville to review the requirements of this regulation to determine specific efforts that will be taken to support Section 3 goals.

Contract documents shall include the language above; however, the last sentence shall be replaced with a statement regarding the business's certification as a Section 3 Business Interest, if applicable, and the outlining of specific expectations regarding the efforts that will be taken to support Section 3 goals.

Contractors and subrecipients are required to include this language in all Section 3 covered contracts or agreements for subcontractors to meet the requirements of 24 CFR Part 75.19 for housing and community development financial assistance.

The City of Janesville will take appropriate actions upon finding that a contractor is in violation of 24 CFR Part 75 and does not knowingly contract with any contractor that has been found in violation of Section 3 regulations. For businesses, noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

9. Reporting Requirements

For Section 3 covered contracts, contractors must submit the Section 3 Performance and Summary Report to the City of Janesville's Section 3 Coordinator with each request for reimbursement, including the final payment request, unless an alternative reporting schedule is mutually agreed upon.

A. PERIODIC REPORTING

- 1) Contractors are required to submit activity reports to City of Janesville's Section 3 Coordinator according to the reporting schedule outlined in the awarded contract/agreement.

B. COMPLETION REPORTING

- 1) Once a project is completed, in conjunction with the final payment request, contractors must submit a final Section 3 cumulative report for the project.
- 2) Upon the completion of a project, the City of Janesville's Section 3 Coordinator will conduct a final review of the project's overall performance and compliance.
- 3) The City of Janesville's Section 3 Coordinator will submit the Section 3 data to HUD according to HUD's reporting requirements.

C. REPORTING ON PROJECTS WITH MULTIPLE FUNDING SOURCES

- 1) For Section 3 projects that include public housing financial assistance and housing and community development financial assistance, the City of Janesville will report on the project as a whole and will identify the multiple associated recipients.
- 2) For projects assisted with funding from multiple sources of housing and community development assistance that exceed the thresholds of \$200,000, the City of Janesville will follow subpart C of Part 75 and will report to the applicable HUD program office, as prescribed by HUD.

10. Internal Section 3 Complaint Procedure

To resolve complaints generated due to non-compliance through an internal process, the City of Janesville should encourage submittal of such complaints to its Section 3 Coordinator as follows:

- 1) Complaints of non-compliance should be filed in writing and must contain the name of the complainant and a brief description of the alleged violation of 24 CFR Part 75.
- 2) Complaints must be filed within sixty (60) calendar days after the complainant becomes aware of the alleged violation.
- 3) An investigation will be conducted to determine if the complaint is valid. The City of Janesville will conduct an informal, but thorough investigation affording all interested parties, if any, an opportunity to submit testimony and/or evidence pertinent to the complaint.

- 4) The City of Janesville will provide written documentation detailing the findings of the investigation. The City of Janesville will review the findings for accuracy and completeness before it is released to complainants. The findings will be made available no later than ninety (90) days after the filing of the complaint.
- 5) If complainants wish to have their concerns considered outside of the City of Janesville, a complaint may be filed with the Milwaukee HUD field office and must be received within 180 days from the date of action or omission. These offices can be found through the HUD website, www.hud.gov/.

Complainants may be eligible to bring complaints under other federal laws. The U.S. Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information (medical history or predisposition to disease). For more information about complainant rights, please contact EEOC at: www.EEOC.gov.

The Department of Labor Office of Federal Contract Compliance Programs (OFCCP) enforces, for the benefit of job seekers and wage earners, the contractual promise of affirmative action and equal employment opportunity required of those who do business with the Federal government. More information about the services they provide can be obtained at: <http://www.dol.gov/ofccp/>.

11. Appendices

APPENDIX A: DEFINITIONS

The terms *HUD*, *Public housing*, and *Public Housing Agency (PHA)* are defined in 24 CFR part 5.

The following definitions also apply to 24 CFR Part 75 HUD's Economic Opportunities for Low-and Very Low-Income Persons:

1937 Act means the United States Housing Act of 1937, 42 U.S.C. 1437 *et seq. activities related to Public Housing*

Contractor means any entity entering a contract with:

- (1) A recipient to perform work in connection with the expenditure of public housing financial assistance or for work in connection with a Section 3 project: or
- (2) A subrecipient for work in connection with a Section 3 project.

Labor hours means the number of paid hours worked by persons on a Section 3 project or by persons employed with funds that include public housing financial assistance.

Low-income person means a person as defined in Section 3(b)(2) of the 1937 Act, at or below 80% AMI. Note that Section 3 worker eligibility uses individual income rather than family/household income.

Material supply contracts means contracts for the purchase of products and materials, including, but not limited to, lumber, drywall, wiring, concrete, pipes, toilets, sinks, carpets, and office supplies.

Professional services means non-construction services that require an advanced degree or professional licensing, including, but not limited to, contracts for legal services, financial consulting, accounting services, environmental assessment, architectural services, and civil engineering services.

Public housing financial assistance means assistance as defined in 24 CFR Part 75.3(a)(1).

Recipient means any entity that receives directly from HUD public housing financial assistance or housing and community development assistance that funds Section 3 projects, including, but not limited to, any State, local government, instrumentality, PHA, or other public agency, public or private nonprofit organization.

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

Section 3 business concern as defined in 24 CFR 75.5 means:

- (1) A business concern meeting at least one of the following criteria, documented within the last six-month period;
 - (i) It is at least 51 percent owned and controlled by low- or very low-income persons;
 - (ii) Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or
 - (iii) It 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;
- (2) The status of a Section 3 business concern shall not be negatively affected by a prior arrest or conviction of its owner(s) or employees;

(3) Nothing in this part shall be construed to require the contracting or subcontracting of a Section 3 business concern. Section 3 business concerns are not exempt from meeting the specifications of the contract.

Section 3 Coordinator is a person tasked with overseeing all Section 3 responsibilities for the PHA/CD office.

Section 3 project means a site or sites together with any buildings and improvements located on the site(s) that are under common ownership management and financing as defined in 24 CFR Part 75.3(a)(2).

Section 3 worker means:

(1) Any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented:

(i) The worker's income for the previous or annualized calendar year is below the income limit established by HUD;

(ii) The worker is employed by a Section 3 business concern;

(iii) The worker is a Youth Build participant;

(2) The status of a Section 3 worker shall not be negatively affected by a prior arrest or conviction;

(3) Nothing in this part shall be construed to require the employment of someone who meets this definition of a Section 3 worker. Section 3 workers are not exempt from meeting the qualifications of the position to be filled.

Section 8-assisted housing refers to housing receiving project-based rental assistance or tenant-based assistance under Section 8 of the 1937 Act.

Service area or the neighborhood of the project means 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, 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.

Small PHA means a public housing authority that manages or operates fewer than 250 public housing units.

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 the expenditure of public housing financial assistance or for a Section 3 project.

Subrecipient has the meaning provided in the applicable program regulations or in 2 CFR 200.93.

Targeted Section 3 worker has the meanings provided in 24 CFR Part 75.11, 75.21, or 75.29, and does not exclude an individual that has a prior arrest or conviction.

Very low-income person means the definition for this term set forth in section 3(b)(2) of the 1937 Act (at or below 50% AMI).

Youth Build programs refers to Youth Build programs receiving assistance under the Workforce Innovation and Opportunity Act (29 U.S.C. 3226).

APPENDIX B: MULTIPLE FUNDING SOURCES - CHART

TYPE OF FINANCIAL ASSISTANCE	DEFINITIONS *TARGETED SECTION 3 WORKER	THRESHOLDS	PRIORITIZATION	REPORTING
Public Housing and Housing and Community Development	<p>PHA – must follow subpart B of Part 75</p> <p>HCD – may follow subpart B or C of Part 75</p>	<p>None</p> <p>*Any amount of PH assistance triggers Section 3</p>	<p>PHA – must follow subpart B of Part 75</p> <p>HCD – may follow subpart B or C of Part 75</p>	<p>PHA – must follow subpart B of Part 75</p> <p>HCD – may follow subpart B or C of Part 75</p> <p>Both - Must report on project as a whole and identify the multiple associated recipients</p>
<p>Multiple Sources of Housing and Community Development <i>(single or multiple recipients)</i></p>	<p>Must follow subpart C of Part 75</p>	<p>Exceeds \$200,000 for Section 3 projects</p> <p>*LHCHHP exceeds \$100,000</p>	<p>Must follow subpart C of Part 75</p>	<p>Must follow subpart C of Part 75</p> <p>Must report on project as a whole and identify the multiple associated recipients</p> <p>Must report to the applicable HUD program office, as prescribed by HUD</p>



Section 3 Worker Certification Form

The purpose of this form is to comply with Section 3 of the HUD Act of 1968 self-certification income requirements. To count as a Section 3 individual, any legal resident of the United States annual income must not exceed the HUD income limits for the year before they were hired, or, the individual's current year income annualized for the year they are being confirmed as low-income.

Print Full Name: _____

Address: _____

Phone: _____ Email: _____

To qualify as a Section 3 Person, you must meet one of the standards in the brackets below and your individual annual income must not exceed the number in the box below.

Check only one box below that describes your situation:

_____ I am a City of Janesville Rent Assistance (Section 8) Program Participant.

_____ My employer will certify that I am employed by a Section 3 business.

_____ I am a current Fresh Start participant.

_____ I am a person with low or very low-income residing within the Janesville-Beloit MSA. The Janesville-Beloit, WI MSA contains all Cities, Villages, Towns and Unincorporated areas of Rock County, WI.

My Individual Annual Income does not exceed: \$48,350*

I hereby certify to the US Department of Housing and Urban Development (HUD) that all the information on this form is true and correct. I attest under penalty of perjury that my total income is as shown above, and that proof of this information may be requested. If found to be inaccurate, I understand that I may be disqualified as an applicant and/or a certified Section 3 individual. Finally, I authorize including my name on a list of Section 3 Residents seeking employment and to include my contact information so that contractors may contact me directly for any employment opportunities.

Signature: _____

Date: _____



Section 3 Business Concern Certification Form

The purpose of this form is to comply with Section 3 of the HUD Act of 1968 Business Certification requirements. To count as a Section 3 Business your company/firm must meet one of the listed categories below. Each category requires additional supporting documentation, which must be provided with this form to be certified as a Section 3 business concern. If this form is submitted without the required supplemental data, your certification will not be processed.

CATEGORY	DOCUMENTATION REQUIRED	YOUR ELECTION
A business at least 51 percent owned by low- or very low-income persons;	Proof of ownership showing all owners and their percentages and a completed Section 3 Individual Certification form for all owners with low- and very low-income levels.	<div style="text-align: right;">←</div> I N I T I A L H E R E
Over 75 percent of the labor hours performed for the business are performed by persons with low- or very low-income levels; or	Provide the last 90 days full payrolls for the entire company, make a list of the names from the payrolls of the Section 3 workers, and provide a completed Section 3 Individual Certification for all low- and very low- income workers you list.	
It is a business at least 51 percent owned by residents who currently live in Section 8-assisted housing.	Proof of ownership showing all owners and their percentages and a Section 3 Individual Self-Certification form for all Section 8 owners.	

I hereby certify to the US Department of Housing and Urban Development (HUD) that all the information on this form is true and correct. I attest under penalty of perjury that my business meets the elected definition and understand proof of this information may be requested. If found to be inaccurate, I understand that I may be disqualified as a certified Section 3 business.

Full Name: _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

Email: _____ Phone: _____