**Section 3 Reporting Template**

Complete highlighted sections and upload in this template to the miscellaneous attachments section in Intelligrants, for *each completed project* ***at time of completion***

**Community, Project Name and Program Year:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Type** (housing rehabilitation, housing construction, barrier removal, demolition, other public buildings, facilities, or infrastructure): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| Total Labor Hours | Provide # | Calculated Percentage of Total | Safe Harbor Benchmark Met (y/n) |
|  | (y/n) |
| Section 3 Worker Hours | Provide #  | Sect. 3 hours/total hours | (y/n) |
| Targeted Section 3 Woker Hours  | Provide # | Sect. 3 hours/total hours | (y/n) |

**Nature of Agency Efforts**

This section is required if, based on the labor hours reporting above, the reporting agency did not meet the safe harbor benchmarks. Check all that apply. Maintain records available for HUD review to document any efforts checked.

|  |  |
| --- | --- |
|  | Outreach efforts to generate job applicants who are Public Housing Targeted Workers |
|  | Outreach efforts to generate job applicants who are Other Funding Targeted Workers. |
|  | Direct, on-the job training (including apprenticeships) |
|  | Indirect training such as arranging for, contracting for, or paying tuition for, off­ site training. |
|  | Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching). |
|  | Outreach efforts to identify and secure bids from Section'3 business concerns |
|  | Technical assistance to help Section 3 business concerns understand and bid on contracts. |
|  | Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns. |
|  | Provided or connected residents with assistance in seeking employment including drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services. |
|  | Held one or more job fairs. |
|  | Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation. |
|  | Assisted residents with finding childcare. |
|  | Assisted residents to apply for or attend community college or a four-year educational institution. |
|  | Assisted residents to apply for or attend vocational/technical training. |
|  | Assisted residents to obtain financial literacy training and/or coaching, |
|  | Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns. |
|  | Provided or connected residents with training on computer use or online technologies |
|  | Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses. |
|  | Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act. |
|  | Other – Specify: |

 **V1**

**Safe Harbor Benchmarks**

Per the Benchmark Notice, the current benchmarks that apply for a Section 3 project (assisted

under HUD programs that provide housing and community development financial assistance

where the amount of assistance to the project exceeds a threshold of $200,000) are:

a. Benchmark 1: Twenty-five (25) percent or more of the total number of labor hours worked by all workers on a Section 3 project must be done by Section 3 workers - Section 3 Labor Hours/Total Labor Hours = 25%

and

b. Benchmark 2: Five (5) percent or more of the total number of labor hours worked by all workers on a Section 3 project must be done by Targeted Section 3 workers - Targeted Section 3 Labor Hours/Total Labor Hours = 5%