

Tuscaloosa Housing Authority Section 3 Policy

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STATEMENT OF PURPOSE

The purpose of Section 3 of the Housing and Urban Development Act of 1968, as in the *Federal Register* at 85 FR 61524 (codified at 24 CFR Part 75), 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 toward low and very low-income persons, and to businesses that provide economic opportunities to low and very low-income persons.

As a recipient of federal funds, the Tuscaloosa Housing Authority (THA) shall comply with Section 3 requirements set forth at 24 CFR 75 of the federal regulation which states that, **to the greatest extent possible**, businesses and employers working on HUD-funded projects must make a good faith effort to train and employ low-income individuals living in the local area and also to contract with businesses owned by or that employ Section 3 workers.

THA's Section 3 Policy is expressed in this statement of purpose, benchmark goals, and preference priority categories. THA will incorporate Section 3 in THA's Procurement Policy and Procedures, which may be amended to verify that the policy requirements are being met or to bring about efficiencies in the implementation of the program based on the practice and experience of administering the program.

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DEFINITIONS

CONTRACTOR: Any entity which contracts to perform work generated by the expenditure of Section 3 covered assistance, or for work in connection with a Section 3 covered project.

EXCLUDED CONTRACTS: Contracts for supplies and deliveries are excluded from Section 3. Professional Service Contracts are also excluded from Section 3; these include legal services, accounting services, financial consulting, environmental assessment, architectural services, and civil engineering services, and any other professional service that requires an advanced degree or professional license and considered as “non-construction services.”

LABOR HOURS: 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 AND VERY LOW-INCOME: Low and very low-income limits are defined in Section 3(b)(2) of the Housing Act of 1937 and are determined annually by HUD. These limits are typically established at 80 percent and 50 percent of the area median individual income. HUD income limits may be obtained from: <https://www.huduser.gov/portal/datasets/il.html>.

PUBLIC HOUSING FINANCIAL ASSISTANCE: Section 3 applicability for Public Housing funding includes funding for operation, maintenance and development construction, and rehabilitation.

RECIPIENT: 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, Public Housing Authority (PHA), or other public agency, public or private nonprofit organization.

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

SECTION 3 CLAUSE: The contract provisions and sanctions set forth in 24 CFR 135.38.

SECTION 3 COVERED ACTIVITY: Any activity that is funded by Section 3 covered assistance including Public Housing assistance as defined in § 75.3(a)(1).

SECTION 3 BUSINESS CONCERN: A Section 3 business concern meets at least one of the following criteria, as documented within the last six months:

- A. A business that is 51% or more owned or controlled by low or very low – income persons; or
- B. Over 75% of the labor hours performed for the business are performed by low or very low-income persons or Youthbuild participants; or
- C. A business that is 51% or more owned and controlled by current public housing residents or Housing Choice Voucher (HCV) participants;

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SECTION 3 WORKER: Any worker who currently fits, or within the past 5 years of hiring fits, and provides certification as meeting at least one of the following categories:

- A. The worker's annualized income for previous or projected current calendar year is below HUD income limits;
- B. The worker is employed by a Section 3 Business Concern; or
- C. The worker is a Youth Build participant.

TARGETED SECTION 3 WORKER: Any worker who meets, and provides certification as meeting one of the following categories:

- A. A worker employed by a Section 3 business; or
- B. Currently fits or when hired fit at least one of the following categories, as documented within the past five years:
 - a. A public housing resident or Housing Choice Voucher (HCV) Section 8 participant; or
 - b. A resident of other housing assisted by THA or in THA's management portfolio; or
 - c. A Youthbuild participant.

SECTION 3 COVERED CONTRACT: A contract or subcontract awarded by a recipient or contractor for work generated by the expenditure of public housing financial assistance or for work arising in connection with a Section 3 project.

SECTION 3 PROJECT: Is defined in § 75.3(a)(2), and includes 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.

SUB-CONTRACTOR: 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.

YOUTHBUILD PROGRAMS: Refers to programs that receive assistance under the Workforce Innovation and Opportunity Act (29 U.S.C. 3226), and provide disadvantaged youth with opportunities for employment, education, leadership development, and training in the construction or rehabilitation of housing for homeless individuals and members of low and very-low income families.

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PRIORITIZATION OF EFFORTS

The purpose of Section 3 of the Housing and Urban Development Act of 1968 (Section 3) is to provide employment and training, and contracting opportunities for low and very low-income persons and the businesses that substantially employ them through HUD grants and funding programs.

THA has established the following Prioritization of Efforts categories to comply with HUD's strategic goal of ensuring that Section 3 funding is used to identify, hire, and train low-income populations, and to promote advancements in economic prosperity for low and very low-income individuals.

Contractors are asked to consider Section 3 compliance in the following order: I.) Employment and Training of Section 3 workers and II.) Contracting with Section 3 Businesses.

I. EMPLOYMENT AND TRAINING

Consistent with existing federal, state, and local laws and regulations, THA, and their contractors, must make their best efforts to provide employment and training opportunities generated by the public housing financial assistance to Section 3 workers in the following order of priority:

- To residents of the public housing projects for which the public housing financial assistance is expended;
- To residents of other public housing projects managed by the PHA that is providing the assistance or for residents of HCV Section 8-assisted housing managed by the PHA;
- To participants in YouthBuild programs; and
- To low and very low-income persons residing within the metropolitan area (or nonmetropolitan county) in which the assistance is expended.

II. CONTRACTING

Consistent with existing federal, state, and local laws and regulations, THA, and their contractors, 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 of priority:

- To Section 3 business concerns that provide economic opportunities for residents of the public housing projects for which the assistance is provided;

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- To Section 3 business concerns that provide economic opportunities for residents of other public housing projects or HCV Section-8 assisted housing managed by the PHA that is providing the assistance;
- To YouthBuild programs; and
- To Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the assistance is provided.

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BENCHMARK GOALS

For contracts funded with public housing financial assistance, THA would meet the safe harbor benchmark goal 1) by certifying compliance with Prioritization of Efforts in the new §75.9, and 2) by meeting or exceeding Section 3 benchmarks as found in 24 CFR Part 75(B) for total number of labor hours worked by Section 3 workers **AND** by Targeted Section 3 workers in the THA fiscal year.

TOTAL HOURS WORKED:

1. The Benchmark Goal for Section 3 workers is set at 25%. Therefore 25% or more of the total number of labor hours worked by all workers employed with public housing financial assistance within THA's fiscal year must be Section 3 workers;

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

AND

2. The Benchmark Goal for Targeted Section 3 workers is set at 5%. Therefore 5% or more of the total number of labor hours worked by all workers employed with public housing financial assistance within THA's fiscal year must be Targeted Section 3 workers;

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

For Other Section 3 Projects, THA would meet the safe harbor benchmark goal 1) by certifying compliance with Prioritization of Efforts in the new §75.19, and 2) by meeting or exceeding Section 3 benchmarks as found in 24 CFR Part 75(C) for total number of labor hours worked by Section 3 workers **AND** by Targeted Section 3 workers in the on each project.

TOTAL HOURS WORKED:

1. The Benchmark Goal for Section 3 workers is set at 25%. Therefore 25% or more of the total number of labor hours worked by all workers on each Section 3 project must be Section 3 workers;

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

AND

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2. The Benchmark Goal for Targeted Section 3 workers is set at 5%. Therefore 5% or more of the total number of labor hours worked by all workers on a Section 3 project must be Targeted Section 3 workers;

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

Other Section 3 Projects include those with more than \$200,000 in funding from housing and community development financial assistance programs.

Recipients will be considered to have complied with the Section 3 requirements and met the safe harbor, in the absence of evidence to the contrary, if they certify that they have followed the required prioritization of effort and met or exceeded the applicable Section 3 benchmarks.

If a recipient agency or contractor does not meet the benchmark requirements but can provide evidence that they have made a number of qualitative efforts to assist low and very low-income persons with employment and training opportunities, the recipient or contractor is considered to be in compliance with Section 3, absent evidence to the contrary (i.e., evidence or findings obtained from a Section 3 compliance review).

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COMPLIANCE REPORTING

As a recipient of Public Housing Financial Assistance, THA must ensure that economic opportunities are generated from HUD funds, using “to the greatest extent feasible” or “best effort,” for low and very low-income persons. THA, and along with its contractors, must make a reasonable effort to recruit, target, and direct economic opportunities to Section 3 workers, Targeted Section 3 workers, and Section 3 businesses.

THA is required to keep records and documentation certifying compliance with Section 3 benchmarks, and with Prioritization of Efforts.

COMPLIANCE REPORTING

THA must report annually to HUD in a manner consistent with reporting requirements for the applicable HUD program. THA will be considered to be in compliance with Section 3 Safe Harbor 1) by certifying compliance with Prioritization of Efforts in §75.9, and 2) by meeting the established Benchmark Goals for Section 3 and Target Section 3 workers.

If reporting indicates that THA has not met the Section 3 Benchmarks, then THA must report in a method on the qualitative nature of its activities and those its contractors and subcontractors pursued per 24 CFR § 75.15(b) and § 75.25(b).

Such qualitative efforts may, for example, include but are not limited to the following:

- Employed Section 3 workers who worked less than 25% of the total number of labor hours worked by all workers employed on the project.
- Employed Targeted Section 3 workers who worked less than 5% of the total number of labor hours worked by all workers employed on the project.
- Engaged in outreach efforts to generate job applicants who are Targeted Section 3 workers.
- Provided training or apprenticeship opportunities.
- Provided technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).
- Provided or connected Section 3 workers with assistance in seeking employment including: drafting resumes, preparing for interviews, and finding job opportunities connecting residents to job placement services.
- Held one or more job fairs.
- Provided or referred Section 3 workers to services supporting work readiness and retention (e.g., work readiness activities, interview clothing, test fees, transportation, childcare).
- Provided assistance to apply for/or attend community college, a four-year educational institution, or vocational/technical training.
- Assisted Section 3 workers to obtain financial literacy training and/or coaching.

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- Engaged in outreach efforts to identify and secure bids from Section 3 business concerns.
- Provided technical assistance to help Section 3 business concerns understand and bid on contracts.
- Divided contracts into smaller jobs to facilitate participation by Section 3 business concerns.
- Provided bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
- Promoted use of business registries designed to create opportunities for disadvantaged and small businesses.
- Outreach, engagement, or referrals with the state one-stop system as defined in Section 121(e)(2) of the Workforce Innovation and Opportunity Act

Please note that it is important to document efforts made to comply with Section 3. Files should illustrate attempts to meet Section 3 benchmarks. The mere existence of a Section 3 Action Plan is not sufficient. Affirmative attempts to reach Section 3 goals must be made.

TARGETED SECTION 3 WORKER AND CERTIFICATION

A Targeted Section 3 worker is any worker who meets, and provides certification as meeting one of the following categories:

- A. A worker employed by a Section 3 business; **OR**
- B. Currently fits or when hired fit at least one of the following categories, as documented within the past five years:
 - a. A public housing resident or HCV participant; or
 - b. A resident of other housing assisted by THA or in THA's management portfolio; or
 - c. A Youthbuild participant.

The Targeted Section 3 Certification Form included in the Appendix can be used to document the status of a Targeted Section 3 worker. The status of a Targeted Section 3 worker shall not be negatively affected by a prior arrest or conviction. Nothing in this part shall be construed to require the employment of someone who meets this definition of a Targeted Section 3 worker. Targeted Section 3 workers are not exempt from meeting the qualifications of the position to be filled.

SECTION 3 WORKER AND CERTIFICATION

A Section 3 worker is defined as any worker who 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; or
- c. The worker is a Youth Build participant.

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The Section 3 Certification Form included in the Appendix can be used to document the status of a Section 3 worker. The status of a Section 3 worker shall not be negatively affected by a prior arrest or conviction. 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 3 BUSINESS CONCERNS AND CERTIFICATION

A Business Concern, as documented within the last six-month period of the contract, is a business that meets at least one of the following criteria:

- a. Is at least 51% or more owned and controlled by low or very low-income persons;
- b. Over 75% of the labor hours performed for the business are performed by Section 3 workers; or
- c. Is at least 51% or more owned and controlled by current public housing residents or residents who currently live in HCV Section 8-assisted housing.

Businesses that consider themselves as a Section 3 Business Concern can self-certify by visiting the HUD Section 3 Business Registry Website: <http://www.hud.gov/Sec3Biz>. THA can accept the completed self-certification form as long as THA does not have reason to doubt the business' eligibility. 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. 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.

PROOF OF QUALIFICATIONS

In accordance with the regulation, residents and business concerns seeking Section 3 preference shall certify, or submit evidence to the recipient, contractor, subcontractor or sub-recipient (if requested) verifying that they meet the definitions provided above for Section 3 worker, Target Section 3 worker, and Section 3 Business.

THA can use their discretion for determining the type of verification that is required by prospective Section 3 workers and business concerns. Some examples include proof of residency in a public housing authority; proof of federal subsidies for housing, food stamps, or unemployment benefits; and payroll data or other relevant business information.

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

Qualifying as a Section 3 businesses does not mean that the business will be selected if it meets the technical requirements of the bid, regardless of bid price.

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CONTRACTOR COMPLIANCE

Contractors will be required to comply with the Prioritization of Efforts for each contract.

Priority I. Employment and Training Compliance: Contractors will be considered to be in compliance by meeting the 25% and 5% Benchmark Goals for each project (See Page 8), or by providing evidence that they have made a number of qualitative efforts to assist low and very low-income persons with employment and training opportunities.

Priority II. Contracting Compliance: Contractors will be considered to be in compliance by providing documentation of contracting with Certified Section 3 Business Concerns, or by providing evidence that they have made a number of qualitative efforts to contract with Section 3 Businesses.

As part of each bid or proposal submitted, the contractor must document their workforce by position. Such information will be verified at the commencement of the contract.

Contractors will be required to submit the Targeted/ Section 3 Worker Tracking Form (See Appendix) with weekly payrolls to clearly identify the Section 3 hires. The contractor must comply with the Section 3 requirement throughout the life of the contract. THA will periodically audit this information. Failure to comply with the weekly submittal of payroll shall result in the termination of the contract.

Contractors employing Targeted Section 3 Workers, Section 3 Workers, and Section 3 Business Concerns must obtain and provide documentation to demonstrate such for meeting Section 3 goals.

PROFESSIONAL SERVICES

In the final rule, HUD is amending the professional services definition to clarify that only non-construction services that require an advanced degree or professional licensing, rather than all non-construction services, are excluded from Section 3.

HUD wants to ensure the final rule emphasize the statutory requirement to prioritize low and very low-income workers, and provides this category of exempted workers from reporting given the challenge to hire low and very low-income workers in jobs that require such degrees and licensing.

BID OR PROPOSAL EVALUATION

Contractors who fail to address Section 3 requirements in Bid or Proposal Evaluations will be deemed nonresponsive. This means that in the proposal or bid documents submitted to THA, the

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Contractor's Section 3 Clause Compliance Commitment and Section 3 Participation Election Form must be completed including applicable attachments and supporting documentation.

After written notice from THA specifying the defects in the Section 3 information, contractors will be given no more than 5 business days to complete the form and provide all required documents. Failure to respond within the 5 days will result in THA declaring the bidder or respondent as non-responsive. The contract or bid will then be awarded to the next lowest bidder or to the respondent with the next highest score. Where the selection is a qualifications based procurement, THA will award to the firm that is the next highest ranked.

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APPENDIX FORMS

- A. Targeted Section 3 Worker Certification
- B. Section 3 Worker Certification
- C. Targeted/ Section 3 Worker Tracking Form
- D. Section 3 Permanent Workforce Form
- E. Section 3 Business Concern Self-Certification: <http://www.hud.gov/Sec3Biz>
- F. Section 3 Bid or Proposal Compliance Forms
 - a. Section 3 Clause Compliance Commitment
 - b. Section 3 Participation Election Form

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Targeted Section 3 Worker Certification Form

A Targeted Section 3 Worker seeking the preference in training and employment provided by this part shall certify or submit evidence to the recipient contractor or subcontractor that the person is a Targeted Section 3 Worker, as defined in Section 24 CRF 75.

Print Name

Please check at least one option:

_____ I am employed by a Section 3 business concern.

OR within the past 5 years:

_____ I am a public housing resident or HCV Section 8 Resident of THA.

_____ I am a resident of other housing assisted by THA or in THA's management portfolio.

_____ I am a YouthBuild participant.

The status of a Targeted Section 3 worker shall not be negatively affected by a prior arrest or conviction. Nothing in this part shall be construed to require the employment of someone who meets this definition of a Targeted Section 3 worker. Targeted Section 3 workers are not exempt from meeting the qualifications of the position to be filled.

I hereby certify that the information provided by me to be true and correct and understand any falsification of any of the information could subject me to disqualification from participation and punishment under the law.

Signature

Date

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Section 3 Worker Certification Form

A Section 3 Worker seeking the preference in training and employment provided by this part shall certify or submit evidence to the recipient contractor or subcontractor that the person is a Section 3 Worker, as defined in Section 24 CRF 75.

Print Name

Please check at least one option:

_____ My annual income for the previous year or projected current year is below the HUD Low Income Individual Median Income (80%). I have attached a copy of the HUD income limits obtained from <https://www.huduser.gov/portal/datasets/il.html> for the year in which I comply.

_____ I am employed by a Section 3 business concern.

_____ I am a YouthBuild participant.

The status of a Section 3 worker shall not be negatively affected by a prior arrest or conviction. 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.

I hereby certify that the information provided by me to be true and correct and understand any falsification of any of the information could subject me to disqualification from participation and punishment under the law.

Signature

Date

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TARGETED SECTION 3 AND SECTION 3 WORKER TRACKING FORM

*This form can be submitted with each weekly payroll

For Week Ending: _____

Name of Employee INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SSN)	Worker Classification/ Job Title	Targeted Section 3 Workers Yes or No	Section 3 Workers Yes or No	Total Labor Hours Worked

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CONTRACTOR PERMANENT WORKFORCE FORM

This form is used to certify employees defined as Section 3 Workers hired within the last 5 years.
This form may be compared to submitted payrolls for cross referencing purposes.

Project Name: _____ Name of Contractor: _____

Address: _____ Date: _____

Employee Name	Job Title	Certified Section 3 Worker		Monthly Salary	Salary Below 80% of Median Income	
		YES	NO		YES	NO

I certify that the above listed are employees of _____. I certify the above employees are on our payroll and have their W-2 tax forms for our records. These records will be available for the above referenced project for verification purposes. I understand that falsifying information is perjury and subject to legal ramifications.

Print Name

Signature

Date

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SECTION 3 CLAUSE COMPLIANCE COMMITMENT

All Section 3 covered contracts shall include the following cause (referred to as the Section 3 Clause):

- A. The work to be performed under this contract 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.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 75, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor'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.
- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 75, 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 CFR part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75.
- F. 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.
- G. 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 this contract. 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 sub contracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract 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).

Acknowledged:

For: _____
Company Name

By: _____

Date: _____

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SECTION 3 PARTICIPATION ELECTION FORM

The purpose of Section 3 of the Housing and Urban Development Act of 1968, as in the *Federal Register* at 85 FR 61524 (codified at 24 CFR Part 75), 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 toward low and very low-income persons, and to businesses that provide economic opportunities to low and very low-income persons. THA's Section 3 policy, which is consistent with the federal Section 3 requirements, has procedures to assist grant recipients, contractors and subcontractors in understanding and complying with Section 3 requirements.

How will your company fulfill its Section 3 Requirement?

(Please check only one option)

_____ Certified Section 3 Business (Include Certification)

_____ Priority I – Hiring Section 3 Workers

_____ Priority II – Contracting with Section 3 Businesses

By signing below, the contractor hereby agrees to comply with the selected Section 3 requirements indicated above.

Name: _____

Company: _____

Address: _____

Phone No: _____

Email Address: _____

Authorized By: _____