MSHDA
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
735 E. Michigan Ave.
P.O. Box 30044
Lansing, MI 48909

Monthly HUD Section 3 Reporting Form

Project Name: _____

City/Town: _____

Subcontractor: _____

Form Completed By: _____

Title: _____

General Contractor: _____

Date: _____

Labor Hours

All contractors and subcontractors must track all workforce labor hours spent on the project (not just Section 3 worker hours). HUD has set benchmarks/goals for Section 3 projects: 25% of the labor hours worked should be by Section 3 Workers; and 5% of the labor hours worked should be by Targeted Section 3 Workers. If a project cannot meet these benchmark/goals Part 2 of this form will need to be completed and indicate other efforts made to achieve the goals of Section 3.

Total Labor Hours

Section 3 Target Worker Hours

Section 3 Worker Hours

(*see definitions at end of document)*

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Efforts Made to Reach Section 3 Workers

This section is required if, based on the labor hours above, the reporting project did not meet the safe harbor benchmarks. Check all that apply.

- ☐ 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 can provide direct services or referrals.

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- ☐ 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 education 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.
- ☐ Other Specify: _____

Please provide detailed information on any other efforts made to reach Section 3 workers. All documentation of efforts made, and qualification of Section 3 workers must be maintained and be part of the project documentation record. This information must be made available upon request for HUD review.

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Definitions

***Targeted Section 3 worker* means:**
A Targeted Section 3 worker for public housing financial assistance means a Section 3 worker who is:
(1) A worker employed by a Section 3 business concern; or
(2) 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, as defined in 24 CFR § 75.5; or
(ii) A YouthBuild participant

If a contractor or subcontractor hires a worker who qualifies as a Targeted Section 3 worker at the time of hire that documentation should be maintained as their work hours can be claimed as a Targeted Section 3 worker for 5 years from that date.

***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 YouthBuild 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

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this definition of a Section 3 worker. Section 3 workers are not exempt from meeting the qualifications of the position to be filled.

If a contractor or subcontractor hires a worker who qualifies as a Section 3 worker at the time of hire, that documentation of that worker's Section 3 status should be maintained as their work hours can be claimed as a Section 3 worker for up to 5 years from that date.