

# EXHIBITS TO SECTION 3 PROCEDURES

- Exhibit 1: Certificate of Section 3 Compliance & Section 3 Clause (insert in all contracts subject to Section 3)
- Certificate of Section 3 Compliance: Must be completed by all entities involved in the project.
  - Section 3 Clause: Must be included in all Section 3-Covered Contracts
- Exhibit 2: Section 3 Program Documentation / Forms
- Exhibit 2-A – Section 3 Business and Employment Notice If hiring employees or contractors
- To be read and used as guidance.
- Exhibit 2-B –Section 3 Plan of Action
- Must be completed by each contractor or subcontractor who has a contract of \$100,000 or more. (If a change order during the contract puts a contractor or sub-contractor over \$100,000, Section 3 will apply.)
- Exhibit 2-C - Section 3 Proposed Subcontracts Breakdown
- Must be completed by each contractor or subcontractor who has a contract of \$100,000 or more. (if a change order during the contract puts a contractor or sub-contractor over \$100,000, Section 3 will apply.)
- Exhibit 2-D - Section 3 Estimated Project Workforce Breakdown
- Must be completed by contractor or subcontractor who has a contract of \$100,000 or more. (If a change order during the contract puts a contractor or sub-contractor over \$100,000, Section 3 will apply.)
- Existing Employee List- Includes ALL employees of company
- Must be completed by each contractor or subcontractor who has a contract of \$100,000 or more. (If a change order during the contract puts a contractor or sub-contractor over \$100,000, Section 3 will apply.)
- Interview Log & New Hire Summary
- If the contractor or subcontractor interviews or hires for the project, this MUST be completed and returned.
- Section 3 Eligible Persons Certification
- Anyone interviewed or hired MUST complete and return even if he/she is not hired. This demonstrates that the contractor or subcontractor has conducted due diligence in interviewing or hiring a Section 3 Eligible Person. *\*\*\*Income guidelines are posted in Procorem\*\*\**
- Exhibit 2-E - Section 3 Business Certification
- If your business is classified as a Section 3 Business, this form must be completed and submitted. If you do not know if your business qualifies as a Section 3 Business, visit the HUD web page:
    - <https://portalapps.hud.gov/Sec3BusReg/BRegistry/AmlSection3.action>
    - <https://portalapps.hud.gov/Sec3BusReg/BRegistry/What>
- Exhibit 3: Section 3 Summary Report Form
- Completed annually for each project by each contractor or subcontractor contractually affiliated with the project with an amount of \$100,000 or more; compliance dates are 7/1 to 6/30 annually.