OCCD | Spring Meeting April 28, 2021



Let's keep this simple!

What you need to know about Section 3 changes



Roma Yengo | Management Analyst Columbus Field Office

Opening Remarks

Thomas Leach Columbus Field Office Director

Matthew LaMantia Community Planning and Development Director, Columbus Field Office

The Purpose



To ensure that the employment and other economic opportunities generated by Federal financial assistance for housing and community development programs shall, to the greatest extent feasible, be directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing.

Section 3 of the Housing and Urban Development Act of 1968



Section 3 is not just a grantee requirement.

It's a path toward self-sufficiency.

Authority



April 3 Published proposed rule \checkmark

June 3 Comment period closed √

September Complete review of comments & finalize rule √

December Internal clearance √

March-August 2020 OMB review √

September 29, 2020 Publish final rule √

November 30, 2020 Effective Date √

Nov. 2020 – July 2021 Transition Period

July 1, 2021 Transition Period Ends

What does Section 3 do?

By directing HUD-funded economic opportunities to residents and businesses in the community where the funds are expended, the expenditure can have the dual benefit of creating new or rehabilitated housing and other facilities while providing opportunities for employment and training for residents of these communities.

Job opportunities arising from Housing and Community Development programs



Low- and very low-income workers residing in the service area of project

Part 75 - Economic Opportunities For Low- And Very Low-income Persons

PART 75 - ECONOMIC OPPORTUNITIES FOR LOW- AND VERY LOW-INCOME PERSONS Authority: 12 U.S.C. 1701u; 42 U.S.C. 3535(d). Source: 85 FR 61562, Sept. 29, 2020, unless otherwise noted.

- · Authority: 12 U.S.C. 1701u; 42 U.S.C. 3535(d).
- · Source: 85 FR 61562, Sept. 29, 2020, unless otherwise noted.

	2010 MC 181 00	
24:1.1.1.36.1	SUBPART A	Subpart A - General Provisions
24:1.1.1.36.1.59.1	SECTION 75.1	75.1 Purpose.
24:1.1.1.36.1.59.2	SECTION 75.3	75.3 Applicability.
24:1.1.1.36.1.59.3	SECTION 75.5	75.5 Definitions.
24:1.1.1.36.1.59.4	SECTION 75.7	75.7 Requirements applicable to HUD NOFAs for Section 3 covered programs.
24:1.1.1.36.2	SUBPART B	Subpart B - Additional Provisions for Public Housing Financial Assistance
24:1.1.1.36.2.59.1	SECTION 75.9	75.9 Requirements.
24:1.1.1.36.2.59.2	SECTION 75.11	75.11 Targeted Section 3 worker for public housing financial assistance.
24:1.1.1.36.2.59.3	SECTION 75.13	75.13 Section 3 safe harbor.
24:1.1.1.36.2.59.4	SECTION 75.15	75.15 Reporting.
24:1.1.1.36.2.59.5	SECTION 75.17	75.17 Contract provisions.
24:1.1.1.36.3	SUBPART C	Subpart C - Additional Provisions for Housing and Community Development Financial Assistance
24:1.1.1.36.3.59.1	SECTION 75.19	75.19 Requirements.
24:1.1.1.36.3.59.2	SECTION 75.21	75.21 Targeted Section 3 worker for housing and community development financial assistance.
24:1.1.1.36.3.59.3	SECTION 75.23	75.23 Section 3 safe harbor.
24:1.1.1.36.3.59.4	SECTION 75.25	75.25 Reporting.
24:1.1.1.36.3.59.5	SECTION 75.27	75.27 Contract provisions.
24:1.1.1.36.4	SUBPART D	Subpart D - Provisions for Multiple Funding Sources, Recordkeeping, and Compliance
24:1.1.1.36.4.59.1	SECTION 75.29	75.29 Multiple funding sources.
24:1.1.1.36.4.59.2	SECTION 75.31	75.31 Recordkeeping.
24:1.1.1.36.4.59.3	SECTION 75,33	75.33 Compliance.

The Rule

How things are changing 24 CFR Part 75

Section 3 Applicability

Section 3 applies to housing rehabilitation, housing construction, and other public construction projects assisted under HUD programs that:

- Provide housing and community development financial assistance when the total amount of assistance from HUD programs exceeds a threshold of <u>\$200,000</u>
- Provide financial assistance through the Lead Hazard Control and Healthy Homes program where the amount of assistance exceeds a threshold of \$100,000 of LHCHH funds
 - LHCHH assistance is not included in calculating whether the assistance exceeds the \$200,000 threshold

A project for this purpose is the site or sites together with any building(s) and improvements on the site(s) that are under common *<u>ownership</u>, <u>management</u>, <u>and</u> <u>financing</u>.*

**New rule applies to section 3 projects for which assistance or funding committed on or after July 1, 2021.

Section 3 Applicability continued

Programs covered by Section 3 include (but are not limited to):

- HOME Investment Partnership
- Community Development Block Grant (CDBG)
- Emergency Solutions Grant (ESG)
- Housing Trust Fund (HTF)
- Neighborhood Stabilization Program Grants (NSP 1, 2, & 3)
- Housing Opportunities for Persons with AIDS (HOPWA)

- Economic Development Initiative Grant (EDI)
- Lead Hazard Control Grants & Healthy Homes Production Grants
- Rental Assistance Demonstration (RAD)
- Veterans Housing Rehabilitation & Modification Program
- 202/811 Grants

Contact Section3@hud.gov to determine applicability to a particular project/activity

Key Changes to Section 3

Focusing reporting on key outcome metrics

Promoting sustained employment and career development

Creating targeted benchmarks for Section 3-covered assistance

Aligning reporting with standard ¥Е ХЕ business practices

Section 3 Definitions

Worker and Business Concern 24 C.F.R. Part 75.5



A **Section 3 worker** is, or when hired in the past 5 years* was:



A low- or very low-income individual; or



A Youthbuild participant; or



Employed by a Section 3 business concern



*Do not look back prior to the effective date of the rule (November 30, 2020)



A **Section 3 business concern** is, documented within the last six-month period*:



> 75% labor hours are performed over prior three> month period performed by low- or very low-income

51% or more owned/controlled by low- or very low-

month period performed by low- or very low-income workers; or

 \geq 51% owned/controlled by current residents of public housing or Section 8-assisted housing



Targeted Section 3 Workers



Housing and Community Development

 \blacksquare

Contracts and Agreements §75.27

- (a) Recipients must include language applying Section 3 requirements in any subrecipient agreement or contract for a Section 3 project
- (b) Recipients of Section 3 funding must require subrecipients, contractors, and subcontractors to meet the requirements of 75.19, regardless of whether Section 3 language is included in recipient or subrecipient agreements, program regulatory agreements, or contracts



§75.19 Requirements

(a) <u>Employment and training</u>

- (1) To the greatest extent feasible, and consistent with existing Federal, state, and local laws and regulations, recipients covered by this subpart shall ensure that employment and training opportunities arising in connection with Section 3 projects are provided to Section 3 workers within the metropolitan area (or nonmetropolitan county) in which the project is located
- (2) Where feasible, priority for opportunities and training described in paragraph (a)(1) of this section should be given to:
 - (i) Section 3 workers residing within the service area or the neighborhood of the project and,
 - (ii) Participants in YouthBuild program

(b) <u>Contracting</u>

- (1) To the greatest extent feasible, and consistent with existing Federal, state, and local laws and regulations, recipients covered by this subpart shall ensure contracts for work awarded in connection with Section 3 projects are provided to business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the project is located.
- (2) Where feasible, priority for contracting opportunities described in paragraph (b)(1) of this section should be given to:
 - (i) Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the service area or the neighborhood of the project, and
 - (ii) YouthBuild programs

"Service Area" Definition

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.





Above: Graphic depiction showing how the one-mile radius can be expanded where there are fewer than 5,000 people until the 5,000-person population is found.

Housing and Community Development Projects: Benchmarks

"5 in 25" Benchmarks

Section 3 worker labor hours ≥ 25% Total Section 3 project labor hours*

MUST INCLUDE WITHIN THE TOTAL ("AND")

Targeted Section 3 worker labor hours Total Section 3 project labor hours* ≥ 5%



More on Labor Hours

Use of Labor Hours encourages long-term hiring and steady employment.

Labor Hours: number of paid hours worked by persons employed with Section 3 funds.

Professional services: non-construction services that require an advanced degree or professional licensing such as legal services or accounting.

BONUS: may count hours worked by Section 3 workers engaged in professional services without including those hours in the total labor hours.





Multiple Funding Sources

- Housing rehabilitation, construction, or other public construction is funded by **Public Housing and Housing and Community Development funds**:
 - Public Housing must follow their normal requirements (Subpart B)
 - Grantees may follow *either* their normal requirements (Subpart C) OR public housing requirements (Subpart B)
 - May use either definition of a Targeted Section 3 worker (75.11 or 75.21)
 - Recipients of both sources of funding shall report on the project as a whole and shall identify the multiple associated funding sources while reporting:
 - Total labor hours worked on the project;
 - Total labor hours worked by Section 3 workers on the project; and
 - Total labor hours worked by Targeted Section 3 workers on the project

Housing rehabilitation, construction, or other public construction is funded by **multiple sources of Housing and Community Development funds** exceeding the appropriate thresholds:

Follow normal requirements (Subpart C) and report to the applicable HUD program office as prescribed by the grant

Establishing Section 3 Status



Section 3 business concern status:



Businesses verify their status as a Section 3 business concern at the time the contract is awarded.*



Once verified a Section 3 business concern maintains its Section 3 status for as long as it continues to meet the definition (24 C.F.R. § 75.5)



A Section 3 worker status:

Workers are established as Section 3 workers or Targeted Section 3 workers at either:

- · Date of initial hire/contract; or
- Employee Certification Date



Established Section 3 workers or Targeted Section 3 workers may count their labor hours for <u>five-years from the date used to</u> <u>establish their status.*</u>



Workers <u>may reestablish</u> their status as a Section 3 worker or Targeted Section 3 worker at end of the five-year period.

*Do not look back prior to the effective date of the rule (November 30, 2020)

Recordkeeping Requirements

Recipients must maintain documentation, or ensure that a subrecipient, contractor, or subcontractor maintains documentation, to ensure workers meet that definition of a Section 3 worker or targeted section 3 worker:

Section 3 worker record requirements

- ✓ A worker's self-certification that their income is below the income limit from the prior calendar year
- ✓ A worker's self-certification of participation in a means-tested program such as public housing or Section 8assisted housing
- Certification from a PHA, or the owner or property manager of project-based Section 8-assisted housing, or the administrator of tenant-based Section 8-assisted housing that the worker is a participant in one of their programs
- Employer's certification that the worker's income from that employer is below the income limit when based on an employer's calculation of what the worker's wage rate would translate to if annualized on a full-time basis
- ✓ Employer's certification that the worker is employed by a Section 3 business concern.

Targeted Section 3 worker record requirements (HCD definition)

- ✓ An employer's confirmation that a worker's residence is within one mile of the work site or, if fewer than 5,000 people live within one mile of a work site, within a circle centered on the work site that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census;
- ✓ An employer's certification that the worker is employed by a Section 3 business concern; or
- ✓ A worker's self-certification that the worker is a YouthBuild participant.

Section 3 Safe Harbor

- (a) Recipients will be considered to have complied with requirements in this part, in the absence of evidence to the contrary if they:
 - (1) Certify that they have followed the prioritization of effort in 75.19; and
 - (2) Meet or exceed the applicable Section 3 benchmark



Reporting § 75.25

Frequency:

- Benchmarks reported annually, unless otherwise provided by the grant, and
- Where required when reporting qualitative efforts, on all projects completed within the reporting year in a manner consistent with the funding program

Report you meet Section 3 benchmarks (Safe Harbor)

If benchmarks are not met, then

Report on the qualitative efforts undertaken to meet the Section 3 benchmarks



Examples of Qualitative Reporting

- Outreach efforts to generate job applicants who are Targeted Section 3 worker
- Training/apprenticeship opportunities
- Technical assistance provided to help Section 3 workers compete for jobs (resume assistance, etc.)

- Provide/connect Section 3 workers with assistance in seeking employment
- Holding job fairs
- Provide/refer Section 3 workers to services supporting work readiness and retention
- Provide assistance to apply for/or attend education/vocational training
- Provide financial literacy training
- Engage in outreach to identify and secure bids from Section 3 business concerns
- Provide technical assistance to Section 3 business concerns to help them understand Section 3 requirements
- Provide bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns
- Promote use of Section 3 business registry and HUD Opportunity Portal
- Outreach, engagement, or referrals with the state one-stop system

HUD Business Registry and Opportunity Portal

Business Registry

http://hud.gov/Sec3Biz

sec3biz@Hud.gov



Am I a Section 3 Business?

http://hud.gov/Sec3Biz



2

a. Total Number of Full-Time Employees:

 30

 b. Number of Full-Time Employees That Currently Meet the

 Definition of a Section 3 Resident:

 c. Number of Full-Time Employees That May Have Met the

8 No

Definition of a Section 3 Resident Within the Last 3 Years:

Check

Sorry! Your firm doesn't meet this eligibility criteria to be certified as a Section 3 Business

27%

ОК

Am I a Section 3 Business?

Please complete the information below and click the "Check" button. If you qualify based on at least one basis below then your organization is considered a Section 3 business.

1. Is 51% of Your Business Owned By Section 3 Residents?

Ves					
Check	100%				
b. Percent Owned by All Others:	49				
a. Percent Owned by Section 3 Residents:	51				

Congratulations! Your firm meets the eligibility criteria to be certified as a Section 3 Business

3

2. Does 30% of Your Current Full-Time Staff Meet the Definition of a Section 3 Resident?

3. Does Your Business have Evidence of Firm Commitment(s) to Provide 25% of the Total Dollar Amount of Subcontracts to Section 3 Businesses?

a. Total Dollar Amount of Subcontracts To Be Awarded With HUD Funds:	S 100,000
b. Total Dollar Amount of HUD-Funded Subcontracts To Be Awarded To Section 3 Businesses:	\$ 25,000
Check	\$ 25%
♥ _{Yes}	

Congratulations! Your firm meets the eligibility criteria to be certified as a Section 3 Business

Register a Business

http://hud.gov/Sec3Biz

Register for Section 3 Self Certification

Use this form to self certify your Section 3 business and register it so that it may be found with the HUD Section 3 Business Registry.

Business Information		Contact Information	
Business Name	Required	Business Telephone Number	Require
Street Address	Required	Business Website Address	
City, State	Required	Business Point of Contact	Require
Click to input a City, State	~		
ZIP	Required	Business Email	Require
County	Required	Contact Telephone Number	
Business Details	~		
Number of Employees	Required	Business License	
NAICS		Year Business Established	Required
			Required
DUNS Number	i	Employer Identification Number	i

Metropolitan Area Locations NOT Willing to Serve Business Capabilities Narrative

Business Designations i

DOL Registered Apprenticeship Provider				
HUBZone Firm				
Minority-Owned Business				
SBA 8a Firm				
White House My Brother's Keeper (MBK) Initia Job Training Provider				
Provided Services				
Accounting	Architecture			
Consulting	Demolition			
HVAC	□ IT			
Lead Hazard Control	Maintenance			
Plumbing	Roofing			
Other				

Other (describe)

- DOL Youthbuild Participant/Grantee
 - Labor Union Certified Firm

Public Housing Resident-Owned Business

White House My Brother's Keeper (MBK) Initiative Mentor

ative On-The- Currently Hiring

 Yes
 No
 Section 3 Business Criteria
 Your business is eligible to apply for preference as a Section 3 Business if, in addition to meeting all applicable state and local regulations, it self-certifies that it meets one or more of the following criteria (you must check at least one):

 A. Fifty-one percent or more of the business is owned by Section 3 Residents;

□ B. Thirty percent or more of the business' fulltime employees are Section 3 Residents; or

C. The business can provide evidence of a firm commitment to subcontract a minimum of 25 percent of the total dollar amount of contracts to a business that meets the criteria listed in (a) and/or (b). Businesses that self-certify that they meet the definition of a Section 3 business may be required to provide verification of their eligibility to recipients of HUD funding and/or the Department.

Determine if you are a Section 3 business.

Section 3 Residents Are

A. Residents of Public and Indian Housing; or

B. Residents of the Metropolitan Area or Non-Metropolitan County that Meet the Definition of Low- and Very Low-Income.

Determine low-and very low-income thresholds for your area

Self Certification

By Submitting this form, my business certifies that the statements and information contained on this form are true and accurate, and meet the required HUD Section 3 business self-certification eligibility requirements in accordance with 24 CFR Part 133. HUD accepts the firm's selfcertification that it meets the requirements of a Section 3 Business, but has not validated this claim or substantiated its validity. HUD does not endorse the services provided by any firms that apply for self-certification. A Section 3 business is not entitled to a contract simply by being listed in the HUD Section 3 Business Registry database. Businesses that self-certify their eligibility may receive preference as a Section 3 business, subject to verification from local recipient agencies or HUD. Information that is misrepresented on this form will be grounds for terminating Section 3 certification, or any contract(s) that may be awarded. Firms that misrepresent their eligibility to receive preference as a Section 3 business may face financial or criminal penalties.



Search for a Business

http://hud.gov/Sec3Biz **Business Capabilities Search Options** Accounting Architecture Brick Masonry Carpentry Search for a HUD Section 3 Business Consulting Demolition Electrical Engineering General Contractor HVAC П Janitorial Maintenance Landscaping Lead Hazard Control Other Metropolitan Area Required ÷ Painting Dry Wall Plumbing Roofing Security Alternative location (State, City, County, Zip) search options are available using the advanced search. **Business Capabilities Search Options** Additional Search Options + Additional Search Options Search For Business Minority-Owned Business Woman-Owned Business Public Housing Resident-Owned Business HUBZone Firm Disclaimer How Do I Notify HUD if I Suspect that a Business in this Registry Does Not Meet Section 3 Eligibility SBA 8a Firm Labor Union Certified Firm HUD has not verified the information submitted by businesses Criteria?

HOU has not verified the information submitted by businesses listed in this registry and does not endorse the services that they provide. Users of this database are strongly encouraged to perform due diligence by verifying Section 3 eligibility before providing preference or awarding contracts to firms that have selfcertified their Section 3 status with the Department. this Registry Does Not Meet Section 3 Eligibility Criteria? If you believe that a firm has misrepresented itself as a Section 3

Business, please email the U.S. Department of Housing and Urban Development at Sec3Biz@hud.gov.

Your email should contain the following information:

- Your name, telephone number, and email address (this information will not be shared outside of HUD)
- Name, city, and state of firm that has allegedly misrepresented their status as a Section 3 business.
- Any narrative explanations describing why you believe that this firm does not meet the Section 3 Business eligibility criteria.

DOL Youthbuild Participant/Grantee

White House My Brother's Keeper (MBK) Initiative Mentor

White House My Brother's Keeper (MBK) Initiative On-The-Job Training Provider

DOL Registered Apprenticeship Provider

-

Hiring



HUD Opportunity Portal

Who does it serve?

 \checkmark Grantee \rightarrow Post contract opportunities with a Section 3 preference

Section 3 Business \rightarrow Post training and job opportunities for Section 3 residents

Section 3 Resident \rightarrow Post your resume and contact information

Connecting the right people to the right

HUD Opportunity Portal: Login

UCGIN.GOV

Department of Housing

and Urban Development

Enter your email address

Email address

Select email language preference

login.gov allows you to receive your email communication in English, Spanish or French.



O Francais

Provides secure access to government services

Offers the public access to participating government programs

Requires: Email and Phone Number

HUD Opportunity Portal

Welcome to HUD's Opportunity Portal

The Opportunity Portal helps match Section 3 Residents to jobs and training opportunities and Section 3 Businesses to contracting opportunities.

Section 3 Residents ①

- Search for jobs and training positions
- Post your resume (sign in required)

Section 3 Recipients and Employers ①

- Post jobs and training positions (sign in required)
- Search for contracts
- Post contracts (sign in required)
- Search job applicants (sign in required)

Sign in

Frequently Asked Questions

What is YouthBuild?

YouthBuild is a community-based pre-apprenticeship program that provides job training and educational opportunities for at risk youth ages 16-24 who have previously dropped out of high school. What is the relationship between Section 3 and Davis Bacon requirements?

Compliance with Section 3 must be achieved consistent with the requirements of Davis-Bacon. Certain construction contracts are subject to compliance with the requirement to pay prevailing wages determined under the Davis-Bacon Act (40 U.S.C. 3141 et seq.) and implementing U.S. Department of Labor regulations in 29 CFR Part 5.

Frequently Asked Questions

Who is considered a recipient of Section 3 funding?

A recipient is 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. It does not include contractors or any intended beneficiary under the HUD program to which Section 3 applies, such as a homeowner or a Section 3 worker.

Frequently Asked Questions

Are demolition projects covered by the requirements of Section 3?

Yes. Recipients of assistance covered by Section 3 should, where feasible, comply with Section 3 benchmarks. When might a recipient agency be exempt from the quantitative reporting requirements of Section 3?

A Small Public Housing Agency (less than 250 units) may elect not to report on labor hours. If the agency does not elect to report on labor hours, it is required to report solely on qualitative efforts as permitted in 24 C.F.R. 75.15(d).

Questions and Resources

General Section 3 questions – program area, local FPM contact, or email <u>Section3(), ud.gov</u>

RAD Section 3 – Rad Resource Desk

Frequently Asked Questions document

Section 3 Business Registry issues – sec3biz@hud.gov

Thank You! Contact

Roma Yengo | Management Analyst | Columbus Field Office <u>Roma.k.yengo@hud.gov</u> <u>Section3@hud.gov</u>

Technical Assistance – HUD Exchange

- Small group sessions (3hr)
- Robust, in-depth training with materials & examples
- Starts in June, sign up early!