ATTACHMENT D DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) 24 CFR Part 75

Section 3 Benchmarks for Creating Economic Opportunities for Low- and Very Low-Income Persons and Eligible Businesses

<u>Background:</u> As a condition to receiving financial assistance from HUD, the Seattle Housing Authority (SHA) is required to report to HUD the number of hours worked by Section 3 workers and Targeted Section 3 workers on SHA's contracts. To gather that information, SHA is requiring all firms contracting with SHA to track their Section 3 hours and to submit to SHA a monthly report. SHA created a form (see the back of this page) for all contractors and consultants to use for this monthly report.

HUD requires SHA and its contractors to use their best efforts to achieve the following Section 3 benchmarks:

<u>For Section 3 Workers</u> - 25 percent or more of the total number of labor hours worked by all workers employed with public housing financial assistance for SHA's fiscal year.

<u>For Targeted Section 3 Workers</u> - 5 percent or more of the total number of labor hours worked by all workers employed with public housing financial assistance for SHA's fiscal year.

Definitions:

<u>Section 3 worker</u>. A Section 3 worker is any worker who currently fits, or when hired within the past five years fit, at least one of the following categories, as documented:

- 1. The worker's income for the previous or annualized calendar year is below the income limit established by HUD;
- 2. The worker is employed by a Section 3 business concern; or
- 3. The worker is a YouthBuild participant.

<u>Targeted Section 3 worker</u>: A Targeted Section 3 Worker is a Section 3 worker who:

- 1. Is employed by a Section 3 business concern; or
- 2. Currently fits or when hired fit at least one of the following categories, as documented within the past five years:
 - a. A resident of public housing or Section 8-assisted housing;
 - A resident of other public housing projects or Section 8-assisted housing managed by SHA; or A YouthBuild participant

<u>Section 3 Business Concern</u>: A Section 3 business concern is a business that meets at least one of the following criteria, documented within the last six-month period:

- 1. At least 51 percent owned and controlled by low- or very low-income persons;
- 2. Over 75 percent of the labor hours performed for the business over the prior threemonth period are performed by Section 3 workers; or
- 3. A business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing

ATTACHMENT D - cont. Section 3 Monthly Reporting Form For SHA Projects

This form must be completed and submitted monthly with your monthly invoice.

SHA Contract No.	Contract Title		
This Report is for t	the following dates:		
Start Date:		End Date:	
The following hou	rs are for the dates a	and Contract identif	ied above:
Total Hours Worked for	or all workers:		
	ed for all workers, do <u>NOT</u> include nal services" as defined in 24 CF.		
Total Hours Worked for		X 70.0	
	rked for Section 3 Workers, <u>DO</u> rofessional services" as defined ir		
Total Hours Worked for	or Targeted Section 3 wor	rkers:	
	ked for Targeted Section 3 Workel any "professional services" as defil		
capacity to execute this information submitted with that it maintains, and wirequired by 24 CFR 75 Section 3 worker or Tai	, the undersigned certifies s document on behalf of with this reporting form is will provide to SHA upon 5.31 sufficient to ensure regeted Section 3 worker. fications (i) – (iii) above w	the Consultant, (ii) all of true and correct in all man request, documentation that applicable workers The undersigned ackno	f the documentation an naterial respects, and (iin in form and substance meet the definition of wledges and agrees that
Submitted By:			
Name		Title	Date