



**Homes and
Community Renewal**

New Section 3: Rule Changes and Impact

March 10, 2022

Ground Rules & Helpful Information

- Please mute
- Add questions to Chat or unmute yourself at the end
- Session is being recorded
- Slideshow deck will be emailed to participants & on our site
- Website resources: <https://hcr.ny.gov/section-3-compliance>
 - Compliance manual
 - Training Decks
 - Up-to-date forms and guidance on how to use them
 - **TIP:** Check back often to make sure you are using the most up-to-date forms



This HCR Guidance Applies to:	Does NOT Apply to:
<ul style="list-style-type: none"> ✓ NYS HCR-Funded projects, e.g., 	<ul style="list-style-type: none"> X Funding that is not administered by NYS HCR <ul style="list-style-type: none"> ○ Examples: Local municipality CDBG, OTDA funds, etc.
<ul style="list-style-type: none"> ✓ NYS Office of Community Renewal <ul style="list-style-type: none"> • HOME & CDBG-funded projects 	<ul style="list-style-type: none"> X Public housing assistance funds (e.g., Syracuse Housing Authority)
<ul style="list-style-type: none"> ✓ NY Housing Finance Agency <ul style="list-style-type: none"> • Federal HTF-funded projects • HOME-funded projects 	
<ul style="list-style-type: none"> ✓ NY Housing Trust Fund Corp. <ul style="list-style-type: none"> • Federal HTF-funded projects • HOME-funded projects 	



Background and Updates



**Homes and
Community Renewal**

Section 3 Background

- Governed by U.S. Department of Housing and Urban Development
- Statute: HUD Act of 1968, found at 12 U.S.C. 1701u
- Regulations are found at 24 CFR, Part 75
- Applies to HUD Housing & Community Development Programs and Public Housing Financial Assistance
- **NOTE:** This training only applies to the Housing & Community Development Program funding that NYS HCR administers (CDBG, HOME & Federal HTF)
 - Different parts of the regulation apply to Public Housing Financial Assistance



Section 3 Policy

Race
and
Gender
Neutral

“It is the policy of the Congress and the purpose of this section 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.”



Homes and
Community Renewal

Hiring and Contracting Prioritization Certification

To the greatest extent feasible →

Hiring & Training

- 1st Priority: Section 3 Workers residing within the service area or neighborhood of the project, and
- 2nd Priority: Participants in YouthBuild programs.

Contracting

- 1st Priority: Section 3 Businesses that provide economic opportunities to Section 3 workers residing within the service area or the neighborhood of the project, and
- 2nd Priority: YouthBuild programs.



New Rule: Key Dates

- **9/29/2020**: 24 CFR Part 75 Published in Federal Register
- **11/30/2020**: Effective date of new Section 3 Rule
 - Projects funded before this date follow the OLD RULE
- **11/30/2020 – 7/1/2021**: Transition Period
 - NEW RULE applies to projects funded in this time period
 - Lightened reporting requirements
- **7/1/2021**: Full NEW RULE Applicability
 - New Rule reporting required.



“Legacy Contracts” → Old Section 3 Rule

- Contracts for projects with funding commitments before 11/30/20 must follow the old Section 3 Rule
- Compliance Manual available here:
<https://hcr.ny.gov/section-3-compliance#legacy-contracts--pre-11-30-20->



New Rule Basics



**Homes and
Community Renewal**

New Rule: Key Changes

OLD RULE	NEW RULE
<p>New hires</p> <ul style="list-style-type: none"> Ex: 30% of New Hires=S3 Residents, 10% of construction contracts to S3 Businesses 	<p>Labor hours</p> <ul style="list-style-type: none"> Ex: 25% of labor hours = S3 Workers (no contracting benchmarks)
<p>Contractor trigger amounts</p> <ul style="list-style-type: none"> Ex: Contracts over \$100K→S3 	<p>No contractor trigger amounts</p> <ul style="list-style-type: none"> All contractors must report (except professional services)
<p>Recipient-based trigger thresholds</p> <ul style="list-style-type: none"> Ex: Recipient received \$200K+ →S3 	<p>Project-based trigger thresholds</p> <ul style="list-style-type: none"> Project received \$200K+ → S3
<p>1 definition of S3 Resident</p>	<p>“Section 3 Worker” & “Targeted S3 Worker”</p>
<p>Grid-based reporting form</p>	<p>Online link for reporting form & other form updates</p>
<p>Greatest Extent Feasible Efforts</p>	<p>Greatest Extent Feasible Efforts</p>

Applicability Thresholds

Key Points:

- ✓ Housing construction & rehabilitation, public works
- ✓ Greater than \$200,000 of total HUD Housing & Community Development assistance (e.g. HOME, CDBG, Federal HTF, etc.)
- ✓ Any amount of Federal Public Housing Assistance
- ✓ Determined at project level



Section 3 Applicability on a Project Basis

- Section 3 applicability thresholds determined at the project level
 - Look at what is being spent on a specific housing construction or community works project to determine if the project triggers Section 3 duties and reporting
- **NOTE:** S3 applies to entire project once triggered – not just the portion of the project that utilizes the federal funds



EXAMPLES - Applicability Thresholds

Project Examples:

- \$200,001 (FedHTF) = Section 3 Project
- \$200,000 (CDBG) = NOT a Section 3 Project
- \$150,000 (FedHTF) + \$51,000(HOME) = Section 3 Project
- \$100,000 (HOME) + \$100,001 (State Funds) = NOT a Section 3 Project
- \$250,000 (HCR HOME) to a local non-profit to grant to projects = Not (yet) a Section 3 Project



Mixed External Funding – Applicability Thresholds & Reporting

Special Project Examples to Look Out For:

- \$100,000 (HCR HOME) + \$100,001 (Local CDBG) = Section 3 Project
 - BOTH agencies will report S3 numbers to HUD
- \$1.00 HUD Public Housing Financial Assistance to local PHA + \$50,000 (HCR FedHTF) = Section 3 Project
 - BOTH agencies will report - PHA to provide Section 3 numbers for reporting, pursuant to public housing S3 regs
- \$300,000 (Local Municipality HOME) + \$100,000 (HCR State funds) = Section 3 Project
 - Project will report Section 3 performance through local municipality



Safe Harbor and Reporting

HUD funding Awardees (Recipients such as Developers/ Owners, Municipalities, LPAs) must either:

- Show that they met the Safe Harbor Benchmark Goals & certify that they followed hiring and contracting prioritizations.
 - **25% of Total Labor Hours to Section 3 Workers, including**
 - **5% of Total Labor Hours to Targeted Section 3 Workers**

OR

- Provide narratives and evidence about the Greatest Extent Feasible (GEF) Efforts they took to assist low-income persons with employment and training opportunities.



Defining Total Labor Hours

“Hours worked by all workers employed on a Section 3 Project”

Includes hours worked by employees and contractors of, for example:

- Recipients and Subrecipients,
- Owner,
- Contractors and Subcontractors.

Does not include:

- Material Supply Contracts & Vendors
- Professional Services Hours (see bonus tip on next page)

Calculate using payroll tracking systems (used for Davis Bacon) or, if not available, good faith efforts.



BONUS Opportunity & Professional Services Hours Exclusion

“Non-construction services that require an advanced degree or professional licensing.”

Examples include architects, accountants, engineers, etc.

Hours worked by these professionals are *excluded* from the Total Labor Hour calculation.

HOWEVER, there is a Bonus Opportunity for Professional Services Labor Hours:

- Awardee may count any work performed by a professional services Section 3 worker or Targeted Section 3 worker as Section 3 labor hours and as Targeted Section 3 labor hours by adding to the numerator.
- Do not count the professional services as part of the total labor hours (i.e., in the denominator of the calculation).

→ Increases your Section 3 & Targeted Section 3 Labor Hour percentages 😊



Defining a Section 3 Worker

A Section 3 Worker is any worker who **currently fits, or when hired fits, as documented within the past 5 years**, at least one of the following categories:

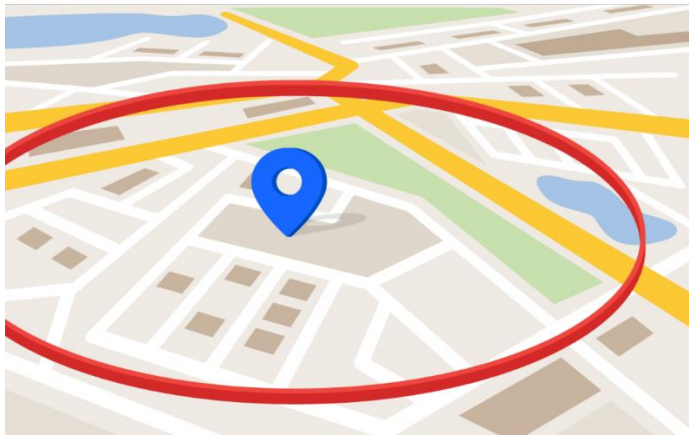
- ✓ Low- or very low-income persons (as defined by HUD's income limits); OR
- ✓ Employed by a Section 3 Business; OR
- ✓ DOL YouthBuild participant



Defining a Targeted Section 3 Worker

Targeted Section 3 Workers are Section 3 Workers who:

- Are employed by a Section 3 Business; OR
- Currently fits or when hired fit one of these categories, **as documented within the last 5 years:**
 - DOL YouthBuild participant; OR
 - Lives in the neighborhood or service areas of the project:



This means the area within one mile of the Section 3 project site (or, if fewer than 5,000 people live within one mile of a Section 3 project, an expanded radius of 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).



Section 3 Business: Revised definition

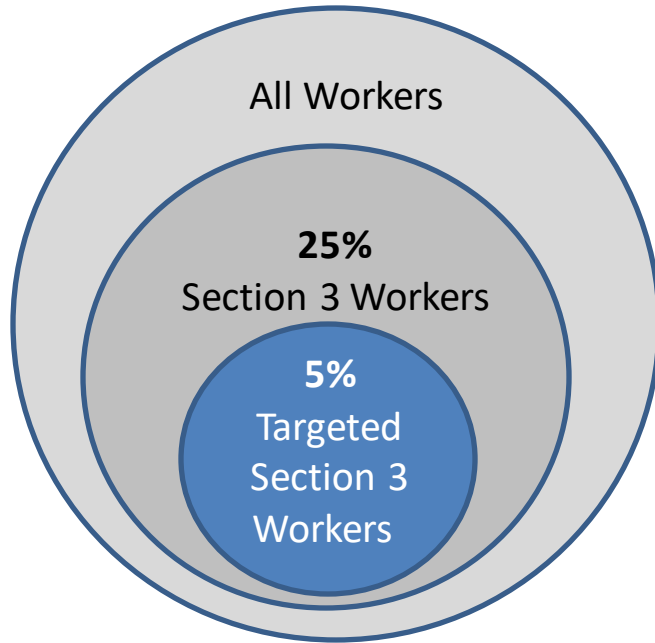
A business that meets at least one of the following criteria, documented within the last **6-month period**:

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

TIP/REQUIREMENT: Have contractors register as a S3 Business on HUD's website. Get a signed S3 Business Self-Certification when entering into contract with the Business.



Section 3 Workers/Targeted Section 3 Workers & Safe Harbor Benchmarks



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

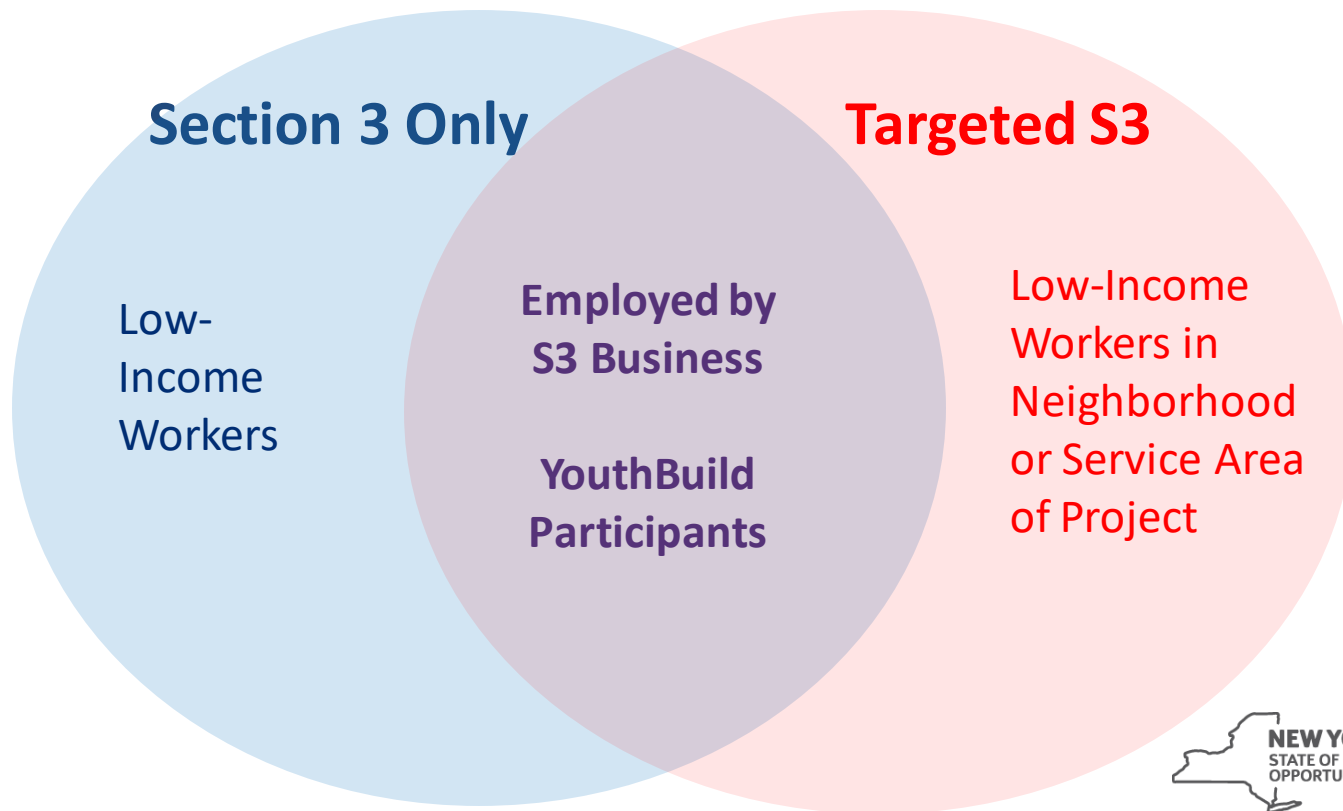
AND

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

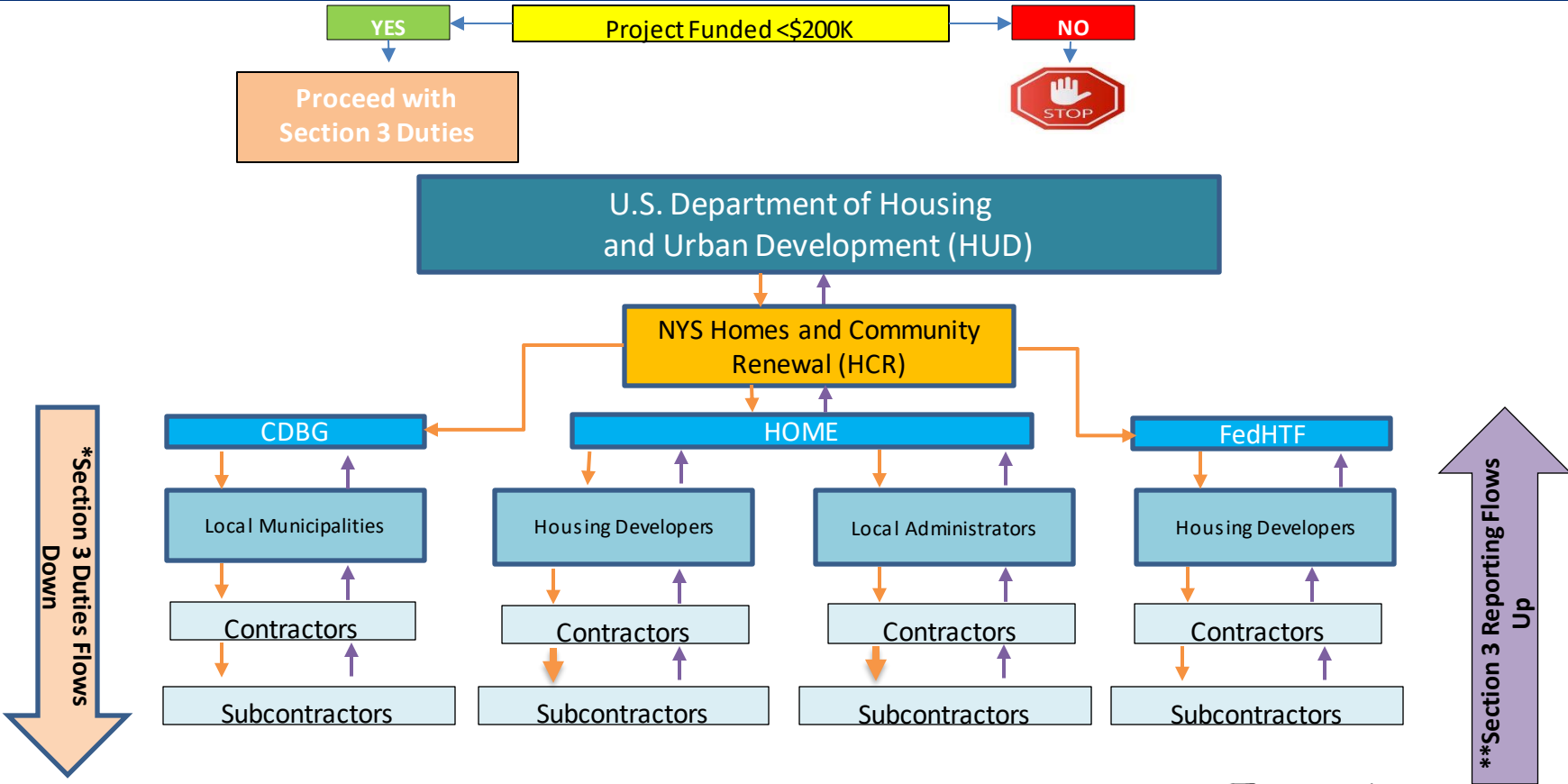
See HCR Hiring Form to incorporate in HR Processes



Homes and
Community Renewal



REPORTING



Reporting Requirements

- Twice a year
- Subs report “Up” to Awardee
- Awardee consolidates and reports “Up” to NYS HCR
- HCR reports “Up” to HUD
- Reporting is cumulative from beginning of Project



Step 1: Quantitative Reporting

REVIEW: Safe Harbor Benchmarks



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

AND

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

See HCR Hiring Form to incorporate in HR Processes



Homes and
Community Renewal

EXAMPLE 1a:

\$1M Federal CDBG Award to Municipality for public works construction.


- 1,000 Total Labor Hours – Info collected by Municipality from GC who collected info from all the Subs.
 - 200 hours by Section 3 Business hired by GC
 - A business who self-certified at contract that 75% of their labor hours are by low-income workers.
 - 40 hours by low-income workers hired by GC.

200+40 Section 3 Worker Labor Hours
1,000 Total Labor Hours

=24% 

AND

200 Targeted Section 3 Worker Labor Hours
1,000 Total Labor Hours

=20% 



Homes and
Community Renewal

EXAMPLE 1b:

\$1M Federal CDBG Award to Municipality for public works construction.

- 1,000 Total Labor Hours – Info collected by Developer from GC who collected info from all the Subs.
 - 200 hours by Section 3 Business
 - A business who self-certified at contract that they 75% of their labor hours are by low-income workers.
 - 40 hours by low-income workers hired by GC.
 - **25 hours by low-income workers hired by subcontractor.**

200+40+25 Section 3 Worker Labor Hours
1,025 Total Labor Hours

=26% 😊

AND

200 Targeted Section 3 Worker Labor Hours
1,025 Total Labor Hours

=20% 😊



Homes and
Community Renewal

EXAMPLE 2a:

\$1M Federal HTF Award to Developer for new housing construction in NYC.

- 1,000 Total Labor Hours – Info collected by Developer from GC who collected info from all the Subs.
 - 250 hours by low-income individuals hired by GC
 - 20 hours by low-income individuals who live within 1 mile of project.
 - 15 hours by Painting Business owned by a Section 8 resident

250+15 Section 3 Worker Labor Hours
1,000 Total Labor Hours

=26+% 😊

AND

20 + 15 Targeted Section 3 Worker Labor Hours
1,000 Total Labor Hours

=3+% 😞



Homes and
Community Renewal


EXAMPLE 2b:

\$1M Federal HTF Award to Owner for new housing construction in NYC.

- 1,000 Total Labor Hours – Info collected by Owner from GC who collected info from all the Subs.
 - 250 hours by low-income individuals hired by GC
 - 20 hours by low-income individuals who live within 1 mile of project.
 - 15 hours by Painting Business owned by a Section 8 resident
 - 16 hours by junior accountant in contracted accounting firm earning \$65K/year who lives nearby

250+15+16 Section 3 Worker Labor Hours

1,000 Total Labor Hours

=28+% 

AND

20+15+16 Targeted Section 3 Worker Labor Hours

1,000 Total Labor Hours

=5+ % 



Homes and
Community Renewal

What happens if the Awardee doesn't meet the safe harbor benchmarks?

GREATEST EXTENT FEASIBLE EFFORTS

+

DOCUMENTATION/EVIDENCE OF EFFORTS

+

**CERTIFICATION THAT YOU FOLLOWED HIRING &
CONTRACTING PRIORITIES**

=

QUALITATIVE REPORTING



**Homes and
Community Renewal**

Step 2: Qualitative Reporting

Greatest Extent Feasible (GEF) Efforts

- Mandatory Minimum Requirements
- All contractors and subcontractors must report on these
- Documentation must be provided to evidence GEF
- **TIP: Refer to Sub Reporting Form and/or the Section 3 manual for a comprehensive list of mandatory and additional GEF efforts.**



Mandatory Minimum Requirements

- ✓ Designate a Section 3 Coordinator
- ✓ Include Section 3 Prioritization in hiring and contracting
- ✓ Use Section 3 clause in all GC/Sub contracts
- ✓ GC and Subs to use Sub Reporting Form
- ✓ Recipient, GC and Subs to use HCR Hiring Form to verify S3 Worker status
- ✓ Use Section 3 Business Certification for all S3 Businesses
- ✓ Use required language in procurement & hiring efforts notifying of S3 preference
- ✓ Outreach to required orgs: YouthBuild, NYS DOL Career Centers, Public Housing Authorities
- ✓ Posting jobs on NYS Job Bank
- ✓ Signage requirements
- ✓ Hiring requirements
- ✓ Record Retention



Hiring - Greatest Extent Feasible Efforts

TIP: Refer to Sub Reporting Form for lists of what these efforts can include, such as:

- ✓ Advertising and posting on job sites
- ✓ Working with local elected officials to reach Section 3 Workers
- ✓ Outreach to Community Organizations and other partners
- ✓ Distribution of flyers/info to subsidized/public housing residents
- ✓ Receive applications and conduct interviews in subsidized/public housing locations
- ✓ Posting opportunities on HUD's Opportunity Portal
- ✓ Hold or attend job fairs



Hiring - Greatest Extent Feasible Efforts

TIP: GEF Efforts don't always directly involve hiring efforts. They can include:

- ✓ Providing training and apprenticeships
- ✓ Provide job search assistance and coaching
- ✓ Providing or connecting workers with childcare
- ✓ Provide or connect workers with job readiness and retention services (uniforms, test fees, training)
- ✓ Helping workers apply or pay for community college, GED, vocational schools, college, etc.
- ✓ Provide or connect workers with computer training and financial literacy assistance
- ✓ Others?



Hiring - Greatest Extent Feasible Efforts

Target Organization Examples:

- ✓ YouthBuild Programs
- ✓ Local Public/Subsidized Housing
 - ✓ Resident councils
 - ✓ Management agencies
- ✓ Local staffing companies
- ✓ Section 8 housing/agency
- ✓ Welfare/job centers
- ✓ Workforce development agencies
- ✓ Probation/parole/reentry agencies
- ✓ Homeless services orgs
- ✓ Faith-based orgs
- ✓ Refugee/immigrant services
- ✓ Local elected officials
- ✓ Local community boards
- ✓ Community centers
- ✓ AmeriCorps, UnitedWay
- ✓ Others? Suggestions?



Contracting – Greatest Extent Feasible

“Greatest Extent Feasible” Can Look Like:

- ✓ Search HUD Section 3 Registry
- ✓ Divide work into smaller portions
- ✓ Local MWBE &/or Service Disabled Veteran-Owned Businesses that might also be Section 3 Businesses
- ✓ Specify Section 3 preference
- ✓ Weigh Section 3 in bidding procedures/procurement
- ✓ Developed resources for or supported subsidized housing residents open their own business
- ✓ Work and/or post opportunities with Target Organizations
- ✓ Discuss S3 opps @ pre-bid meetings
- ✓ Digital, mailing and physical posting, including @ job site
- ✓ Trade papers, websites, social media
- ✓ Provide training on contracting procedures to potential S3 businesses



Contracting – Greatest Extent Feasible

Target Organization Examples:

- ✓ Public Housing Authorities
- ✓ Small Business Administration
- ✓ Community Development Corporations
- ✓ Local trade unions
- ✓ Chambers of Commerce



Forms

Document	Summary	Required for Use by:	Link
Contract Clause	Mandatory language for all S3 projects	Awardee, GC, all Subs	https://hcr.ny.gov/S3ContractClause
Participation Plan	Outlines mandatory minimum efforts and sets forth Project's plan to meet S3 objectives. Must be completed before funding contract execution.	Awardee & GC, Suggested for all Subs	https://hcr.ny.gov/S3ParticipationPlan
Sub-Reporting Form & Greatest Extent Feasible Checklist	Form GC and Subs use to report S3 performance up to Awardee	GC and all Subs	https://hcr.ny.gov/S3SubReportingForm
Awardee Reporting Form	Form Awardee uses to report consolidated S3 performance to NYSCHR	Awardee (consolidating Sub Reporting Forms)	Link to be provided by NYSCHR at reporting time.
Section 3 Business Self Certification	Forms businesses can use to self-certify that they meet the S3 definition for a S3 business within the 6 months prior to contract	Awardee must have on file for all S3 Businesses on Project	https://hcr.ny.gov/S3BusinessSelfCert
Hiring Form	Form to be used to determine which employees/applicants are Section 3 Workers % Targeted Section 3 Workers	Awardee, GC, all Subs	Translated Versions available https://hcr.ny.gov/section-3-compliance#forms---documents

Section 3 Contract Clause

- Use this clause in all your contracts with Contractors and Subs
- Have all your contractors use this clause with their Subs
- <https://hcr.ny.gov/S3ContractClause>



Participation Plans

- Required before grant agreement (CDBG) or construction closing
- Must be completed by the recipient of the HUD funds (e.g. Owner or Municipality) AND the General Contractor performing the work
- Main Components
 - Project Identification
 - Section 3 Coordinator
 - List of Mandatory Minimum Required Efforts
 - Where to list job postings
 - What to include on signs
 - What forms to use in hiring and contracting processes
 - Narrative space for Project to describe anticipated hiring and contracting process to meet Section 3 goals
 - Section 3 certification
 - <https://hcr.ny.gov/S3ParticipationPlan>



Sub-Reporting Form & Greatest Extent Feasible Checklist

- Use with the Contractor and all Subs (i.e. entities that do the hiring and contracting for the project)
- Mechanism to be able to collect information on the Total Labor Hours, Section 3 Workers and Targeted Section 3 Workers from Contractor and Subs
- Includes descriptions of “Greatest Extent Feasible Efforts” – Subs check off which they have done and provides documentation
- Awardee (Developer/Owner, Municipality) consolidates this information from Contractor and all Subs to report to HCR on a bi-annual basis
- <https://hcr.ny.gov/S3SubReportingForm>.



Consolidated Awardee Reporting Form

- A reporting form LINK provided to Awardee (Developer/Owner or Municipality)
- Tool to report ALL Labor Hours and Section 3 Worker hours for Recipient, Contractor and all Subs
- Developer/Owner or Municipality consolidates the information in Sub reporting forms to report this information to HCR. Includes:
 - Labor Hours, Section 3 Labor Hours, Targeted Section 3 Labor Hours
 - Certifications that Mandatory Minimum Efforts were undertaken
 - GEF Efforts carried out by Awardee and Subs if Labor Hour Benchmarks were not met
- Awardee must complete 2x/year and at completion of project.



Section 3 Business Self Certification Form

- Awardee must have these on file for all Section 3 businesses on Project
- Self-certification from business
- Guides business and Awardee on what constitutes a Section 3 Business
- <https://hcr.ny.gov/S3BusinessSelfCert>




Section 3 Hiring Form

- Important tool to determine who is a Section 3 and Targeted Section 3 Worker
- Must keep on file for 5 years
- A Section 3 Workers counts as a Section 3 Worker 5 years from the completion of this form
- Walks employee and HR on what income levels and other qualifers make someone a Section 3 or Targeted Section 3 Worker
- Translations available here: <https://hcr.ny.gov/section-3-compliance#forms---documents>



Section 3 Hiring Form



**Homes and
Community Renewal**

EMPLOYERS TO KEEP THIS FORM ON FILE FOR 5 YEARS

Section 3 Hiring Form – Employee/Employer Certification – Region 10 (New York City)

Construction projects that are awarded certain federal funding must give, to the greatest extent feasible, hiring and training prioritization to low-income individuals. ~~Applicants, Employees and Employers should complete this sheet to determine if Applicant/Employee is a Section 3 Worker or Targeted Section 3 Worker. Responses are voluntary for applicants/employees. Nothing on this form shall be used to determine employee pay or promotions.~~

Applicant/Employee Name:	Home Address:

SECTION 1: APPLICANT/EMPLOYEE CERTIFICATION (Applicant/Employee Completes this Section)

A. I am a Section 3 Worker if one of these applies (check all that apply):

1. YES I am a YouthBuild participant
2. YES My individual income or the income for my household is listed below

NOTE: Residents/recipients of the following benefits are likely to meet the low-income criteria: Medicaid – Public Assistance/TANF - SNAP/Food Stamps - Section 8-assisted housing - Public Housing

Example: If your household has 5 people, go to that row to see if your household income is within that range.

New York City Low-Income Levels		
Individual Income: \$0 - \$66,850	Household of 4: \$0 - \$95,450	Household of 7: \$0 - \$118,400
Household of 2: \$0 - \$76,400	Household of 5: \$0 - \$103,100	Household of 8: \$0 - \$126,000
Household of 3: \$0 - \$85,950	Household of 6: \$0 - \$110,750	

Note: Household income amount includes all sources of income earned by those in the household who are 18+. Income limits are based on 2021 HUD numbers and are subject to change. See: <https://www.huduser.gov/portal/datasets/il.html>

I (applicant/employee) certify that the above statements are true, complete, and correct to the best of my knowledge and belief.

Employee Signature X _____ Date _____

SECTION 2: EMPLOYER CERTIFICATION & DETERMINATION OF SECTION 3 WORKER STATUS (Employer Completes)

A. Employee is a Section 3 Worker if ONE of these apply: (check all that apply):



Section 3 Hiring Form

SECTION 2: EMPLOYER CERTIFICATION & DETERMINATION OF SECTION 3 WORKER STATUS (Employer Completes)

A. Employee is a Section 3 Worker if ONE of these apply: (check all that apply):

- YES Applicant/Employee checked one of the items above and signed the self-certification above.
- YES Applicant/Employee's individual income from the position they (will) occupy with the Employer signing this form, when annualized on a full-time basis, is considered "low-income" according to the table above.
- YES Applicant/Employee's individual income from the position they (will) occupy with the Employer signing this form, when annualized on a full-time basis, is considered "low-income" according to the table above.
- YES The individual is employed by a Section 3 Business AND that business has completed a Section 3 Business Certification. Employer *must* obtain proof of Section 3 Business Certification available here:
<https://hudapps.hud.gov/OpportunityPortal>

**Section 3 Business: At least 51% owned/controlled by low-income persons. Over 75% of labor hours worked by Section 3 workers within prior 3-month period. At least 51% owned/controlled by current public housing or Section 8-assisted housing residents.*

B. Applicant/Employee is a Targeted Section 3 Worker if ONE of these apply: (check all that apply):

- YES Applicant/Employee self-certified that they are a YouthBuild Participant (See Section 1, Question #1).
- YES Applicant/employee is employed by a Section 3 Business (Check here if Section 2:A:4, above, is checked).
- YES Applicant/Employee lives in the neighborhood or service area of the Project AND they are a Section 3 Worker (one of the boxes in Section 2:A, above, is checked). A service area is defined as within 1 mile of the work site or, if fewer than 5,000 people live within one mile of a work site, an expanded 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.

BASED ON THE ABOVE, EMPLOYEE IS A (check one, if applicable): Section 3 Worker Targeted Section 3 Worker

The Applicant/Employee can be reported as a Section 3/Targeted Section 3 Worker for 5 years from the date of signature below

I (Employer) certify that the above statements are true, complete, and correct to the best of my knowledge and belief.

Employer Signature X _____ Name: _____ Date _____

NYS HCR Fair and Equitable Housing Office (FEHO) - 641 Lexington Avenue, New York, NY 10022

<https://hcr.ny.gov/section-3-compliance> | Section3MWB@nysshr.org

Form date: 12/1/2021



Homes and
Community Renewal

Tips & Tricks for Reporting

- Use the most updated forms – check back frequently
- Use the narrative fields in the form to provide contextualizing information
- Train contractors and subs on Section 3 labor hour tracking and reporting requirements
- Document, document, document!
- Reach out with questions and updates (e.g., Change in Section 3 coordinator, etc.)



Resources

Resources and Training

- More Section 3 training to come.
- Email me to be added to our Section 3 distribution list – if you registered for this webex, you already are 😊
- Many resources available at: <https://hcr.ny.gov/section-3-compliance>
- We offer 1 on 1 technical assistance on creating a successful Section 3 program



Contact

Fair and Equitable Housing Office

New York State Homes & Community Renewal

641 Lexington Avenue

New York, NY 10021

(347)213-1363

<https://hcr.ny.gov/section-3-compliance>



Contact:

Dinorah Santiago, Section 3 Coordinator

Dinorah.Santiago@hcr.ny.gov, Section3MWBE@hcr.ny.gov



Homes and
Community Renewal