

Georgia Department of Community Affairs
 Community HOME Investment Program
Section 3 Report

1. State Recipient/Sub-recipient Name & Address:		2. Program: CHIP		3. Total Amount of Award to State Recipient or Sub-recipient:																	
		4. Contact Person:		5. Phone:																	
		6. Email:		7. Date of Submission:																	
8. Program Code*: 6	9. Project Name:		10. Project Address:																		
<p><small>*Program Codes</small></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">1 = Flexible Subsidy</td> <td style="width: 25%;">3 = Public/Indian Housing</td> <td style="width: 25%;">4 = Homeless Assistance</td> <td style="width: 25%;">8 = CDBG State Administered</td> </tr> <tr> <td>2 = Section 202/811</td> <td>A = Development</td> <td>5 = HOME</td> <td>9 = Other CD Programs</td> </tr> <tr> <td></td> <td>B = Operation</td> <td>6 = HOME State Administered</td> <td>10 = Other Housing Programs</td> </tr> <tr> <td></td> <td>C = Modernization</td> <td>7 = CDBG Entitlement</td> <td></td> </tr> </table>						1 = Flexible Subsidy	3 = Public/Indian Housing	4 = Homeless Assistance	8 = CDBG State Administered	2 = Section 202/811	A = Development	5 = HOME	9 = Other CD Programs		B = Operation	6 = HOME State Administered	10 = Other Housing Programs		C = Modernization	7 = CDBG Entitlement	
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Part I - Employment and Training Record (**Include New Hires in columns E & F)					
A Job Category	B Number of New Hires	C Number of New Hires that are Sec. 3 Residents	D % of Section 3 New Hires	E ** % of Total Staff Hours for Sec 3 Employees and Trainees	F ** Number of Sec 3 Trainees and Trainees
Professionals					
Technicians					
Office/Clerical					
Construction by Trade:					
Trade:					
Trade:					
Trade:					
Trade:					
Trade:					
Other (List)					
Total:					

USE ADDITIONAL SHEETS IF NECESSARY

Part II: Contracts Awarded

Construction Contracts:

- A. Total dollar amount of all contracts awarded on the project. \$ _____
- B. Total dollar amount of contracts awarded to Section 3 businesses. \$ _____
- C. Percentage of the total dollar amount that was awarded to Section 3 businesses. _____ %
- D. Total number of Section 3 businesses receiving contracts. _____

Part III: Summary

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low-and and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply – documentation required)

____ Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contracts with community organizations and public or private agencies operating within the metropolitan area (or Non-metropolitan County) in which the Section 3 covered program or project is located or similar methods. (Attach date marked documentation, e.g., invoices, photo of signs; contact names and phone numbers, etc.)

____ Participated in a HUD program or other program which promotes the training or employment of Section 3 residents. (Provide name of program and contact.)

____ Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns. (Provide name of program and contact.)

____ Coordinated with Youthbuild Programs administered in the metropolitan area or community in which the Section 3 covered project is located. (Provide name of program and contact.)

____ Other efforts or explanations; please describe below (attach additional pages as needed):

062609

Georgia Department of Community Affairs
Community HOME Investment Program
Section 3 Report - Instructions

This form is to be used to report accomplishments regarding employment, training, and contracting opportunities provided to low- and very low-income persons* under Section 3 of the Housing and Urban Development Act of 1968. The Section 3 regulations apply to **recipients of housing and community development assistance in excess of \$200,000** expended for: (1) housing rehabilitation (including reduction and abatement of lead-based paint hazards); (2) housing construction; or (3) other public construction projects; and to **contracts and subcontracts in excess of \$100,000** awarded in connection with the Section 3 covered activity.

The Section 3 regulation is triggered for all State Recipient and/or Sub-recipients based on the total amount awarded. Therefore, State Recipient or Sub-recipients will report activities for themselves, their Administrators, and contractors. The State Recipient or Sub-recipient may use Section 3 related activities carried out by the Administrators and contractors to meet its Section 3 responsibilities.

The Section 3 Report has three parts which are to be completed for all programs covered by Section 3. Part I relates to employment and training, Part II relates to contracting, and Part III summarizes the efforts by the grantees to comply with Section 3. Grantees or contractors subject to Section 3 requirements must maintain appropriate documentation to establish that HUD financial assistance for housing and community development programs were directed toward low- and very low-income persons.

1. **Recipient Name & Address:** Enter the name and address of the State Recipient or Sub-recipient submitting this report.
2. **Program:** If box is empty, enter "CHIP".
3. **Amount of Funding Award or Contract:** Enter the total dollar amount of the CHIP Award received by the State Recipient or Sub-recipient.
- 4, 5 & 6. **Contact Person/Phone/Email:** Enter the name, telephone number and email address of the person with knowledge of the award and the recipient's implementation of Section 3.
7. **Date of Submission:** Enter date report submitted.
8. **Program Code:** If box is empty, enter "6".
9. **Project Name:** Enter name of homeowner assisted with CHIP funds.
10. **Project Address:** Enter address of homeowner where CHIP-funded work was performed.

Part I: Employment and Training Record:

Column A: Contains various job categories. Professionals are defined as people who have special knowledge of an occupation (i.e. supervisors, architects, surveyors, planners, and computer programmers). For construction positions, list each trade and provide data in columns B through F for each trade where persons were employed. The category of "Other" includes occupations such as service workers.

Column B: Enter the number of new hires for each category of workers identified in **Column A** in connection with this award. New hire refers to a person who is not on the award recipient's or contractor's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

Column C: Enter the number of Section 3 new hires for each category of workers identified in **Column A** in connection with this award. Section 3 new hire refers to a Section 3 resident who is not

on the recipient's or contractor's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

Column D: Enter the percentage of all the staff hours of new hires (Section 3 residents) in connection with this award.

Column E: Enter the percentage of the total staff hours worked for Section 3 employees and trainees (including new hires) connected with this award. Include staff hours for part-time and full-time positions.

Column F: Enter the number of Section 3 residents that were trained in connection with this award.

Part II: Contracts Awarded:

Block 1: Construction Contracts

Item A: Enter total dollar amount of all contracts awarded on the project/program.

Item B: Enter the total dollar amount of contracts connected with this project/program that were awarded to Section 3 businesses.

Item C: Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses. Divide (B) by (A).

Item D: Enter the number of Section 3 businesses receiving awards.

Part III: Summary of Efforts:

Self-explanatory. Also use this section for any comments or clarification.

- * The terms "low-income persons" and "very low income persons" have the same meanings given the terms in section 3(b)(2) of the United States Housing Act of 1937. **Low-income persons** mean families (including single persons) whose incomes do not exceed 80 percent of the median income for the area, determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of the Secretary's findings such that the variations are necessary because of prevailing levels of construction costs or unusually high- or low-income families. **Very low-income persons** mean low-income families (including single persons) whose income do not exceed 50 percent of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 percent of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.