

## Reporting on Section 3 Activities

U.S. Department of Housing and  
Urban Development  
Office of Field Policy and  
Management

OMB Control Number: 2501-0042  
(Exp. 06/30/2025)

Public reporting for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB Number. Section 3 of the Housing and Urban Development Act of 1968, as amended, U.S.C. 1701u, mandates that the Department ensures that employment and other, economic opportunities generated by its housing and community development assistance programs are directed toward low-and very low-income persons, particularly those who are recipients of government assistance for housing. The regulations are found at 24 CFR Part 75. The information will be used by the Department to monitor program recipient's compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as a self-monitoring tool. The data is entered into a database and will be analyzed and made available to the public upon request. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative: personal identifying information is not included.

### Identifying Information Regarding the Section 3 Report

Agency Name:  
Address:  
Contact Name:  
Contact E-mail:  
Housing Authority Code:

Agency Name:	
Address:	
Contact Name:	
Contact E-mail:	
Housing Authority Code:	

This is an agency-wide annual report

Housing Authority Fiscal Year:



Check here if there are multiple authorities applying Section 3 to this project and provide identifying information below.

For public housing authorities, the ID number is the PIC Agency number.

For CDBG/HOME participating jurisdictions, the ID number is the IDIS number.

For RAD transactions, it is the PIC DDA number.

Name of Primary Authority:  
ID Number:  
Name of Primary Authority:  
ID Number:

Name of Primary Authority:	
ID Number:	
Name of Primary Authority:	
ID Number:	

### Are you a small PHA (under 250 units)

*If agency identified as a small public housing authority (with fewer than 250 public housing units) please elect whether you would like to complete the Section 3 labor hours or qualitative reporting*

### Section 3 Labor Hours

Total Labor Hours:  
Section 3 Worker Hours:

Public Housing Targeted Worker Hours:  
Other Funding Targeted Worker Hours:

Formula: Did the reporting agency meet or exceed the safe harbor benchmarks? Yes/No

### Nature of Agency Efforts

*This section is not required if, based on the labor hours reporting above, the reporting agency met or exceeded the safe harbor benchmarks. Check all that apply. Maintain records available for HUD review to document any efforts checked.*

- Engaged in outreach efforts to generate job applicants who are Targeted Section 3 workers.
- Provided training or apprenticeship opportunities.
- Provided technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).
- Provided or connected Section 3 workers with assistance in seeking employment including: drafting resumes, preparing for interviews, and finding job opportunities connecting residents to job placement services.
- Held one or more job fairs.
- Provided or referred Section 3 workers to services supporting work readiness and retention (e.g., work readiness activities, interview clothing, test fees, transportation, child care).
- Provided assistance to apply for/or attend community college, a four-year educational institution, or vocational/technical training.
- Assisted Section 3 workers to obtain financial literacy training and/or coaching.
- Engaged in outreach efforts to identify and secure bids from Section 3 business concerns.
- Provided technical assistance to help Section 3 business concerns understand and bid on contracts.
- Divided contracts into smaller jobs to facilitate participation by Section 3 business concerns.
- Provided bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
- Promoted use of business registries designed to create opportunities for disadvantaged and small businesses.
- Other: