

Model Section 3 Plan Template

This plan outlines the steps that [Developer name] will take to implement the requirements of Section 3 of the Housing and Urban Development Act of 1968 for [project name]. The goal of the Plan is to provide economic opportunity to persons who reside in public housing, have a Section 8 housing certificate or voucher or have income that is low or very low according to the current Department of Housing and Urban Development (HUD) guidelines. This plan applies to the contractor/developer receiving more than \$200,000 and to any subcontractor receiving more than \$100,000 in federal funds.

Notification

- 1) [developer] will notify the [contractor] by including the Section 3 requirements in the contract.
- 2) [contractor] will notify all subcontractors by including the Section 3 requirements in the contract.
- 3) [contractor] will be responsible for maintain Section 3 files that may be audited by lenders at any time.

Outreach

- 1) All employment and training opportunities will be advertised in [Boston Globe or Boston Herald] and in [name of newspaper serving the project neighborhood]
- 2) Notification will be made to [resident association of Boston Housing Authority within ½ mile of the project] or to the closest development [add name].
- 3) Notification to the resident association of [name of any non-elderly subsidized housing development within ½ mile of the project].
- 4) Notification to [add names of neighborhood associations or community organizations] serving the neighborhood where the project is located.
- 5) Outreach efforts will be reported on (need to develop a form)

Optional language:

[Developer] will partner with [name of community group with a job training program] who will provide job training in housing construction. [contractor] agrees to hire qualified graduates of the program who are Section 3 residents.

Use of Section 3 Businesses

Contractors and subcontractors that are Section 3 businesses will complete the Section 3 Business Self-Certification Form. Any business reported on the contractor/subcontractor HUD form as a Section 3 business must have a certification form.

Hiring

[contractor] will designate a jobs coordinator who will take referrals and interview them and any walk-ons who apply for contractor/subcontractor openings. Documentation will be maintained as who was interviewed and whether or not they were hired. Persons hired will complete the [name of form] and provided to the Boston Jobs office. [developer] will use this information to complete the Section 3 Summary Report (HUD 60002). This form and the contractor/subcontractor form will be submitted to the DND project manager at the completion of construction.