



City of Edgewater, Florida

104 North Riverside, Edgewater, Florida 32132

Section 3 Plan

for

Community Development Block Grants

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1. Overview of Section 3 Requirements

A. WHAT IS SECTION 3?

Section 3 is a provision of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) that is regulated by the provisions of 24 CFR 75. Section 3 regulations ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

B. PURPOSE OF THIS DOCUMENT

This plan outlines how the **City of Edgewater**, and its contractors and subcontractors will comply with HUD's Section 3 requirements in implementing the **City of Edgewater's** Community Development Block Grant programs. The **City of Edgewater** will, to the greatest extent feasible, ensure that employment and other economic opportunities are directed to low- and very low-income persons (Section 3 workers and Targeted Section 3 workers) and to eligible businesses (Section 3 Businesses) and requires the same of its contractors.

The **City of Edgewater** may amend its Section 3 Policies and Procedures document as necessary to ensure continued compliance with HUD's requirements and/or to reflect updated Section 3 guidance and outreach strategies.

C. APPLICABILITY

For public housing financial assistance, all funding is covered, regardless of the amount of expenditure or size of a contract. This plan applies to development assistance, operating funds, capital funds, and all mixed-finance development.

For housing and community development financial assistance, this plan applies to housing rehabilitation, housing construction, and other public construction projects that exceed \$200,000 or more of housing and community development financial assistance from one or more HUD programs. Applicability is determined at the project level.

For projects funded with Lead and Hazard Control and Healthy Homes Programs, this plan applies to projects that exceed \$100,000.

This plan also applies to projects that include multiple funding sources. Multiple funding source projects include projects that include public housing financial assistance, housing and community development financial assistance for single or multiple recipients, and the Lead Hazard Control and Healthy Homes Program.

Section 3 requirements **do not** apply to: 1) Material Supply Contracts - § 75.3(b), 2) Indian and Tribal Preferences - § 75.3(c), and 3) Other HUD assistance and other Federal assistance not

subject to Section 3 §75.3 (d). However, for financial assistance that is not subject to Section 3, recipients are encouraged to consider ways to support the purpose of Section 3.

2. Section 3 Coordinator

The **City of Edgewater's** Section 3 Coordinator serves as the central point of contact for Section 3 compliance for the **City of Edgewater** and its subrecipients, contractors and subcontractors supporting the program. Subrecipients, contractors, subcontractors and others are encouraged to reach out to [recipient/grantee]'s Section 3 Coordinator with questions regarding Section 3 compliance:

Ms. Sandy Camp
Grants Administrator
scamp@cityofedgewater.org

3. Employment, Training, and Contracting Goals

A. SAFE HARBOR COMPLIANCE

The **City of Edgewater** will be considered to have complied with the Section 3 requirements and met safe harbor, if they certify that they followed the required prioritization of effort and met or exceeded the Section 3 benchmarks, absent evidence of the contrary.

Prior to the beginning of work, contractors and subcontractors will be required to certify that they will follow the required prioritization of effort for Section 3 workers, Targeted Section 3 workers, and Section 3 business concerns as outlined below in [section C](#). After completion of the project, on the Section 3 Cumulative Report, contractors and subcontractors will be required to certify that they followed the prioritization of effort requirements.

If the contractor and subcontractor do not meet the safe harbor requirements, they must provide evidence that they have made qualitative efforts to assist low and very low-income persons with employment and training opportunities.

B. SAFE HARBOR BENCHMARKS

The **City of Edgewater** has established employment and training goals that subrecipients, contractors, and subcontractors should meet in order to comply with Section 3 requirements outlined in 24 CFR Part 75.19 - for housing and community development financial assistance. The safe harbor benchmark goals are as follows:

- 1) Twenty-five (25) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers;

$$\text{Section 3 Labor Hours/Total Labor Hours} = 25\%$$

And

- 2) Five (5) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers, as defined at 24 CFR Part 75.21.

$$\text{Targeted Section 3 Labor Hours/Total Labor Hours} = 5\%$$

HUD establishes and updates Section 3 benchmarks for Section 3 workers and/or Targeted Section 3 workers through a document published in the Federal Register, not less frequently than

once every 3 years. Given that the Section 3 benchmarks are subject to change every three years or sooner, the **City of Edgewater** will review and update the Section 3 Plan every 12 months, as needed.

It is the responsibility of contractors to implement efforts to achieve Section 3 compliance. Any contractor that does not meet the Section 3 benchmarks must demonstrate why meeting the benchmarks were not feasible. All contractors submitting bids or proposals to the **City of Edgewater** are required to certify that they will comply with the requirements of Section 3.

C. CERTIFICATION OF PRIORITIZATION OF EFFORT FOR EMPLOYMENT, TRAINING, AND CONTRACTING EMPLOYMENT AND TRAINING

Under the **City of Edgewater's** Section 3 Program, contractors and subcontractors should make best efforts to provide employment and training opportunities to Section 3 workers in the priority order listed below:

Provide employment and training opportunities to Section 3 workers within the metropolitan area (or nonmetropolitan county) in which the project is located in the priority order listed below:

- 1) Section 3 workers residing within the service area or the neighborhood of the project, and
- 2) Participants in YouthBuild programs.

Contractors and subcontractors are required to certify that they will and have made best efforts to follow the prioritization of effort requirements prior to the beginning work and after work is completed.

CONTRACTING

Under the **City of Edgewater's** Section 3 Program, contractors and subcontractors must make their best efforts to award contracts and subcontracts to business concerns that provide economic opportunities to Section 3 workers in the following order or priority:

- 1) Business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which assistance is located in the following order of priority (where feasible):
 - a) Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the service area or the neighborhood of the project; and
 - b) YouthBuild programs.

Contractors and subcontractors will be required to certify that they will and have made best efforts to follow the prioritization of effort requirements prior to the beginning work and after work is completed.

*Contractors and Sub-Contractors shall complete Certifications outlined in **Forms A and B**, respectively.*

4. Section 3 Eligibility and Certifications

Individuals and businesses that meet Section 3 criteria may seek Section 3 preference from the **City of Edgewater** or its contractors/subcontractors for training, employment, or contracting opportunities generated by housing and community development financial assistance. To qualify as a Section 3 worker, Targeted Section 3 worker or a Section 3 business concern, each must self-certify that they meet the applicable criteria.

Businesses who misrepresent themselves as Section 3 business concerns and report false information to the **City of Edgewater** may have their contracts terminated as default and be barred from ongoing and future considerations for contracting opportunities.

A. SECTION 3 WORKER AND TARGETED SECTION 3 WORKER CERTIFICATION

A Section 3 worker seeking certification shall submit self-certification documentation to the recipient contractor or subcontractor, that the person is a Section 3 worker or Targeted Section 3 worker as defined in 24 CFR Part 75. For the purposes of Section 3 worker eligibility, the **City of Edgewater** will use individual income rather than family/household income to determine eligibility. The income limits will be determined annually using the guidelines published at <https://www.huduser.org/portal/datasets/il.html>.

Persons seeking the Section 3 worker preference shall demonstrate that it meets one or more of the following criteria currently or when hired within the past five years, as documented:

- 1) A low or very low-income resident (the worker's income for the previous or annualized calendar year is below the income limit established by HUD); or
- 2) Employed by a Section 3 business concern; or
- 3) A YouthBuild participant.

Persons seeking the Targeted Section 3 worker preference shall demonstrate that it meets one or more of the following criteria:

- 1) Employed by a Section 3 business concern or
- 2) Currently meets or when hired met at least one of the following categories as documented within the past five years:
 - a) Living within the service area or the neighborhood of the project, as defined in 24 CFR Part 75.5; or
 - b) A YouthBuild participant.

Section 3 workers and Targeted Section 3 workers who are seeking preference in training and employment must submit the Section 3 Worker and Targeted Section 3 Worker Certification Form. The certification procedure will consist of the following:

- Complete the Section 3 and Targeted Section 3 Worker Certification Form
- Document Income for past 12 months, OR
- Document location of residency, OR
- Document participation in YouthBuild program

*Employees of Contractors and Sub-Contractors shall complete Certifications outlined in **Form C**.*

B. SECTION 3 BUSINESS CONCERN CERTIFICATION

The **City of Edgewater** should encourage contractors and subcontractors to make best efforts to award contracts and subcontracts to Section 3 business concerns.

Businesses that believe they meet the Section 3 Business requirements can may self-register in the HUD Business registry, here: <http://www.hud.gov/Sec3Biz>. Businesses may seek Section 3 Business Concern preference by demonstrating that it meets one or more of the following criteria:

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

Businesses that seek Section 3 preference shall certify, or demonstrate to the **City of Edgewater**, contractors or subcontractors, that they meet the definitions provided in the above. Businesses may demonstrate eligibility by submitting the Section 3 Business Concern Certification Form, **Attachment D** of this policy.

Section 3 Business Concern Certification Forms must be submitted at the time of bid/proposal. If the City of Edgewater previously approved the business concern to be Section 3 certified, then the certification can be submitted along with the bid, as long as the form is submitted within the prescribed expiration date. The Section 3 Business Concern Certification Form will expire after thirty-six (36) months. Establishing a 36-month certification of eligibility period allows the City of Edgewater the ability to assess contractor performance to ensure the business is striving to meet the required goals.

*Contractors and Sub-Contractors that are Section 3 Business Concerns shall complete Certifications outlined in **Form D**.*

5. Assisting Contractors with Achieving Section 3 Goals

In an effort to assist contractors with meeting or exceeding the Section 3 goals, the **City of Edgewater** will do the following:

- 1) Share Section 3 Plan with contractors and subcontractors and explain policies and procedures
- 2) Require contractors wishing to submit a bid/offer/proposal to attend pre-bid meeting
- 3) Require contractor to sign the Section 3 Plan at pre-construction conference
- 4) Review Section 3 benchmarks and prioritization of effort with contractors and subcontractors to ensure that the goals are understood. It is not intended for contractors and subcontractors to terminate existing employees, but to make every effort feasible to meet Section 3 benchmark goals by utilizing existing qualified workforce and by considering qualified eligible Section 3 workers and Targeted Section 3 workers (per the prioritization of effort outlined in Section #3) before any other person, when hiring

additional employees is needed to complete proposed work to be performed with the Community Development Block Grant (CDBG) program.

- 5) At the time of bid, require the contractor to present a list, of the number of total labor hours, Section 3 worker labor hours, and Targeted Section 3 worker labor hours expected to be generated from the initial contract and a list of projected number of available positions, to include job descriptions and wage rates.
- 6) Maintain a local Section 3 worker/Targeted Section 3 worker database and provide the contractor with a list of interested and qualified Section 3 workers and Targeted Section 3 workers and contact information.
- 7) Inform contractors about the HUD Section 3 Opportunity Portal <https://hudapps.hud.gov/OpportunityPortal/>
- 8) Require contractors to notify Section 3 Coordinator of their interests regarding employment of Section 3 workers prior to hiring.
- 9) Encourage local business to register on the HUD Business Registry and direct contractors to the HUD Section 3 Business Registry <https://www.hud.gov/section3businessregistry>
- 10) Leverage the **City of Edgewater's** communication outlets (social media, website, etc.) to effectively communicate employment and contracting opportunities that arise.
- 11) Require contractors to submit a list of core employees (including administrative, clerical, planning and other positions pertinent to the construction trades) at the time of contract award.

6. Section 3 Outreach

A. OUTREACH EFFORTS FOR EMPLOYMENT AND TRAINING

In order to educate and inform workers and contractors, the **City of Edgewater's** Section 3 Coordinator will be prepared to provide training and technical assistance on a regular basis per program guidelines. When training opportunities are available, contractors and subcontractors should, to the greatest extent feasible:

- 1) Notify the Section 3 Coordinator when training opportunities are available
- 2) Provide information/handouts about Section 3 training opportunities to potential Section 3 workers and Targeted Section 3 workers
- 3) Conduct an annual training for Section 3 workers and Section 3 businesses

Contractors and subcontractors should employ several active strategies to notify Section 3 workers and Targeted Section 3 workers of Section 3 job opportunities, including:

- 1) Clearly indicating Section 3 eligibility on all job postings with the following statement: "*[This job is a Section 3 eligible job opportunity. We encourage applications from individuals that are low income and/or live in Public Housing and/or receive a Section 8 voucher](#)*";
- 2) Including the Section 3 Worker and Targeted Section 3 Worker Self-Certification Form in all job postings.

- 3) Working with the Section 3 Coordinator to connect Section 3 worker and Targeted Section 3 workers in the **City of Edgewater** database with opportunities and/or utilize the Section 3 Opportunity Portal to find qualified candidates.
- 4) Establishing a current list of Section 3 eligible applicants.
- 5) Contacting local community organizations and provide them with job postings for Section 3 eligible applicants; and
- 6) Coordinating a programmatic ad campaign, which results in widespread job posting across diverse ad networks including:
 - a) Advertising job opportunities via social media, including LinkedIn and Facebook;
 - b) Advertising job opportunities via flyer distributions and mass mailings and posting ad in common areas of housing developments and all public housing management offices
 - c) Contacting resident councils, resident management corporations, and neighborhood community organizations to request their assistance in notifying residents of available training and employment opportunities. These should include, but not be limited to:
 - i. Volusia County Housing Choice Voucher Program (Section 8)
 - ii. Volusia County Human Services Programs
 - iii. CareerSource Flagler Volusia
 - iv. Healthy Start Coalition of Flagler and Volusia Counties, Inc.
 - v. Team Volusia Economic Development Council

*Example outlined as Section 3 - **Form E***

B. OUTREACH EFFORTS FOR CONTRACTING

When contracting opportunities arise in connection with the CDBG program, the **City of Edgewater** will employ the following strategies to notify Section 3 Business Concerns of Section 3 contracting opportunities, including but not limited to:

- 1) Adding Section 3 language to all RFPs, RFQs, Invitations to Bid, procurement documents, offerings and contracts.
- 2) Coordinating mandatory pre-bid meetings to inform Section 3 Business Concerns of upcoming contracting opportunities. The Section 3 Coordinator will participate in these meetings to explain and answer questions related to Section 3 policy.
- 3) Advertising contracting opportunities in local community papers and notices that provide general information about the work to be contracted and where to obtain additional information.
- 4) Providing written notice of contracting opportunities to all known Section 3 Business Concerns. The written notice will be provided in sufficient time to enable business concerns the opportunity to respond to bid invitations.

- 5) Coordinating with the prime contractor to publicize contracting opportunities for small businesses.
- 6) Coordinating with:
 - i. Volusia County Housing Choice Voucher Program (Section 8)
 - ii. Volusia County Human Services Programs
 - iii. CareerSource Flagler Volusia
 - iv. Healthy Start Coalition of Flagler and Volusia Counties, Inc.
 - v. Team Volusia Economic Development Council

7. Section 3 Contracting Policy and Procedure

The **City of Edgewater** will incorporate Section 3 in its existing Procurement Policy and adopt a Section 3 Contracting Policy and Procedure to be included in all procurements generated for use with HUD funding. This policy and procedure contain requirements for making efforts to award contracts to Section 3 Business Concerns.

All contractors/businesses seeking Section 3 preference must, before submitting bids/proposals to the **City of Edgewater**, be required to complete certifications, as appropriate. Such certifications shall be adequately supported with appropriate documentation as referenced in the Section 3 Business Concern Certification Form.

8. Section 3 Provisions/Contract Language

The **City of Edgewater** will include standard Section 3 language in all of its contracts to ensure compliance with regulations in 24 CFR Part 75. The **City of Edgewater** will take appropriate actions upon finding that a contractor is in violation of 24 CFR Part 75 and does not knowingly contract with any contractor that has been found in violation of Section 3 regulations. On a periodic basis the Section 3 Coordinator will audit the **City of Edgewater's** contractors for compliance with the minimum Section 3 requirements outlined in the Section 3 Plan.

In addition, contractors and subrecipients are required to include language in all Section 3 covered contracts or agreements for subcontractors to meet the requirements of 24 CFR Part 75.9 (for public housing financial assistance) or 24 CFR Part 75.19 (for housing and community development financial assistance).

For businesses, noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

9. Reporting Requirements

For Section 3 covered contracts, contractors must submit Section 3 Performance and Summary Reports to the **City of Edgewater's** Section 3 Coordinator on a quarterly basis, and the annual reporting requirement set forth in that form's instructions.

A. QUARTERLY REPORTING

- 1) Contractors are required to submit quarterly Section 3 activity reports **(Form F)** to the **City of Edgewater's** Section 3 Coordinator tscamp@cityofedgewater.org by the 5th day of January, April, July, and October. The Prime Contractor's report shall include copies of the Sub-Contractor(s) quarterly Section 3 Reports.
- 2) Sub-Contractor(s) are required to submit quarterly Section 3 activity reports **(Form G)** to the Prime Contractor by the 1st day of January, April, July, and October.
- 3) The City of Edgewater shall submit a quarterly Section 3 Report **(Form H)** to FloridaCommerce no later than the 10th day of January, April, July, and October during the contract period.

B. FINAL CUMULATIVE REPORTING

- 1) Once a project is completed, Prime Contractors must submit a final Section 3 cumulative report **(Form I)** that includes cumulative Section 3 reporting from all Sub-Contractors for the entire construction time period.
- 2) Upon the completion of a project, **City of Edgewater's CDBG Project**, the City's Section 3 Coordinator will conduct a final review of the project's overall performance and compliance.
- 3) The **City of Edgewater's** Section 3 Coordinator will include a copy of the Section 3 Cumulative Report from the Prime Contractor, along with any other requested Section 3 documentation with the grant closeout package submission to **FloridaCommerce**.

C. REPORTING ON PROJECTS WITH MULTIPLE FUNDING SOURCES

- 1) For Section 3 projects that include public housing financial assistance and housing and community development financial assistance, the **City of Edgewater** will report on the project as a whole and will identify the multiple associated recipients.
- 2) For projects assisted with funding from multiple sources of housing and community development assistance that exceed the thresholds of \$200,000 and \$100,000 for Lead Hazard Control and Healthy Homes Programs (LHCHH), the **City of Edgewater** will follow subpart C of Part 75 and will report to the applicable HUD program office, as prescribed by HUD. Note: LHCHH assistance is not included in calculating whether the assistance exceeds the \$200,000 threshold. HUD public housing financial assistance and HUD housing and community development financial assistance is not included in calculating whether the assistance exceeds the LHCHH \$100,000 threshold. Refer to chart in [Appendix B](#).

PROJECTS INVOLVING MULTIPLE SOURCES OF FUNDING

In cases where Section 3 covered projects include multiple sources of funds, including public housing financial assistance and housing and community development assistance, the City must follow the definition of Targeted Section 3 worker and priorities as outlined in subpart B of Part

75. For housing and community development financial assistance, the **City of Edgewater** may follow either subpart B or subpart C of Part 75.

In cases where Section 3 covered projects include multiple housing and community development funding sources (financial assistance) from single or multiple recipients, the **City of Edgewater** will follow subpart C of Part 75. Refer to chart in [Appendix B](#).

10. Internal Section 3 Complaint Procedure

In an effort to resolve complaints generated due to non-compliance through an internal process, the **City of Edgewater** encourages submittal of such complaints to its Section 3 Coordinator as follows:

- 1) Complaints of non-compliance should be filed in writing and must contain the name of the complainant and brief description of the alleged violation of 24 CFR Part 75.
- 2) Complaints must be filed within thirty (30) calendar days after the complainant becomes aware of the alleged violation.
- 3) An investigation will be conducted if complaint is found to be valid. The **City of Edgewater** will conduct an informal, but thorough investigation affording all interested parties, if any, an opportunity to submit testimony and/or evidence pertinent to the complaint.
- 4) The **City of Edgewater** will provide written documentation detailing the findings of the investigation. The **City of Edgewater** will review the findings for accuracy and completeness before it is released to complainants. The findings will be made available no later than fifteen (15) days after the filing of complaint. If complainants wish to have their concerns considered outside of the **City of Edgewater** a complaint may be filed with:

The HUD program office responsible for the public housing financial assistance or the Section 3 project, or to the local HUD field office. These offices can be found through the HUD website, www.hud.gov/.

Complainants may be eligible to bring complaints under other federal laws. The U.S. Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information (medical history or predisposition to disease). For more information about complainant rights, please contact EEOC at: www.EEOC.gov.

The Department of Labor Office of Federal Contract Compliance Programs (OFCCP) enforces, for the benefit of job seekers and wage earners, the contractual promise of affirmative action and equal employment opportunity required of those who do business with the Federal government. More information about the services they provide can be obtained at: <http://www.dol.gov/ofccp/>.

11. Appendices

APPENDIX A: DEFINITIONS

The terms *HUD*, *Public housing*, and *Public Housing Agency (PHA)* are defined in 24 CFR part 5. The following definitions also apply to 24 CFR Part 75 HUD's Economic Opportunities for Low-and Very Low-Income Persons:

1937 Act means the United States Housing Act of 1937, 42 U.S.C. 1437 *et seq. activities related to Public Housing*

Contractor means any entity entering into a contract with:

- (1) A recipient to perform work in connection with the expenditure of public housing financial assistance or for work in connection with a Section 3 project; or
- (2) A subrecipient for work in connection with a Section 3 project.

Labor hours means the number of paid hours worked by persons on a Section 3 project or by persons employed with funds that include public housing financial assistance.

Low-income person means a person as defined in Section 3(b)(2) of the 1937 Act, at or below 80% AMI. Note that Section 3 worker eligibility uses individual income rather than family/household income.

Material supply contracts means contracts for the purchase of products and materials, including, but not limited to, lumber, drywall, wiring, concrete, pipes, toilets, sinks, carpets, and office supplies.

Professional services means non-construction services that require an advanced degree or professional licensing, including, but not limited to, contracts for legal services, financial consulting, accounting services, environmental assessment, architectural services, and civil engineering services.

Public housing financial assistance means assistance as defined in 24 CFR Part 75.3(a)(1).

Public housing project is defined in 24 CFR 905.108.

Recipient means any entity that receives directly from HUD public housing financial assistance or housing and community development assistance that funds Section 3 projects, including, but not limited to, any State, local government, instrumentality, PHA, or other public agency, public or private nonprofit organization.

Section 3 means Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

Section 3 business concern means:

- (1) A business concern meeting at least one of the following criteria, documented within the last six-month period:
 - (i) It is at least 51 percent owned and controlled by low- or very low-income persons;
 - (ii) Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or
 - (iii) It is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

(2) The status of a Section 3 business concern shall not be negatively affected by a prior arrest or conviction of its owner(s) or employees.

(3) Nothing in this part shall be construed to require the contracting or subcontracting of a Section 3 business concern. Section 3 business concerns are not exempt from meeting the specifications of the contract.

Section 3 Coordinator is person tasked with overseeing all Section 3 responsibilities for the PHA/CD office.

Section 3 project means a project defined in 24 CFR Part 75.3(a)(2).

Section 3 worker means:

(1) Any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented:

(i) The worker's income for the previous or annualized calendar year is below the income limit established by HUD.

(ii) The worker is employed by a Section 3 business concern.

(iii) The worker is a YouthBuild participant.

(2) The status of a Section 3 worker shall not be negatively affected by a prior arrest or conviction.

(3) Nothing in this part shall be construed to require the employment of someone who meets this definition of a Section 3 worker. Section 3 workers are not exempt from meeting the qualifications of the position to be filled.

Section 8-assisted housing refers to housing receiving project-based rental assistance or tenant-based assistance under Section 8 of the 1937 Act.

Service area or the neighborhood of the project means an area within one mile of the Section 3 project or, if fewer than 5,000 people live within one mile of a Section 3 project, within a 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.

Small PHA means a public housing authority that manages or operates fewer than 250 public housing units.

Subcontractor means any entity that has a contract with a contractor to undertake a portion of the contractor's obligation to perform work in connection with the expenditure of public housing financial assistance or for a Section 3 project.

Subrecipient has the meaning provided in the applicable program regulations or in 2 CFR 200.93.

Targeted Section 3 worker has the meanings provided in 24 CFR Part 75.11, 75.21, or 75.29, and does not exclude an individual that has a prior arrest or conviction.

Very low-income person means the definition for this term set forth in section 3(b)(2) of the 1937 Act (at or below 50% AMI).

YouthBuild programs refers to YouthBuild programs receiving assistance under the Workforce Innovation and Opportunity Act (29 U.S.C. 3226).

APPENDIX B: MULTIPLE FUNDING SOURCES - CHART

TYPE OF FINANCIAL ASSISTANCE	DEFINITIONS *TARGETED SECTION 3 WORKER	THRESHOLDS	PRIORITIZATION	REPORTING
Public Housing and Housing and Community Development	PHA – must follow subpart B of Part 75 HCD – may follow subpart B or C of Part 75	None *Any amount of PH assistance triggers Section 3	PHA – must follow subpart B of Part 75 HCD – may follow subpart B or C of Part 75	PHA – must follow subpart B of Part 75 HCD – may follow subpart B or C of Part 75 Both - Must report on project as a whole and identify the multiple associated recipients
Multiple Sources of Housing and Community Development <i>(single or multiple recipients)</i>	Must follow subpart C of Part 75	Exceeds \$200,000 for Section 3 projects *LHCHHP exceeds \$100,000	Must follow subpart C of Part 75	Must follow subpart C of Part 75 Must report on project as a whole and identify the multiple associated recipients Must report to the applicable HUD program office, as prescribed by HUD



City of Edgewater, Florida

104 North Riverside, Edgewater, Florida 32132

PRIME CONTRACTOR CERTIFICATION REGARDING SECTION 3 COMPLIANCE

Project Name: _____

CDBG Contract Number: _____

Prime Contractor Name: _____

Phone: _____

Authorized Representative: _____

Email: _____

I, _____, having authority to make certain contractual certifications for _____ (hereby known as "our firm", do hereby certify that our firm will comply with the Section 3 requirements and will follow the required prioritization of efforts for Section 3 workers, Targeted Section 3 workers, and Section 3 business concerns as outlined below. As a contractor submitting bids or proposals to the **City of Edgewater**, under this Federally funded project, we understand that our firm is required to certify that they will comply with the requirements of Section 3.

We certify, that under this contract, our firm will make best efforts toward Section 3 goals by prioritizing our efforts to meet or exceed the following established Section 3 safe harbor benchmark goals:

- 1) Twenty-five (25) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers;

Section 3 Labor Hours/Total Labor Hours = 25%

And

- 2) Five (5) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers, as defined at 24 CFR Part 75.21.

Targeted Section 3 Labor Hours/Total Labor Hours = 5%

We acknowledge and certify that it is our firm's responsibility to implement efforts to achieve Section 3 compliance under this contract. Additionally, we acknowledge that if our firm does not meet the Section 3 benchmarks, it is our responsibility to demonstrate why meeting the benchmarks was not feasible.

Furthermore, we acknowledge and certify that should our firm not meet the safe harbor requirements during this contractual period, our firm will provide evidence that we have made qualitative efforts, including, but not limited to the outreach measures outlined within the **City of Edgewater's** Section 3 Policy, toward providing assistance to low and very low-income persons with employment and training opportunities.

We are completing this certification prior to the commencement of work on the project. We certify our firm after completion of the project, on the Section 3 Cumulative Report, contractors and subcontractors will be required to certify that they followed the prioritization of effort requirements.

EMPLOYMENT AND TRAINING

Under the **City of Edgewater's** Section 3 Program, our firm shall make best efforts to provide employment and training opportunities to Section 3 workers in the priority order listed below:

Provide employment and training opportunities to Section 3 workers within the metropolitan area (or nonmetropolitan county) in which the project is located in the priority order listed below:

- 1) Section 3 workers residing within the service area or the neighborhood of the project, and
- 2) Participants in YouthBuild programs.

Additionally, we certify that our firm will and has made best efforts to follow the prioritization of effort requirements prior to the beginning work and after work is completed.

CONTRACTING

Under the **City of Edgewater's** Section 3 Program, our firm understands that our firm must make best efforts to awarding subcontracts to business concerns that provide economic opportunities to Section 3 workers in the following order or priority:

- 1) Business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which assistance is located in the following order of priority (*where feasible*):
 - a) Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the service area or the neighborhood of the project; and
 - b) YouthBuild programs.

REPORTING

We affirm and acknowledge that our firm will complete and deliver to the **City of Edgewater** all:

- Pre-contract certifications for our firm and any and all subcontractor(s) we contract with;
- If applicable, certifications and supporting documentation for our firm and any subcontractor(s) we contract with attesting to our/their status as a Section 3 Business Concern;
- Employee Self Certifications and supporting documentation for employees of our firm and employees of any and all subcontractor(s) we contract with for this project;
- Monthly Section 3 Reports from our firm that report accomplishments toward Section 3 goals as wells as the qualitative efforts made by our firm toward achieving these goals;
- Monthly Section 3 Reports from our sub-contractor(s) that report accomplishments toward Section 3 goals as wells as the qualitative efforts made by our sub-contractor(s) toward achieving these goals;
- Annual Section 3 Reports from our firm that report accomplishments toward Section 3 goals as wells as the qualitative efforts made by our firm toward achieving these goals; and
- Annual Section 3 Reports from our sub-contractor(s) that report accomplishments toward Section 3 goals as wells as the qualitative efforts made by our sub-contractor(s) toward achieving these goals.

Signed and certified this _____ day of _____, 2024.

Name of Authorized Signed, Title
Name of Construction Contractor Company



City of Edgewater, Florida

104 North Riverside, Edgewater, Florida 32132

SUB-CONTRACTOR CERTIFICATION REGARDING SECTION 3 COMPLIANCE

Project Name: _____

CDBG Contract Number: _____

Sub-Contractor Name: _____

Phone: _____

Authorized Representative: _____

Email: _____

I, _____, having authority to make certain contractual certifications for _____ (hereby known as "our firm", do hereby certify that our firm will comply with the Section 3 requirements and will follow the required prioritization of efforts for Section 3 workers, Targeted Section 3 workers, and Section 3 business concerns as outlined below. As a sub-contractor submitting bids or proposals to the prime contractor for the **City of Edgewater**, under this Federally funded project, we understand that our firm is required to certify that they will comply with the requirements of Section 3.

We certify, that under this contract, our firm will make best efforts toward Section 3 goals by prioritizing our efforts to meet or exceed the following established Section 3 safe harbor benchmark goals:

- 1) Twenty-five (25) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers;

Section 3 Labor Hours/Total Labor Hours = 25%

And

- 2) Five (5) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers, as defined at 24 CFR Part 75.21.

Targeted Section 3 Labor Hours/Total Labor Hours = 5%

We acknowledge and certify that it is our firm's responsibility to implement efforts to achieve Section 3 compliance under this contract. Additionally, we acknowledge that if our firm does not meet the Section 3 benchmarks, it is our responsibility to demonstrate why meeting the benchmarks was not feasible.

Furthermore, we acknowledge and certify that should our firm not meet the safe harbor requirements during this contractual period, our firm will provide evidence that we have made qualitative efforts, including, but not limited to the outreach measures outlined within the **City of Edgewater's** Section 3 Policy, toward providing assistance to low and very low-income persons with employment and training opportunities.

We are completing this certification prior to the commencement of work on the project. We certify our firm after completion of the project, on the Section 3 Cumulative Report, contractors and subcontractors will be required to certify that they followed the prioritization of effort requirements.

EMPLOYMENT AND TRAINING

Under the **City of Edgewater's** Section 3 Program, our firm shall make best efforts to provide employment and training opportunities to Section 3 workers in the priority order listed below:

Provide employment and training opportunities to Section 3 workers within the metropolitan area (or nonmetropolitan county) in which the project is located in the priority order listed below:

- 1) Section 3 workers residing within the service area or the neighborhood of the project, and
- 2) Participants in YouthBuild programs.

Additionally, we certify that our firm will and has made best efforts to follow the prioritization of effort requirements prior to the beginning work and after work is completed.

CONTRACTING

Under the **City of Edgewater's** Section 3 Program, our firm understands that our firm must make best efforts to awarding subcontracts to business concerns that provide economic opportunities to Section 3 workers in the following order or priority:

- 1) Business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which assistance is located in the following order of priority (*where feasible*):
 - a) Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the service area or the neighborhood of the project; and
 - b) YouthBuild programs.

REPORTING

We affirm and acknowledge that our firm will complete and deliver to the **City of Edgewater** all:

- Pre-contract certifications for our firm and any and all subcontractor(s) we contract with;
- If applicable, certifications and supporting documentation for our firm and any subcontractor(s) we contract with attesting to our/their status as a Section 3 Business Concern;
- Employee Self Certifications and supporting documentation for employees of our firm and employees of any and all subcontractor(s) we contract with for this project;
- Monthly Section 3 Reports from our firm that report accomplishments toward Section 3 goals as well as the qualitative efforts made by our firm toward achieving these goals;
- Monthly Section 3 Reports from our sub-contractor(s) that report accomplishments toward Section 3 goals as well as the qualitative efforts made by our sub-contractor(s) toward achieving these goals;
- Annual Section 3 Reports from our firm that report accomplishments toward Section 3 goals as well as the qualitative efforts made by our firm toward achieving these goals; and
- Annual Section 3 Reports from our sub-contractor(s) that report accomplishments toward Section 3 goals as well as the qualitative efforts made by our sub-contractor(s) toward achieving these goals.

Signed and certified this _____ day of _____, 2024.

Name of Authorized Signed, Title
Name of Construction Contractor Company



City of Edgewater, Florida

104 North Riverside, Edgewater, Florida 32132

Section 3 Worker and Targeted Section 3 Worker Self-Certification

Section 3 is required in federally funded projects to provide employment, training and contracting opportunities to low-income individuals, particularly those who are recipients of government assistance for housing or other public assistance programs.

A Section 3 worker seeking certification shall self-certify and submit this form to the recipient contractor or subcontractor, that the person is a Section 3 worker or Targeted Section 3 Worker as defined in 24 CFR Part 75. **Your response is voluntary, confidential, and has no effect on your employment.**

Employee Name: _____

Instructions: Enter/select the appropriate information to confirm your Section 3 worker or Targeted Section 3 Worker status.

QUALIFYING DEFINITIONS
<p><u>Section 3 Worker Definition:</u></p> <ul style="list-style-type: none">• A low or very low-income resident (the worker's income for the previous or annualized calendar year is below the income limit established by HUD); or• Employed by a Section 3 business concern; or• A YouthBuild participant.
<p><u>Targeted Section 3 Worker</u> (for housing and community development)</p> <ul style="list-style-type: none">• Employed by a Section 3 business concern or• Currently meets or when hired met at least one of the following categories as documented within the past five years:<ul style="list-style-type: none">• Living within the service area or the neighborhood of the project, as defined in 24 CFR 75.5• A YouthBuild participant.
<p><u>Low or Very Low-Income</u></p> <p>Qualification as a Low or Very Low-Income worker is determined by the worker's income for the previous or annualized calendar year as compared to the current HUD Area Median Income (AMI) levels for a <u>household of one</u> for the county in which the worker resides. The income low and very low-income levels thresholds can be found at: huduser.gov/portal/datasets/il/il2023/select_Geography.odn</p>
<p>1. Workers Income Self Certification – Please Select All That Apply</p>
<p><input type="checkbox"/> Low-Income (80% AMI) - My income is at or below: \$46,400.00</p>
<p><input type="checkbox"/> Very Low-Income (50%) - My income is at or below: \$29,000.00</p>
<p><input type="checkbox"/> Extremely Low-Income (30% AMI) - My income is at or below: \$17,400.00</p>
<p><input type="checkbox"/> Above Income – My Income is above: \$46,400.00</p>

2. Workers Residence Self Certifications – Please Choose YES or NO		
A. Are you a resident of public housing or a Housing Choice	<input type="checkbox"/> YES	<input type="checkbox"/> NO
B. Voucher Holder (Section 8)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
C. Are you a resident of the City of Edgewater OR Volusia County?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. Workers Section 3 Worker/Section 3 Targeted Worker Qualification Certification <i>Based on the Definitions on Page 1 Please Select Option That Applies</i>		
<input type="checkbox"/> I Qualify as a Section 3 Worker		
<input type="checkbox"/> I Qualify as a Targeted Section 3 Worker		
<input type="checkbox"/> I DO NOT Qualify as a Section 3 Worker or a Targeted Section 3 Worker		

Employee Certification

I affirm that the above statements are true, complete, and correct to the best of my knowledge and belief. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Employee Address: _____

Print Name: _____ Date Hired: _____

Signature: _____ Date: _____

FOR ADMINISTRATIVE USE ONLY

Is the employee a Section 3 worker based upon their self-certification? ☐ YES ☐ NO

Is the employee a Targeted Section 3 worker based upon their self-certification? ☐ YES ☐ NO

Was this an applicant who was hired as a result of the Section 3 project? ☐ YES ☐ NO

If Yes, what is the name of the company? _____

Does the employee reside within the County where the project takes place? ☐ YES ☐ NO

What was the date of hire? _____

**EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE
FOR SIX (6) YEARS.**



City of Edgewater, Florida

104 North Riverside, Edgewater, Florida 32132

SECTION 3 BUSINESS CONCERN ASSESSMENT AND SELF CERTIFICATION

Contractor Firm

Name of Principal

Unique Entity ID Number

FEIN

ASSESSMENT FOR QUALIFYING AS A SECTION 3 BUSINESS CONCERN

A Section 3 Business Concern is any business that meets at least one of the following criteria, documented within six months of either the date the contract is executed or throughout the duration of the project.

QUALIFYING CRITERIA FOR SECTION 3 BUSINESS CONCERN	YES	NO
Please Check Either Yes or No for the Following:		
Is your business owned and controlled by at least 51 percent low- or very low-income persons? OR		
Are over 75 percent of the labor hours performed at your business, over the prior three-month period, performed by Section 3 workers? OR		
Is your business owned and controlled by at least 51 percent current public housing residents or residents who currently live in Section 8-assisted housing		

Based Upon Your Above Answers Please Check One of the Following:

- ☐ My business meets one of the above criteria and qualifies as a Section 3 Business Concern.
- ☐ My business does not meet the above criteria and does not qualify as a Section 3 Business Concern.

I, _____, do hereby certify that my above answers are true and accurate.

Signature of Principal

Date



City of Edgewater, Florida

104 North Riverside, Edgewater, Florida 32132

DEFINITIONS:

Section 3 Worker is any employee who meets one of the following categories within the past five* years or at time of project:

- The worker's income for the previous or annualized calendar year is below 80% of the area median income for the area in which the worker resides. Use the worker's annual gross income based on area median income (AMI) for a single-person household; **or**
- The worker is employed by a Section 3 business concern; **or**
- The worker is a YouthBuild participant; **or**
- Qualifying a worker as a targeted Section 3 worker (see definition below) will count as a Section 3 worker.

*Documentation must be dated within five years of the project start date or date of hire (whichever is later)

Targeted Section 3 Worker is a subset of Section 3 workers. Contractors must track hours worked by both Section 3 workers AND targeted Section 3 workers in order to meet numeric goals. A Targeted Section 3 worker means a Section 3 worker who:

- Is employed by a Section 3 business concern; **or**
- Currently fits, or when hired fit, at least one of the following categories as documented within the past five years:
 - Living within the service area or the neighborhood of the project
 - A YouthBuild participant

YouthBuild is a National organization with community-based pre-apprenticeship program that provides job training and educational opportunities for at-risk youth ages 16-24 who have previously dropped out of high school. YouthBuild participants learn vocational skills in construction and other industries such as health care, IT and hospitality. YouthBuild participants also serve the community through construction or rehabilitation of affordable housing for low-income or homeless families in their own neighborhoods. YouthBuild is administered by the U.S. Department of Labor. Local YouthBuild chapters are a good source for qualifying Section 3 labor when there are opportunities for new hires or for re-hiring positions.



City of Edgewater, Florida

104 North Riverside, Edgewater, Florida 32132

CDBG Agreement Number: _____

CITY OF EDGEWATER

CDBG PROJECT

POSSIBLE EMPLOYMENT OPPORTUNITIES

FOR SECTION 3 RESIDENTS

The City of Edgewater has hired _____ for the _____ project as part of the City's Community Development Block Grant (CDBG) Funded Project. During the Construction Phase of the project job opportunities may become available for Section 3 Residents.

Who are Section 3 workers?

Section 3 workers are:

- *Public housing residents*
- *Reside within the project's service area*
- *Low and very-low income persons who live in the metropolitan area or non-metropolitan county where a HUD-assisted project for housing or community development is located.*
- *YouthBuild Participants*
- *Section 3 is both race and gender neutral.*

For employment information and job applications please contact:

Construction Contractor Company Name

Attention: Construction Contractor Contact Person

Construction Contractor's Address

Phone: xxx-xxx-xxxx – **Email:** xxxxxxxx@xxxxxxx.com



City of Edgewater, Florida

104 North Riverside, Edgewater, Florida 32132

CDBG Agreement Number: _____

POTENTIAL SECTION 3 EMPLOYMENT OPPORTUNITY FORM

The City of Edgewater, Florida has received a Community Development Block Grant (CDBG-DR) that will assist in the **Edgewater** _____ project within the city limits of the City of Edgewater.

Projects funded with CDBG grant dollars have Section 3 provisions, which require contractors to document their efforts toward hiring persons from low and very low-income households. While the contractor and subcontractors working on this project currently do not anticipate making any new hires for this project, they will take contact information of low and very low-income persons and will consider these contacts should they need to hire anyone. If you are looking for employment and **you meet the criteria below**, you are considered a Section 3 resident and may complete this form and be included in a list that contractors for this project may use should they need to make new hires as a result of this federally funded project.

1. Workers Income Self Certification – Please Select All That Apply		
<input type="checkbox"/> Low-Income (80% AMI) - My income is at or below:	\$46,400.00	
<input type="checkbox"/> Very Low-Income (50%) - My income is at or below:	\$29,000.00	
<input type="checkbox"/> Extremely Low-Income (30% AMI) - My income is at or below:	\$17,400.00	
<input type="checkbox"/> Above Income – My Income is <u>above</u> :	\$46,400.00	
2. Workers Residence Self Certifications – Please Choose YES or NO		
A. Are you a resident of public housing or a Housing Choice	<input type="checkbox"/> YES	<input type="checkbox"/> NO
B. Voucher Holder (Section 8)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
C. Are you a resident of the City of Edgewater OR Volusia County?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
D. Are you a YouthBuild participant?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Name

Number of persons living in your household

Mailing Address

City



City of Edgewater, Florida

104 North Riverside, Edgewater, Florida 32132

CDBG Agreement Number: _____

State and Zip Code

Telephone

I certify that the above statements/selections are true. If considered for employment as a Section 3 employee, I agree to provide documentation to confirm these selections are true and valid. I understand that at this time none of the above firms are hiring and that completing this form does not in any way assure me of employment or compensation.

Signature

Date

Provide your completed form to Ms. Sandy Camp, Grants Administrator

City of Edgewater, 104 N. Riverside, Edgewater, Florida 32132

Phone: 386-410-3579 ext. 7203 – Email: scamp@cityofedgewater.org



City of Edgewater, Florida

104 North Riverside, Edgewater, Florida 32132

PRIME CONTRACTOR SECTION 3 QUARTERLY UTILIZATION REPORT

DUE TO THE CITY OF EDGEWATER NO LATER THAN THE 5TH DAY OF JANUARY, APRIL, JULY AND OCTOBER
QUARTER _____ YEAR _____

A. SECTION 3 EMPLOYEE LABOR INFORMATION

1. Name of CDBG Prime Contractor: _____
2. Name of Project: _____
3. CDBG Project Number: _____
4. Total Prime Contractor Labor Hours worked on the project: _____
5. Total Prime Contractor Section 3 Labor Hours worked on the project: _____
6. Total Targeted Section 3 Labor Hours worked on the project? _____
7. Total Section 3 Labor Hours (Add number 5. + 6. above) _____ on the project _____ divided
by Total Labor Hours (number 4) = _____ % of Total Labor Hours. *(Benchmark is 25%)*
8. Total Targeted Section 3 Employees Labor Hours (number 6.) on the project _____ divided
by Total Labor Hours (number 4) = _____ % of Total Labor Hours. *(Benchmark is 5%)*
9. Number of Section 3 Employees Utilized on Project by Prime Contractor: _____
10. Total Number of Prime Contractor Employees on Project: _____
11. Percentage Section 3 Employees Utilized: Total Section 3 Employees on Project _____ divided
by Total Number of Employees on Project _____ = _____ %

B. MEASURES TAKEN BY THE PRIME CONTRACTOR TO ACHIEVE SECTION 3 BENCHMARKS

1. Did the Prime Contractor meet the 25% Section 3 Benchmark,
as calculated in number 5 above? YES ☐ NO ☐
2. Did the Prime Contractor meet the 5% Section 3 Benchmark,
as calculated in number 6 above? YES ☐ NO ☐

If the answer to either number one or number two in this section is NO, outline efforts and
measures taken toward meeting these benchmarks: _____



City of Edgewater, Florida

104 North Riverside, Edgewater, Florida 32132

C. CERTIFICATION OF INCLUSIONS FROM SUB-CONTRACTOR(S)

1. Are there sub-contractors working for the prime contractor? YES ☐ NO ☐
2. If yes, did all sub-contractors provide a quarterly report? YES ☐ NO ☐

D. CERTIFICATION OF PRIME CONTRACTOR

As officer and representative of: _____
Name of Prime Contractor

Address: _____

Telephone Number: _____

On behalf of the Company, I hereby certify that the above information is true and accurate and is reported fully as required by the Section 3 Plan as part of the contract for this CDBG assisted construction project. It is further understood that final payment from the City of Edgewater, Florida and the State of Florida CDBG Program for this project cannot be made until this Report is submitted to the CDBG Subgrantee or authorized designee.

Name and Title of Authorized Representative (print or type)

Signature of Authorized Representative

Date



City of Edgewater, Florida

104 North Riverside, Edgewater, Florida 32132

SUB-CONTRACTOR SECTION 3 QUARTERLY UTILIZATION REPORT

DUE TO THE PRIME CONTRACTOR NO LATER THAN THE 1ST DAY OF JANUARY, APRIL, JULY, AND OCTOBER

A. SECTION 3 EMPLOYEE LABOR INFORMATION

1. Name of CDBG Sub-Contractor: _____
2. Name of Project: _____
3. CDBG Project Number: _____
4. Total Sub-Contractor Labor Hours worked on the project: _____
5. Total Sub-Contractor Section 3 Labor Hours worked on the project: _____
6. Total Targeted Section 3 Labor Hours worked on the project? _____
7. Total Section 3 Labor Hours (Add number 5. + 6. above) _____ on the project _____ divided by Total Labor Hours (number 4) = _____ % of Total Labor Hours. *(Benchmark is 25%)*
8. Total Targeted Section 3 Employees Labor Hours (number 6.) on the project _____ divided by Total Labor Hours (number 4) = _____ % of Total Labor Hours. *(Benchmark is 5%)*
9. Number of Section 3 Employees Utilized on Project by Subcontractors: _____
10. Total Number of Sub-Contractor Employees on Project: _____
11. Percentage Section 3 Employees Utilized: Total Section 3 Employees on Project _____ divided by Total Number of Employees on Project _____ = _____ %

B. MEASURES TAKEN BY THE SUB-CONTRACTOR TO ACHIEVE SECTION 3 BENCHMARKS

1. Did the Sub-Contractor meet the 25% Section 3 Benchmark, as calculated in number 7 above? YES ☐ NO ☐
2. Did the Sub-Contractor meet the 5% Section 3 Benchmark, as calculated in number 8 above? YES ☐ NO ☐

If the answer to either number one or number two in this section is NO, outline efforts and measures taken toward meeting these benchmarks: _____



City of Edgewater, Florida

104 North Riverside, Edgewater, Florida 32132

C. CERTIFICATION OF SUB-CONTRACTOR

As officer and representative of: _____
Name of Sub-Contractor

Address: _____

Telephone Number: _____

Email Address: _____

On behalf of the Company, I hereby certify that the above information is true and accurate and is reported fully as required by the Section 3 Plan as part of the contract for this CDBG assisted construction project. It is further understood that final payment from the **City of Edgewater, Florida** and the State of Florida CDBG Program for this project cannot be made until this Report is submitted to the CDBG Subgrantee or authorized designee.

Name and Title of Authorized Representative (print or type)

Signature of Authorized Representative

Date



City of Edgewater, Florida

104 North Riverside, Edgewater, Florida 32132

D. SUMMARY OF HOURS – SECTION 3 WORKER HOURS AND TARGETED SECTION 3 HOURS

Include hours for all employees working on the job. For Employees that are NOT Section 3 or Targeted Section 3, enter the Total Hours only.

Employee Name	Position	Section 3 Hours	Targeted Section 3 Hours	Total Hours
TOTALS				

TOTAL SECTION 3 HOURS (*include Targeted Section 3 Hours*) _____ DIVIDED BY TOTAL HOURS
_____ = _____ %

TOTAL TARGETED SECTION 3 HOURS _____ DIVIDED BY TOTAL HOURS _____ = _____ %



City of Edgewater, Florida

104 North Riverside, Edgewater, Florida 32132

CITY'S QUARTERLY SECTION 3 UTILIZATION REPORT

DUE TO THE FLORIDA COMMERCE NO LATER THAN 10TH DAY OF JANUARY, APRIL, JULY, AND OCTOBER

A. SECTION 3 EMPLOYEE LABOR INFORMATION

1. Name of CDBG Prime Contractor: _____
2. Name of Project: _____
3. CDBG Project Number: _____

B. QUARTERLY REPORT OF HOURS WORKED – SECTION 3 HOURS WORKED – AND TARGETED SECTION 3 HOURS WORKED

Construction Hours – QUARTER # 	Prime	Sub 1	Sub 2	Sub 3	Sub 4	Sub 5	Sub 6	Total
1. Total Hours Worked								
2. Total Section 3 Hours Worked								
3. Total Targeted Section 3 Hours Worked								
4. Total Section 3 and Targeted Section 3 Hours Worked								
Section 3 % (#4. divided by #1.)								
Targeted Section 3 % (#3. Divided by #1.)								
Section 3 Goals Met (25%)? (YES or NO)								
Targeted Section 3 Goals Met (5%)? (YES of NO)								



City of Edgewater, Florida

104 North Riverside, Edgewater, Florida 32132

C. MEASURES TAKEN BY THE PRIME CONTRACTOR AND SUB-CONTRACTORS TO ACHIEVE SECTION 3 BENCHMARKS

1. Did the Prime Contractor meet the 25% Section 3 Benchmark,
as calculated in the above table? YES ☐ NO ☐

2. Did the Prime Contractor meet the 5% Section 3 Benchmark,
as calculated in the above table? YES ☐ NO ☐

If the answer to either number one or number two in this section is NO, outline efforts and measures taken toward meeting these benchmarks: _____

1. Did the Sub-Contractor(s) meet the 25% Section 3 Benchmark,
as calculated in the above table? YES ☐ NO ☐

2. Did the Sub-Contractor(s) meet the 5% Section 3 Benchmark,
as calculated in the above table? YES ☐ NO ☐

If the answer to either number one or number two in this section is NO, outline efforts and measures taken by the Sub-Contractor(s) toward meeting these benchmarks: _____



City of Edgewater, Florida

104 North Riverside, Edgewater, Florida 32132

D. CERTIFICATION OF INCLUSIONS FROM PRIME CONTRACTOR AND SUB-CONTRACTOR(S)

- | | | |
|----------------------------------------------------------------------------|------------------------------|-----------------------------|
| 1. Did the Prime Contractor provide a completed quarterly report? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 2. Are there sub-contractors working for the prime contractor? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 3. If yes, did all sub-contractor(s) provide a completed quarterly report? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

E. CERTIFICATION BY THE CITY EDGEWATER

As officer and representative of: _____
Name and Title of the City's Section 3 Coordinator

Address: _____

Telephone Number: _____

Email Address: _____

On behalf of the **City of Edgewater**, I hereby certify that the above information is a true and accurate representation of data as reported by the Prime Contractor and Sub-Contractor(s) for this project.

Name and Title of Authorized Representative for the City of Edgewater (print or type)

Signature of Authorized Representative

Date



City of Edgewater, Florida

104 North Riverside, Edgewater, Florida 32132

PRIME CONTRACTOR CUMULATIVE SECTION 3 UTILIZATION REPORT

DUE TO THE CITY OF EDGEWATER NO LATER THAN THE 30 DAYS FOLLOWING ENGINEER'S ISSUANCE OF A CERTIFICATION OF COMPLETION

A. SECTION 3 EMPLOYEE LABOR INFORMATION

1. Name of CDBG Prime Contractor: _____
2. Name of Project: _____
3. CDBG Project Number: _____

B. CUMULATIVE SUMMARY OF ALL QUARTERS FOR ENTIRE CONSTRUCTION PERIOD

Construction Hours - All Quarters	Prime	Sub 1	Sub 2	Sub 3	Sub 4	Sub 5	Sub 6	Total
1. Total Hours Worked								
2. Total Section 3 Hours Worked								
3. Total Targeted Section 3 Hours Worked								
4. Total Section 3 and Targeted Section 3 Hours Worked								
Section 3 % (#4. divided by #1.)								
Targeted Section 3 % (#3. Divided by #1.)								
Section 3 Goals Met (25%)? (YES or NO)								
Targeted Section 3 Goals Met (5%)? (YES or NO)								



City of Edgewater, Florida

104 North Riverside, Edgewater, Florida 32132

C. MEASURES TAKEN BY THE PRIME CONTRACTOR AND SUB-CONTRACTORS TO ACHIEVE SECTION 3 BENCHMARKS

1. Did the Prime Contractor meet the 25% Section 3 Benchmark,
as calculated in the above table?

YES ☐ NO ☐

2. Did the Prime Contractor meet the 5% Section 3 Benchmark,
as calculated in the above table?

YES ☐ NO ☐

If the answer to either number one or number two in this section is NO, outline efforts and measures taken toward meeting these benchmarks: _____

1. Did the Sub-Contractor(s) meet the 25% Section 3 Benchmark,
as calculated in the above table?

YES ☐ NO ☐

2. Did the Sub-Contractor(s) meet the 5% Section 3 Benchmark,
as calculated in the above table?

YES ☐ NO ☐

If the answer to either number one or number two in this section is NO, outline efforts and measures taken by the Sub-Contractor(s) toward meeting these benchmarks: _____



City of Edgewater, Florida

104 North Riverside, Edgewater, Florida 32132

D. CERTIFICATION OF INCLUSIONS FROM SUB-CONTRACTOR(S)

1. Are there sub-contractors working for the prime contractor?
2. If yes, did all sub-contractors provide a cumulative final report?

YES ☐ NO ☐

YES ☐ NO ☐

E. CERTIFICATION OF PRIME CONTRACTOR

As officer and representative of: _____
Name of Prime Contractor

Address: _____

Telephone Number: _____

Email Address: _____

On behalf of the Company, I hereby certify that the above information is true and accurate and is reported fully as required by the Section 3 Plan as part of the contract for this CDBG assisted construction project. It is further understood that final payment from the **City of Edgewater**, Florida and the State of Florida CDBG Program for this project cannot be made until this Report is submitted to the CDBG Subgrantee or authorized designee.

Name and Title of Authorized Representative (print or type)

Signature of Authorized Representative

Date