



NASSAU COUNTY
LONG ISLAND, NEW YORK

**Section 3 Plan
For Nassau County
CDBG-DR
LTR Programs**

Note: This plan has been revised as follows:

The GOSR-approved "Section 3 Resident Certification Form" replaces the "Resident Employment Opportunity Data" and the "Section 3 Income Limits" forms.

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General Policy Statement

Nassau County has developed this Section 3 Plan and Policies in compliance with Title 24 CFR Part 135 - Economic Opportunities for Low- and Very Low-Income Persons. Such plan is intended to ensure that employment and other economic opportunities generated by qualifying HUD financial assistance shall, to the greatest extent feasible, benefit persons and business identified in the regulation. This document is applicable to contractors, subcontractors, vendors, and suppliers when threshold amounts meet or exceed \$100,000 expended for (1) housing rehabilitation (including reduction and abatement of lead-based paint hazards), (2) housing construction, and (3) other public construction. Planning only activities are not required to meet this requirement.

Additional provisions have been made for contracts that do not meet the above threshold, but are for building trades work arising in connection with a Section 3 covered contract and for non-construction contracts associated with Section 3 covered activities as detailed in Section III.

Section 3 Purpose

Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701 u) requires Nassau County to ensure, to the greatest extent feasible, that employment and other economic and business opportunities generated by the HUD financial assistance are directed to public housing residents and other low-income persons, particularly recipients of government housing assistance and business concerns that provide economic opportunities to low- and very-low income persons.

Section 3 Contracting Policy and Procedures

It is the policy of Nassau County to monitor contractors to assure they provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, handicap, familial status, sexual orientation or gender identity. Further, it is the policy of Nassau County to monitor contractors to assure they create employment and business opportunities for residents in Section 3 Covered Projects that occur in their respective communities and for other qualified low- and very low-income persons residing in low-moderate income areas.

Nassau County will assure that all Section 3 language is incorporated in all applicable procurement documents generated in conjunction with the use of HUD funding. Goal requirements are set forth in 24 CFR Part 135 for awarding contracts to Section 3 Business Concerns and are delineated in Section III. Section 3 Business. Employment Training and Contracting Goals.

To the greatest extent feasible, information will be made available to persons with Limited-English Proficiency (LEP) in compliance with E.O. 13166.

Section 3 Plan

Nassau County has developed this Section 3 Plan to create consistency in applying the provisions of 24 CFR Part 135 objectives, and to guide the action steps that will be implemented to ensure compliance with the requirements of Section 3. The Plan covers HUD-funded programs including but not limited to CDBG-DR, CDBG, HOME, ESG, housing construction, housing rehabilitation, and public improvements construction projects.

I. Section 3 Coordinator

Nassau County will identify an employee who will oversee Section 3 responsibilities, herein called "Section 3 Coordinator". In particular, said employee will identify programs, projects and activities which may trigger Section 3 compliance. The Section 3 Coordinator will be responsible for assuring that contractors reach out to section 3 business and individuals. Methods that contractors can use are listed below:

A. Contractor Outreach for Section 3 Businesses

- Advertisement of contracting opportunities via newspaper, mailings, posting notices that provide general information about the work to be contracted and where to obtain additional information.
- Distributing notices of upcoming projects to local Public Housing Agencies, contractor associations, community organizations, Small Business Administration (SBA), Minority and Women's Business Enterprise M/WBE association, and Community Development Corporations.
- Conduct an annual staff workshop on contracting procedures to include bonding, insurance, and other pertinent requirements, in a timely manner in an effort to allow Section 3 business concerns the opportunity to take advantage of any upcoming contracting opportunities.
- Provide Technical Assistance directly or through contracted organizations to help Section 3 businesses meet bonding and insurance requirements and become certified as Section 3 businesses. Additionally, this assistance will focus on helping existing Section 3 eligible contractors to identify and utilize other Section 3 businesses, subcontractors, and suppliers.

B. Contractor Outreach for Section 3 Individuals

To help Section 3 eligible residents learn about Section 3 employment opportunities, contractors can:

- Register Section 3 workers, and refer them to job training they may need to be successful as workers on projects under Section 3;

- Advertisement of contracting opportunities via newspaper, mailings, posting notices that provide general information about the work to be contracted and where to obtain additional information.
- Distributing notices of upcoming projects to local Public Housing Agencies, contractor associations, community organizations, Small Business Administration (SBA), Minority and Women's Business Enterprise M/WBE association, and Community Development Corporations.
- Distributing target flyers and outreach in neighborhoods of Section 3 eligible activities

C. The Section 3 Coordinator will be responsible for assuring compliance by:

- Verifying Section 3 Contract Clauses are incorporated into contracts for Section 3 covered activities between the unit of local government and first tier contractors.
- Informing general contractors of the language necessary to include in their agreements with subcontractors for Section 3 covered projects. The Section 3 Clauses are attached as (Exhibit E) or may be obtained at 24 CFR Part 135.38.
- Annually updating Section 3 compliance documents with HUD Section 8 income limits.
- Point of contract for information regarding Section 3 compliance, reporting, business certification process and all other related matters.
- Further, the Section 3 Coordinator is responsible for obtaining information necessary to remit Section 3 annual reports and remit said reports as required by HUD.

D. Section 3 Reporting

Annual Reporting

Nassau County Section 3 Coordinator will report to HUD/State/or local Government, annual accomplishments regarding employment and other economic opportunities provided to low and very low income persons under Section 3. Form HUD-60002 is currently being utilized for reporting accomplishments. This form may be changed and updated from time to time as required by HUD and 24 CFR 135.

The Section 3 Coordinator will assure that each covered contractor reports the following:

- Contractors are required to submit to Nassau County a Monthly Compliance Form (Exhibit H), Monthly Employee Utilization Report

(Exhibit I), and an Employee Data and Certification form for all new hires (Exhibit J or K).

- Contractors are required to submit a Monthly Employee Utilization Report (Exhibit I), and an Employee Data and Certification form for all new hires for each of their subcontractors (Exhibit J or K).
- Notice of termination and job problems related to Section 3 eligible workers.

Contractor payment requests may be held until all reporting requirements have been met.

C. Procurement

Nassau County's Section 3 Coordinator, will, when feasible, attend scheduled pre-bid, pre-construction, bid opening and construction meetings or will be available as needed by client. Section 3 Coordinator will also provide guidance on procurement preference provisions as outlined in Part 135.36 of the Section 3 Regulation.

II. Section 3 Business, Employment Training and Contracting Goals

A. Contractor Employment Goals; Compliance Review

Contracts partially or wholly funded with monies from the U.S. Department of Housing and Urban Development (HUD). HUD has established minimum employment and training goals that contractors and subcontractors, should meet in order to comply with Section 3 requirements.

The numerical goals established in this section represent minimum numerical targets (reference 24 CFR 135.30 - Numerical goal for meeting the greatest extent feasible requirement).

- 30 percent of the aggregate number of new hires/training opportunities annually;
- 10 percent of the total dollar amount of all Section 3 covered construction contracts annually.
 - Building trades work arising in connection with housing rehabilitation, housing construction and other public construction (ex. demolition);
- 3 percent of the total dollar amount of covered non-construction (ex. professional services) contracts annually
 - Section 3 covered non-construction projects include professional service contracts associated with construction (ex.: architectural, engineering, legal services, accounting, marketing, etc.)

Pursuant to the U.S. Housing Act of 1937 (42 U.S.C. 1437a(b)(2)) and 24 CFR 135.5, the Secretary is authorized to establish income limits to consider an individual to be a Section 3 resident. This Notice authorizes grantees to determine that an individual is eligible to be considered a Section 3 resident if the annual wages or salary of the person are at, or under, the HUD-established income limit for a one-person family for the jurisdiction

It is the responsibility of contractors to implement efforts to attain Section 3 compliance. Any contractor that does not meet the Section 3 numerical goals must demonstrate why meeting such goals was not feasible. Those contractors that demonstrate exceeding minimum Section 3 goals and/or provide internal training/apprenticeship opportunities shall receive preference for additional projects. (See Exhibit L).

Should the contractor fail to meet the Section 3 reporting requirements, the following actions may be taken:

- Written warning notice of non-compliance and remedial actions needed; and/or
- Failure to meet the reporting requirements may result in termination of the contract for default, suspension or jeopardize receiving future HUD funded contracts.

B. Contractor Requirements

After the award of contract but prior to beginning work, the contractor must, in a visible location within the construction site, complete and post (Exhibit F) which will provide the following information:

- Set forth number of jobs and titles for hire
- Availability of apprenticeships and training positions, if any
- Contact information for person(s) taking applications or providing information on qualifications for new hires apprenticeships and training positions
- Anticipated date the work shall begin

If a Section 3 eligible worker is removed from a position, the employer must first seek to again fill the job with a Section 3 eligible worker.

Contractors are encouraged to offer on-the-job or continuing training to Section 3 hires that is comparable to, or exceeds, the training provided to non-Section 3 eligible employees throughout the life of the contract/project.

VI. Section 3 Procedure for Reporting Non-Compliance

In an effort to resolve Section 3 concerns due to non-compliance, Nassau County encourages a written submittal of the concerns to its Section 3 Coordinator. Concerns should contain the name of the complainant and a brief description of the alleged violation. An investigation will be conducted to determine if the

Section 3 requirements were fulfilled in compliance with the Section 3 laws and regulations and the contract.

In the event the Section 3 resident or Section 3 business does not feel Nassau County satisfactorily resolved the concern, complainants should file the concern using form HUD 958 and submit to:

U.S. Department of Housing and Urban Development
451 7th Street S.W.
Washington, DC 20410

A complete complaint must be received no later than 180 days from the date of the action or omission upon which the complaint is based, unless the time for the filing is extended by the Assistant Secretary for good cause shown. Submission must include name and address of complainant, name and address of party against whom the complaint is remitted (Respondent), description of acts or omissions by Respondent.

Definitions

Applicant- Any entity which makes an application for Section 3 covered assistance, and includes, but is not limited to, any State, unit of local government, public housing agency or other public body, public or private nonprofit organization, private agency or institution, mortgagor, developer, limited divided sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association.

Business Concern- a business entity formed in accordance with State law, and which is licensed under State, county or municipal law to engage in the type of business activity for which it was formed.

Contractor- any entity which contracts to perform work generated by the expenditure of Section 3 covered assistance, or for work in connection with a Section 3 covered project.

Employment Opportunities Generated by Section 3 Covered Assistance- all employment opportunities generated by the expenditure of Section 3 covered public assistance (i.e., operating assistance, development assistance and modernization assistance, (as described in Section 135.3 (a) (1)). With respect to Section 3 covered housing and community development assistance, this term means all employment opportunities arising in connection with Section 3 covered projects (as described in Section 135.3 (a) (2)), including management and administrative support of these activities, e.g., construction manager, relocation specialist, payroll clerk, etc.

Housing Authority (HA)- Public Housing Agency

Housing Development- low-income housing owned, developed, or operated by public housing agencies in accordance with HUD's public housing program regulations codified in 24 CFR Chapter IX.

HUD Youthbuild Programs- programs that receive assistance under subtitle D of Title IV of the National Affordable Housing Act, as amended by the Housing and Community Development Act of 1992 (42 U.S.C. 12899), and provide disadvantaged youth with opportunities for employment, education, leadership development, and training in the construction or rehabilitation of housing for homeless individuals and members for low- and very low-income families.

Low-income person- families (including single persons) whose incomes do not exceed 80 per centum of the median 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 80 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families.

Metropolitan Area- a metropolitan statistical area (MSA), as establish by the Office of Management and Budget.

New Hires- full-time employees for permanent, temporary or seasonal employment opportunities.

Recipient- any entity which receives Section 3 covered assistance, directly from HUD or from another recipient and includes, but not limited to, any State unit of local government, PHA, or other public body, public or private nonprofit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association. Recipient also includes any successor, assignee or transferee of any such entity,

but does not include any ultimate beneficiary under HUD program to which Section 3 applies and does not include contractors.

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

Section 3 Business Concern- a business concern,

1. That is 51 percent or more owned by Section 3 resident: or
2. Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or
3. That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontractors to be awarded to business concerns that meet the qualifications set forth in paragraphs 1 or 2 above.

Section 3 Covered Assistance-

1. public housing development assistance provided pursuant to Section 5 of the 1937 Act;
2. public housing operating assistance provided pursuant to Section 9 of the 1937 Act;
3. public housing modernization assistance provided pursuant to Section 14 of the 1937 Act;
4. assistance provided under any HUD housing or community development program that is expended for work arising in connection with housing rehabilitation, construction, or other public construction project (which includes other buildings or improvements, regardless of ownership)

Section 3 Clause- the contract provisions set forth in Section 135.38.

Section 3 Covered Contracts- a contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of Section 3 covered assistance, or for work arising in connection with a Section 3 covered project. Section 3 covered contracts do not include contracts awarded under HUD's procurement program, which are governed by the Federal Acquisition Regulation (FAR). Section 3 covered contracts also do not include contracts for the purchase of supplies and materials. However, whenever a contract includes the installation of materials, the contract constitutes a Section 3 covered contract.

Section 3 Covered Project- the construction, reconstruction, conversion or rehabilitation of housing (including reduction and abatement of lead-based paint hazards), other public construction which includes buildings or improvements (regardless of ownership) assisted with housing or community development assistance.

Section 3 Covered non-construction project- is a project associated with the Section 3 Covered Project such as maintenance contracts, re-painting, routine maintenance, HVAC servicing, and professional services (architectural, engineering, legal services, accounting, marketing, etc.)

Section 3 Resident- a public housing resident or an individual who resides in the metropolitan area or nonmetropolitan county in which the Section 3 covered assistance is expended and who is considered to be a low- to very low-income person.

Subcontractor- any entity (other than a person who is an employee of the contractor) which has a contract with a contractor to undertake a portion of the contractor's obligation for the performance of work generated by

the expenditure of Section 3 covered assistance, or arising in connection with a Section 3 covered project.

Very low-income person- families (including single persons) whose income do not exceed 50 per centum 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 per centum 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.

EXHIBIT A

CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3 PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY

Name of Business _____

Address of Business _____

Type of Business/Trade/Profession _____

Type of Business: Corporation Partnership Sole Proprietorship Joint Venture

Please select the statement below (1, 2, and or 3) that best describes your business.

1. **51% (or more) of your business is owned by a Section 3 Resident(s).** A Section 3 Resident is a public housing resident or an individual who resides in the metropolitan area or nonmetropolitan county in which the Section 3 covered assistance is expended and who is considered to be a low-to very low-income person.

And provide:

List if current ownership and percentage of ownership along with contact information

Any of the following documents, if available:

- | | |
|---|---|
| <input type="checkbox"/> Copy of Article of Incorporation | <input type="checkbox"/> Certificate of Good Standing |
| <input type="checkbox"/> Assumed Business Name Certificate | <input type="checkbox"/> Partnership Agreement |
| <input type="checkbox"/> List of Business Name Certificate
% ownership of each | <input type="checkbox"/> Corporation Annual Report |
| <input type="checkbox"/> Organization chart with names and titles
and brief function statement | <input type="checkbox"/> Latest Board minutes appointing officers |
| | <input type="checkbox"/> Additional documentation |

2. At least 30% of your business workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of the date of first employment with your business.

List the number of full-time employees, and provide one or a combination of the following regarding your employees:

- | | |
|---|---|
| <input type="checkbox"/> List of employees claiming Section 3 status with Exhibit J completed for each employee | <input type="checkbox"/> other evidence of Section 3 status less than 3 years from date of employment |
| <input type="checkbox"/> PHA/IHA Residential lease less than 3 years from day of employment | |

3. At least 25% of your total dollar award will be contracted to qualified Section 3 businesses:

Provide:

- A list of previously contracted Section 3 business(es) and subcontracted amount; and
 Agree to provide a list of subcontracted Section 3 business(es) and subcontract amount when submitting bids for any HUD funded projects to meet this requirement.

Authorizing Name and Signature

Date

Witnessed by: _____

Nassau County Staff Signature: _____

Certified Date: _____

EXHIBIT B

ASSURANCE OF COMPLIANCE (Section 3, HUD ACT of 1968)

TRAINING, EMPLOYMENT, AND CONTRACTING OPPORTUNITIES FOR BUSINESS AND LOWER INCOME PERSONS

- A. The project assisted under this (contract) (agreement) is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of the project.
- B. Notwithstanding any other provision of this (contract) (agreement), the (applicant) (recipient) shall carry out the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary set forth in 24 CFR Part 135 (published in 38 Federal Register 29220, October 23, 1973), and all applicable rules and orders of the Secretary issued thereunder prior to the execution of this (contract) (agreement). The requirements of said regulations include but are not limited to development and implementation of an affirmative action plan for utilizing Section 3 business concerns located within or owned in substantial part by persons residing in the area of the project; the making of a good faith effort, as defined by the regulation, to provide training, employment and business opportunities required by Section 3; and incorporation of the "Section 3 Clause" specified by Section 135.38 of the regulation in all contracts for work in connection with the project. The (applicant) (recipient) certifies and agrees that it is under no contractual or other disability which would prevent it from complying with these requirements.
- C. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Secretary issued thereunder prior to approval by the Government of the application for this (contract) (agreement), shall be a condition of the Federal financial assistance provided to the project, binding upon the (applicant) (recipient), its successors and assigns. Failure to fulfill these requirements shall subject the (applicant) (recipient), its contractors and subcontractors, its successors, and assigns to the sanctions specified by the (contract) (agreement), and to such sanctions as are specified by 24 CFR 135.38 (f).

APPLICANT: _____

SIGNATURE: _____

ADDRESS: _____

DATE: _____

EXHIBIT C

CONTRACTOR/SUBCONTRACTOR CERTIFICATION REGARDING
SECTION 3 AND SEGREGATED FACILITIES

COMPANY'S NAME

PROJECT NAME

The undersigned hereby certifies that:

- (a) Section 3 provisions are included in the Contract.
- (b) The above stated company is a signatory to the Contractor's Section 3 Plan.
- (c) No segregated facilities will be maintained as required by Title VI of the Civil Rights Act of 1964.

NAME AND TITLE OF SIGNER (PRINT OR TYPE)

SIGNATURE

DATE

EXHIBIT D

CONTRACTOR'S SECTION 3 PLAN

_____ agrees to implement the specific following affirmative action steps directed at increasing the utilization of lower income residents and businesses within the county.

- A. To ascertain from the locality's CDBG or CDBG-DR program official the exact boundaries of the Section 3 covered project area and where advantageous, seek the assistance of local officials in preparing and implementing the affirmative action plan.
- B. To attempt to recruit from within the city/county/MSA, the necessary number of lower income residents through: local advertising media, signs placed at the proposed site for the project, and community organizations and public or private institutions operating within and servicing the project area.
- C. To maintain a list of all lower income residents who have applied either on their own or on referral from any source, and to employ such persons, if otherwise eligible and if a vacancy exists.
- D. To insert this Section 3 plan in all bid documents and to require all bidders on subcontracts to submit a Section 3 affirmative action plan including utilization goals and the specific steps planned to accomplish these goals.
- E. To insure that subcontractors adhere to the Section 3 provisions that are applicable to the Contractor.
- F. To insure that all appropriate project area business concerns are notified of pending sub-contractual opportunities.
- G. To maintain records, including copies of correspondence, memoranda, etc., which document that all of the above affirmative action steps have been taken.
- H. To appoint or recruit an executive official of the company or agency as Equal Opportunity Officer to coordinate the implementation of this Section 3 plan.
- I. To maintain records concerning the amount and number of contracts, subcontracts, and purchases which contribute to Section 3 objectives.
- J. To maintain records of all projected workforce needs for all phases of the project by occupation, trade, skill level, and number of positions and to update these projections based on the extent to which hiring meets Section 3 objectives.

As officers and representatives of _____(Company),

We the undersigned have read and fully agree to the Section 3 Affirmative Action Plan, and become a party to the full implementation of the program and its provisions.

Signature

Signature

Title

Date

Title

Date

EXHIBIT E

Section 3 Clause

All Section 3 covered contracts shall include the following clause (referred to as the Section 3 Clause):

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly person who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any a notice advising the labor organization or workers' representative of the contractor's commitments under the Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act. (25 U.S.C 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

EXHIBIT F

POSTED NOTICE TO PROJECT RESIDENTS

The project _____ is being funded by the U.S. Department of Housing and Urban Development under the - Disaster Recovery Funding Program. This notice complies with the Nassau County Section 3 Plan and is intended to inform the public, in particular project residents, of the economic opportunities (jobs) created through the use of the federal award.

Contractor/subcontractor intends to hire for the following positions:

Number of	Title	Description of Qualifications/Licensure /Certification

Section 3 preferences:

- 1. Persons residing in the project area and who are of low- to very-low- income
- 2. Homeless Persons
- 3. Residents of the local Public Housing Authority
- 4. Residents of the local Section 8 Housing Assistance Program units

For more information including job applications, apprenticeships, training positions, and qualifications, contact:

Name of Contractor:

Contact Person:

Address:

City, State, Zip: Phone:

Estimated construction start date:

EXHIBIT H

ESTIMATED WORKFORCE BREAKDOWN (TABLE B)

NAME OF BUSINESS/CONTRACTOR/SUBCONTRACTOR _____

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6
JOB CATEGORY	SPECIFIC JOB TITLE	TOTAL ESTIMATE POSITIONS	NO. POSITIONS CURRENTLY OCCUPIED BY PERMANENT EMPLOYEES	NO. POSITIONS NOT CURRENTLY OCCUPIED	NO. POSITIONS TO BE FILLED WITH SECTION 3 RESIDENTS/LOW INCOME PERSONS *
OFFICERS					
SUPERVISORS					
PROFESSIONALS					
TECHNICIANS					
HOUSING SALES/RENTAL MANAGEMENT					
OFFICE CLERICAL					
SERVICE WORKERS					
OTHERS					

TRADE:

JOURNEYMEN					
COMMON LABORERES					
APPRENTICES					
MAXIMUM NO. OF TRAINEES					

TRADE:

JOURNEYMEN					
COMMON LABORERES					
APPRENTICES					
MAXIMUM NO. OF TRAINEES					

TRADE:

JOURNEYMEN					
COMMON LABORERES					
APPRENTICES					
MAXIMUM NO. OF TRAINEES					

TRADE:

JOURNEYMEN					
COMMON LABORERES					
APPRENTICES					
MAXIMUM NO. OF TRAINEES					

*A Section 3 Resident is 1) a public housing resident; or 2) a low or very low Income person residing in the metropolitan area or non-metropolitan county where the project is located.

FOR ALL NEW HIRES MUST COMPLETE AN INCOME DOCUMENTATION CERTIFICATION-SEE EXHIBITS J AND K

For all new hires employer/contractor must contact their respective Workforce Board

Signature: _____

Date: _____

WORKFORCE CENTER INFORMATION

Bronx Workforce1 Career Center

Fordham Place
400 East Fordham Road (entrance on Webster)
Bronx, NY 10458
Telephone: (718) 960-2458
Email: workforce1bronx@fegs.org
Hours: Monday - Friday: 8:30 AM - 5:00 PM

University Heights Workforce1 Career Center

2150 University Avenue
Bronx, NY 10453
Telephone: (718) 552-1550
Email: WF1FMLibrary@fegs.org
Hours: Monday - Friday - 10:00am-5:00pm

Brooklyn Central Library Workforce1 Career Center

(by appointment only)
10 Grand Army Plaza, 2nd Floor
Brooklyn, NY 11238-5619
Telephone: (347) 765-2250
Email: Workforce1centralbklyn@grantassociatesinc.com
Hours: Monday – Thursday 9:00 AM - 5:00 PM, Friday 10:00 AM - 6:00 PM

Brooklyn Workforce1 Career Center

9 Bond Street, 5th Floor
Brooklyn, NY 11201
Between Livingston and Fulton Streets
Telephone: (718) 246-5219
Email: Workforce1Brooklyn@grantassociatesinc.com
Hours: Monday - Friday: 9:00 AM - 5:00 PM

Hunts Point Workforce1 Career Center

1029 E 163rd Street, 3rd Floor
Bronx, New York, 10459
Between Southern Boulevard and Simpson Street
Telephone: (718) 542-6777
Email: Workforce1HuntsPoint@vipservices.org
Hours: Monday - Friday: 9:00 AM to 5:00 PM

Upper Manhattan Workforce1 Career Center

215 West 125th Street, 6th Floor
New York, NY 10027
Between 7th and 8th Avenues (also known as Clayton Powell Jr. Blvd & Frederick Douglass Blvd.)
Telephone: (917) 493-7054
Email: umworkforce1@edsisolutions.com
Hours: Monday - Friday: 8:30 AM - 5:00 PM

Midtown Workforce1 Career Center

(by appointment only)
1250 Broadway, Suite 810
New York, NY, 10001
At 32nd Street between 5th and 6th Avenues
Telephone: (646) 358-4747
Email: workforce1midtown@grantassociatesinc.com
Hours: Monday – Friday: 8:30 AM - 5:00 PM

Queens Workforce1 Career Center

168-25 Jamaica Avenue, 2nd Floor
Jamaica, NY 11432
Between 168th and 169th Streets
Telephone: (718) 557- 6755
Email: Workforce1Queens@grantassociatesinc.com
Hours: Monday - Friday: 9:00 AM - 5:00 PM

Far Rockaway Workforce1 Career Center

1637 Central Avenue
Far Rockaway, NY 11691
Telephone: 718-784-0877 Ext 6
Email: workforce1fr@erdalliance.org
Hours: Monday, Wednesday, Thursday, Friday: 11:00AM - 6:00PM, and Tuesday: 2:00PM - 6:00PM

Workforce1 Healthcare Career Center

79 John Street, 2nd Floor
New York, NY 10038
Telephone: (212) 618-8925
Email: workforce1healthcarecareers@fegs.org
Hours: Monday – Friday: 9:00 AM - 5:00 PM

Workforce1 Industrial & Transportation Career Center

168-46 91st Ave., 2nd Floor
Jamaica, NY 11432
Between 168th and 169th Streets
Telephone: (718) 577-2194
Email: industrialandtransportation@grantassociatesinc.com
Hours: Monday – Friday: 8:30 AM - 5:00 PM

Flushing Workforce1 Career Center

(by appointment only)
41-17 Main Street, 3rd Floor
Flushing, NY 11355
Telephone: (718) 412-0926
Email: workforce1flushing@grantassociatesinc.com
Hours: Monday, Wednesday, Thursday, Friday: 9:00 AM - 5:00 PM. Tuesday: 1:00 PM - 5:00 PM

Long Island City Workforce1 Career Center

(by appointment only)

38-81 13th Street

Long Island City, NY 11101

Telephone: (718) 784-0877

Email: Workforce1LIC@erdalliance.org

Hours: Monday - Friday: 9:00 AM - 5:00 PM

Staten Island South Shore Workforce1 Career Center

(by appointment only)

3845 Richmond Avenue, 2nd Floor

Staten Island, NY 10301

Telephone: (347) 308-5018

Email: Workforce1SouthShore@edsolutions.com

Hours: Monday - Friday: 9:00 AM - 5:00 PM

Staten Island Workforce1 Career Center

120 Stuyvesant Place, 3rd Floor

Staten Island, NY 10301

Between Wall and Hyatt Streets

Telephone: (718) 285-8388

Email: Workforce1@edsolutions.com

Hours: Monday - Friday: 8:30 AM - 5:00 PM

Sunset Park Library Workforce1 Career Center

(by appointment only)

5108 4th Avenue, Lower Level

Brooklyn, NY 11220-1899

Between 51st and 52nd Streets

Telephone: (347) 296-8063

Email: Workforce1sunsetpark@grantassociatesinc.com

Hours: Monday, Wednesday, Friday: 10:00 AM - 6:00 PM,
Tuesday, Thursday: 1:00 PM - 6:00 PM

Nassau County Housing Authorities

Town of Hempstead Housing Authority

760 Jerusalem Avenue
Uniondale, NY 11553
516-485-9666

Town of North Hempstead Housing Authority

899 Broadway Suite 121
Westbury, NY 11590
516-627-6433

Town of Oyster Bay Housing Authority

115 Central Park Road
Plainview, NY 11803
516-349-1000

City of Glen Cove Housing Authority

140 Glen Cove Avenue
Glen Cove, NY 11542
516-671-3161

City of Long Beach Housing Authority

500 Centre Street
Long Beach, NY 11561
516-431-2444

Village of Freeport Housing Authority

3 Buffalo Avenue
Freeport, NY 11520
516-623-2508

Village of Great Neck Housing Authority

700 Middle Neck Road
Great Neck, NY 11023
516-482-2727

Village of Hempstead Housing Authority

260 Clinton Street
Hempstead, NY 11550
516-489-8500

Village of Island Park Housing Authority

347 Long Beach Road
Island Park, NY 11558
516-889-7570

Village of Rockville Centre Housing Authority

160 North Centre Avenue
Rockville Centre, NY 11570
516-536-4343

EXHIBIT I

SECTION 3 MONTHLY COMPLIANCE FORM

Contractor and all subcontractor(s) must sign, date and deliver this form monthly to:
Nassau County
1 West Street
Mineola, NY 11501

Project Name: _____ Project Location: _____

For the Month of: _____

I. Hiring

Select one:

- I have not hired any new employees during the month specified.
- I have hired Section 3 employees, and/or non-Section 3 employees during the month.

II. Recruitment

I have taken one or more of the following recruitment steps to hire a Section 3 resident with the highest training and employment priority ranking: (check all that apply)

I have made the Regional Workforce Solutions Center, and/or the Regional Workforce website the initial contact for all new hires.

- I have advertised to fill vacancy (ies) at the site(s), where work is taking place, in connection with this project. Below, I have checked the steps I have taken to find Section 3 low-income residents, from the targeted groups and neighborhoods, to fill any vacancies.
- Placed signs or posters in prominent places at project site(s).
- Taken photographs of the above item to document that the above step was carried out.
- Distributed employment flyers to the administrative office of the local Public Housing Authority.
- Contacted employment referrals or Youthbuild Program referrals.
- Kept a log of all applicants and indicated the reasons why Section 3 residents who applied were not hired.
- Retained copies of any employment applications completed by Public Housing Authority, Section 8 certificate or voucher holders or other Section 3 residents.
- Sent a notice about Section 3 training and employment requirements and opportunities to labor organizations or to worker representatives with whom our firm has a collective bargaining or other agreement.

III. Verification

I have attached proof of all checked items.

I hereby certify that the above information is a true and correct.

Signature	Title	Date
-----------	-------	------

Business Name: _____

EXHIBIT J

MONTHLY EMPLOYMENT UTILIZATION REPORT

TO: _____

FROM: _____

(Contractor)

ADDRESS OF CONTRACTOR

NAME OF PROJECT: _____

Street

Bid No.: _____

City, State

GRANT NUMBER:

CONTRACTOR'S PHONE NUMBER:

REPORTING PERIOD: _____

PERCENTAGE OF PROJECT COMPLETION: _____

CLASSIFICATION	WORK HOURS OF EMPLOYMENT ON THIS PROJECT								
	TOTAL	BLACK	WHITE	ASIAN OR PACIFIC ISLANDER	HISPANIC	FEMALE	DISABLED	VETERAN	SECTION 3 RESIDENT
OFFICERS									
SUPERVISORS									
PROFESSIONALS									
TECHNICIANS									
HOUSING SALES/RENTAL MANAGEMENT									
OFFICE CLERICAL									
SERVICE WORKERS									
JOURNEYMEN									
COMMON LABORERS									
APPRENTICES									
TRAINEES									
TOTAL	0	0	0	0	0	0	0	0	0

% OF MINORITY EMPLOYEES

% FEMALE EMPLOYEES

% LOW INCOME/SECTION 3 EMPLOYEES

% HANDICAPPED EMPLOYEES

SIGNATURE

TITLE OF COMPANY OFFICIAL COMPLETING REPORT

DATE SIGNED

This form must be completed monthly by the General Contractor for all workers

EXHIBIT K

SECTION 3 EMPLOYEE DATA & CERTIFICATION

The U.S. Department of Housing and Urban Development (HUD) requires that Nassau County document the income of newly hired persons working on federally-funded construction projects. This form may also be utilized as supportive documentation for Exhibit A (#2) and is intended to comply with HUD Community Development Block Grant requirements.

Section I

Applicant's Name: _____

Job Title: _____

Address: _____

Phone: _____

What is your race? (Circle one)

WHITE

BLACK/AFRICAN AMERICAN

ASIAN

AMERICAN INDIAN/ALASKAN NATIVE

NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER

ASIAN & WHITE

BLACK & WHITE

AM. INDIAN/ALASKAN NATIVE & BLACK

OTHER MULTIRACIAL

Is your family of Hispanic origin? (Circle one) **YES** **NO**

Do you currently reside in Public Housing? If yes, you do not need to fill out the rest of this form.

(Circle one) **YES** **NO**

Have you been unemployed in the last 3 years? If yes, you do not need to fill out the rest of this form.

(At least 30% of your business workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of the date of first employment with your business.)

(Circle one) **YES** **NO**

Section II

How many people are in your family? (Circle one) 1 2 3 4 5 6 7 8+

What is your family's gross annual income (before taxes)? _____

I certify that all of the above information is true and correct to the best of my knowledge.

Employee's Signature

Date

EXHIBIT L

SECTION 3 EMPLOYEE DATA & CERTIFICATION

El Departamento de Vivienda y Desarrollo Urbano (HUD) requiere que Nassau County obtenga documentos de ingresos de las personas nuevamente empleadas que trabajan en los proyectos que reciben beneficios de programas federales. Este formulario se puede utilizar como documentacion de apoyo para el Anexo A (#2) pero tambien es requerida para cumplir con los requisitos de Subvención de Bloque de Desarrollo de Comunidad de HUD.

Seccion I

Nombre del Participante: _____

Titulo de Trabajo: _____

Direccion: _____

Telefono: _____

¿Cual es su raza? (Circule uno)

AMERICANO

NEGRO/ AMERICANO AFRICANO

ASIATICO

INDIO AMERICANO/NATURAL DE ALASKA

NATURAL DE HAWAII/ EL OTRO ISLENO PACIFICO

ASIATICO & AMERICANO

AMERICANO AFRICANO & AMERICANO

INDIA AMERICANO/NATURAL DE ALASKA & AMERICANO AFRICANO

EL OTRO MULTI-RACIAL

¿Esta su familia de origen hispanico?(Circule uno) **Si** **No**

¿ En la actualidad reside en una vivienda publica ? Si su respuesta es si, no tiene que terminar este formulario. (Circule uno) **Si** **No**

¿ Ha estado desempleado en los ultimos tres aftos ? Si su respuesta es si, no tiene que terminar este formulario. (Circule uno) **Si** **No**

Seccion II

¿Cuantos personas en su Familia ?(Circule uno) 1 2 3 4 5 6 7 8+

¿Cual es dinero anual gruesa de su familia (antes de impuestos)? _____

Certifico que toda la información antedicha esta verdad y correcta al mejor de mi conocimiento.

Firma del Empleado

Fecha

Community and Advocacy Groups Commend Nassau County Executive Orders Guaranteeing Translation and Interpretation Services to Nassau Residents:

Nassau's new policy modeled on similar policies in New York State, Suffolk County, and New York City

Mineola, NY – In an important step towards ensuring good government in Nassau County, and as a direct result of advocacy by community organizations, County Executive Ed Mangano signed a second of two Executive Orders today guaranteeing translation and interpretation services to all limited-English proficient (LEP) residents in their interactions with County Government. Recent emergency and relief efforts have brought into focus the importance of the county agencies being able to communicate effectively and efficiently with all Nassau County residents, including the more than 130,000 county residents with limited ability to read, write, or speak English.

The two Nassau County Executive Orders (numbers 67 and 72) align Nassau County with Suffolk County and New York State's similar executive orders in 2011 and 2012 that guaranteed such language assistance services, and make Nassau one of the first suburban counties in the United States to enact a comprehensive language access policy. These Orders will bring significant public safety gains to the county and improve all agencies' ability to interact with Nassau's diverse population. Under the provisions of the Order, all county agencies will, among other things, be required to:

- Translate essential public documents and forms into the top six languages spoken by LEP residents of Nassau County—namely, Spanish, Chinese, Italian, Persian, Korean, and French Creole
- Provide interpretation services to all LEP Nassau residents;
- Designate a language access coordinator and draft plans for complying with this Executive Order in the next 120 days; and
- Refrain from using language access services use as a basis for inquiring about, or sharing, immigration status.

Representatives of various organizations that have worked with the County to ensure improved language access services and achieve these Executive Orders cheered the signing and expressed their commitment to working with the County to ensure effective implementation:

Maria Cordoba, a member of Make the Road New York and Westbury resident, said, "I recently went to the County Department of Social Services, and finding out that no one in the staff spoke Spanish, I had to leave without being served. Make the Road New York is excited about these two orders and the commitment they demonstrate to limited-English proficient residents."

Cheryl Keshner, coordinator of Long Island Language Advocates Coalition and senior paralegal at the Empire Justice Center, stated: "We applaud the signing of these executive orders. As evidenced by Hurricane Sandy, it is essential that all members of our community have equal and timely access to government services, especially during times of crisis."

Daniel Altschuler, Coordinator of the Long Island Civic Engagement Table, affirmed "These two Executive Orders together are critical for ensuring good government in Nassau County. We are thrilled that Nassau will now become one of the first suburban counties in the United States to guarantee language access in county agencies, and we look forward to continuing to work with the County administration to ensure effective implementation."

Shena Elrington, Director of Health Justice at New York Lawyers for the Public Interest, said: “The signing of these two executive orders mark a civil rights victory for limited English proficient residents of Nassau County, who will now be able to meaningfully access government services. These EOs reflect a commitment to ensuring access for every resident, regardless of the language he or she speaks.”

“Today Nassau County joins a growing movement in New York and across the country to break down language barriers between immigrant communities and their local governments,” said Nisha Agarwal, Deputy Director at the Center for Popular Democracy. “These executive orders will make it possible for residents with limited English proficiency to access the services they need to take care of themselves and their families, and will help create a healthier, safer, more economically robust Nassau county for all.”

“Today, Nassau County takes an important step forward in ensuring equal access to critical services such as police and emergency assistance, medical care, and important information such as public health and safety notices,” said Jason Starr, Director of the Nassau County Chapter of the New York Civil Liberties Union. “These orders celebrate both the linguistic and cultural diversity that make our community special and the spirit of tolerance and diversity embodied in the Constitution.”

Martha Maffei, Executive Director at Services for the Advancement of Women (SEPA Mujer) stated “In my daily work with immigrant women escaping domestic abuse, language access is crucial for women who are seeking services for themselves, as well as for their families. I congratulate Nassau County for providing the tool that victims of domestic violence need to look forward in their lives.”

"As Nassau County becomes more and more diverse, these Executive Orders will help ensure that all of our residents have access to important services, and can participate in community life," said Anita Halasz, Organizer with Long Island Jobs with Justice.

Delbys Torres, member organizer for La Fuente and resident of Freeport said, "We applaud Nassau County for committing to provide access to language services to thousands of residents in all county interactions, not just in a select few. We encourage them to continue to find ways of ensuring that Nassau County is a place who provides equal opportunity and access to services regardless of language barriers. It is a great day when government goes beyond what is legal under the law, but what is just and critical to ensure that our government is truly democratic and open to all."

“These orders will assure that all parents are better informed about available services and, in turn, how to help their children succeed,” said Johanna Rotta, Coordinator of Community Assets at the Early Years Institute.

“The Nassau County Language Access Executive Orders will help Limited-English Proficient consumers with disabilities to have a better quality of life, to live more independently and to participate more in their community,” said Grisselle Rivera-Mucciolo, Director of Hispanic Outreach at the Long Island Center for Independent Living.

EXECUTIVE ORDER NO. 67 - 2013

WHEREAS, pursuant to subdivision 1 of section 203 of the Nassau County Charter, the County Executive is responsible for the administration of all departments, offices and functions of the county government, and the efficient operation of county government; and

WHEREAS, Nassau County ("County") is a linguistically diverse county in which a percentage of the County's population speaks a language other than English at home, and more than 10 percent of Nassau County residents are limited-English proficient, insofar as English is not their primary language and have limited ability to read or understand English, thereby presenting potential barriers to accessing important government programs or services; and

WHEREAS, pursuant to Presidential Executive Order 13166 (August 11, 2000), federally-funded agencies must take reasonable steps to ensure that people who have limited English proficiency have access to the recipient's programs and services; and

WHEREAS, the general welfare of such County residents is furthered by increasing language access to essential County programs and services; and

WHEREAS, the County is committed to ensuring all County residents have access to essential programs and services provided by County agencies; and

WHEREAS, the County is committed to ensuring that language access services are implemented in a cost effective and efficient manner;

NOW, THEREFORE, by virtue of the authority vested in me pursuant to the Nassau County Charter and the Nassau County Administrative Code, I, Edward P. Mangano, do hereby:

ORDER, that the heads of every department under the jurisdiction of the Office of the County Executive that provides direct services to the public who are program recipients and/or participants shall make available on the County website vital documents, as determined by the respective department heads and with the approval of the Chief Deputy County Executive, containing information, instructions and notifications regarding direct programs and services in English and the six most common non-English languages spoken by individuals with limited-English proficiency in the County of Nassau, based on United States census data; and it is further

ORDERED, that said documents shall be accessible by the public on the website and shall be in printable format for the public; and it is further

ORDERED, that, upon approval of the Chief Deputy County Executive, the department heads may retain contractual services to accomplish the translation of vital documents; and it is further

ORDERED, that, where practical and effective, the translation of said documents into the six most common non-English languages may be accomplished through an online translation service, or computer software translation package approved by the department heads Chief Deputy County Executive; and it is further

ORDERED, that such translations shall be achieved on a rolling basis to be completed no later than 365 days from the signing of this Executive Order; and it is further

ORDERED, that each department shall publish a language access plan within 120 days of the signing of this Order, and updated versions as needed thereafter, that will set forth, at minimum, the following:

- a. When and by what means the agency will provide, or is already providing, language assistance services;

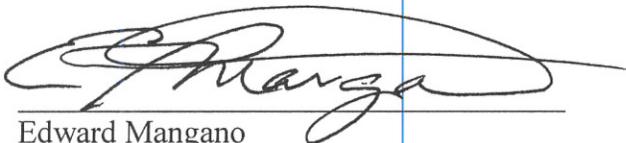
- b. The titles of all available translated documents and the languages into which they have been translated;
- c. The number of public contact positions in the agency and the number of fully bilingual employees in public contact positions, including the languages they speak;
- d. A training plan for agency employees on how to access the online database of translated documents; and
- e. A language access coordinator at the agency, who shall be an employee of the agency and who shall be publicly identified; and it is further

ORDERED, that departments providing services to the public that are non-programmatic in nature, such as emergency services, shall implement the provisions of this Executive Order to the greatest degree practicable; and it is further

ORDERED, that the language access coordinators shall monitor compliance with this Order by annually collecting data on the provision of language assistance services and the availability of translated materials; and it is further

ORDERED, that the Deputy County Executive for Minority Affairs shall provide guidance and/or assistance to any department that so requests in implementing this Order, and ensure that the provision of services set forth herein meets acceptable standards of translation or interpretation to ensure the information is correctly communicated.

Dated: 7-30, 2013



Edward Mangano
Nassau County Executive

EXECUTIVE ORDER NO. 72 - 2013

WHEREAS, pursuant to subdivision 1 of section 203 of the Nassau County Charter, the County Executive is responsible for the administration of all departments, offices and functions of the county government, and the efficient operation of county government; and

WHEREAS, Nassau County ("County") is a linguistically diverse county and the County is committed to ensuring all County residents have access to essential government programs and services; and

WHEREAS, the general welfare of all Nassau County residents is furthered by increasing language access to essential County programs and services, on July 30, 2013 I issued Executive Order 67-2013 concerning the translation of vital documents into the six most common non-English languages spoken by individuals with limited English proficiency; and

WHEREAS, the County is committed to ensuring that competent interpretation services are available in departments under the jurisdiction of the Office of County Executive, as referenced in Executive Order 67-2013, in a cost effective and efficient manner;

NOW, THEREFORE, by virtue of the authority vested in me pursuant to the Nassau County Charter and the Nassau County Administrative Code, I, Edward P. Mangano, do hereby:

ORDER, that each such department operating under the Office of the County Executive ("departments") that provides direct public services shall, in all relevant programs and services, provide competent interpretation services between the department and a program or service recipient and/or participant in his/her primary language; and it is further

ORDERED, that such interpretation services may be provided through competently bilingual County employees or available interpretation services - such as telephonic - as approved by the Chief Deputy County Executive; and it is further

ORDERED, that every department, upon publication of a language access plan, shall submit to the Deputy County Executive for the Office of Minority Affairs a listing of all competently bi-lingual employees in their respective departments along with the office contact number for each such employee; and it is further

ORDERED, that the Deputy County Executive for the Office of Minority Affairs or designee shall, within 90 days of the publication of the department language access plans, compile a comprehensive listing of all said competently bi-lingual employees and disseminate said listing to all department heads; and it is further

ORDERED, that the use of language services shall not be deemed by any county employee as a basis for inquiring into confidential information relating to immigration status. No county employee shall disclose confidential information, including, but not limited to, immigration status, unless such disclosure is necessary to identify and provide appropriate services and/or referrals to an individual, or is otherwise required by law; and it is further

ORDERED, that each department's language access plan shall include, in addition to the requirements set forth in Executive Order 67-2013 for said plan:

- a. That only competent translation and interpretation services shall be provided, and the manner in which competency of the translation and interpretation services shall be determined;
- b. How/where department employees can access the comprehensive listing of competently bi-lingual employees;
- c. Instructions for department employees on available interpretation services and how and when such services can be utilized;

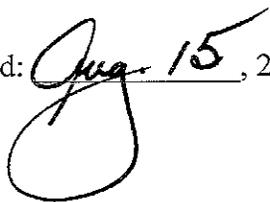
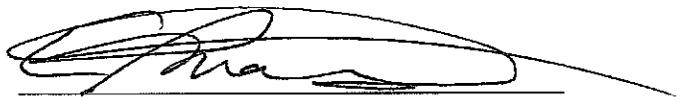
d. A training plan for initial mandatory employee training on the language access plan, subsequent training for all new department employees, and periodic training as needed, particularly when new services are made available and/or revisions are made to the language access plan;

e. The manner in which the public shall be notified of language access services at the department; and it is further

ORDERED, that each department shall submit its language access plan to the Counsel to the County Executive for review and approval; and it is further

ORDERED, that in addition to the responsibilities enumerated in Executive Order 67-2013, the language access coordinator for each such department shall: monitor compliance with this Order by annually collecting data on the provision and availability of interpretation services; ensure notice of the availability of language access services is prominently displayed; and shall be responsible for responding to and/or addressing any correspondence and communications from members of the public regarding these services.

Dated: Aug 15, 2013

A large, stylized handwritten signature in black ink, appearing to be 'E. Mangano', written over the date.A large, stylized handwritten signature in black ink, appearing to be 'E. Mangano', written over a horizontal line.

Edward P. Mangano
Nassau County Executive

Complaint Register

Under Section 3 of the Housing
And Urban Development Act of 1968

U.S. Department of Housing and Urban Development

Office of Fair Housing
and Equal Opportunity

OMB Approval No. 2529-0043 (revised)

(Expires 8/31/2015)

Instructions: This form is to be used to report allegations of noncompliance with Section 3 of the Housing and Urban Development Act of 1968, as amended and implementing regulations at 24 CFR Part 135.

1. Complainant Information:	
Name of Complainant (Person or organization)	Home Phone
Street Address	Work Phone
City, State, Zip code	
Email Address:	

2. You are: (check all that apply)	
<input type="checkbox"/> Low/Very Low Income Person	<input type="checkbox"/> Section 3 Business
<input type="checkbox"/> Public Housing Resident	<input type="checkbox"/> A Representative of a Section 3 Business
<input type="checkbox"/> HUD Youthbuild Participant	<input type="checkbox"/> Other: _____
<input type="checkbox"/> A Representative of any of the above listed Individuals (Such as: a Low-Income Person or Public Housing Resident)	

3. Basis for alleged noncompliance with Section 3:			
<input type="checkbox"/> Denied Training	<input type="checkbox"/> Denied Employment	<input type="checkbox"/> Denied Contracting	<input type="checkbox"/> Other (see below in item 6)

4. Complaint is against: (check one or more boxes)			
<input type="checkbox"/> Recipient of HUD Funds (Such: as a PHA, city/county agency, etc.)	<input type="checkbox"/> Contractor	<input type="checkbox"/> Subcontractor	<input type="checkbox"/> Other (please specify): _____

5. Who is this complaint being filed against?	
Name of agency, organization, or company:	Business Phone
Street Address	
City, State, Zip code	
Name and identify others (if any) who allegedly violated Section 3 in this case:	

6. How did the HUD recipient, contractor, or subcontractor violate the requirements of Section 3?
 (Check all that apply – provide documentation, if available)

HUD Recipient	Contractor and/or Subcontractor
<input type="checkbox"/> Failed to notify Section 3 businesses about contracting opportunities <input type="checkbox"/> Failed to incorporate the Section 3 Clause into covered Section 3 bid solicitations or contracts <input type="checkbox"/> Failed to provide priority consideration to Section 3 businesses for covered contracting opportunities <input type="checkbox"/> Failed to select Section 3 businesses in accordance with the order of priority consideration as set forth in 24 CFR 135.36 <input type="checkbox"/> Failed to award contracts to Section 3 businesses <input type="checkbox"/> Failed to ensure that its contractors/ subcontractors complied with Section 3 requirements <input type="checkbox"/> Knowingly entered into contracts with contractors/ subcontractors that failed to comply with Section 3 requirements <input type="checkbox"/> Failed to notify Section 3 residents about training and/or employment opportunities <input type="checkbox"/> Failed to provide priority consideration to Section 3 residents for employment or training opportunities <input type="checkbox"/> Failed to select Section 3 residents for training or employment opportunities in accordance with the order of priority consideration set forth in 24 CFR 135.34 <input type="checkbox"/> Failed to hire Section 3 residents for new employment opportunities <input type="checkbox"/> Retaliated against the complainant because complainant sought to enforce Section 3 requirements or participated in an investigation or proceeding regarding Section 3 <input type="checkbox"/> Other <hr/>	<input type="checkbox"/> Failed to certify that all employment vacancies filled prior to contract execution were not filled to circumvent Section 3 <input type="checkbox"/> Failed to notify potential subcontractors about Section 3 requirements <input type="checkbox"/> Failed to post notices at the work site regarding Section 3 requirements in accordance with the Section 3 Clause <input type="checkbox"/> Failed to send to each labor organization or representative of workers a notice of Section 3 obligations in accordance with the Section 3 Clause <input type="checkbox"/> Failed to ensure that its subcontractors complied with Section 3 <input type="checkbox"/> Failed to train and/or hire Section 3 residents for new employment opportunities <input type="checkbox"/> Failed to provide priority consideration to Section 3 residents for employment or training opportunities in accordance with 24 CFR Part 135.34 <input type="checkbox"/> Failed to ensure that contracts awarded to subcontractors included the Section 3 Clause <input type="checkbox"/> Failed to award subcontracts to Section 3 businesses <input type="checkbox"/> Failed to award subcontracts to Section 3 businesses in accordance with the order of priority consideration set forth in 24 CFR 135.34 <input type="checkbox"/> Retaliated against the complainant because complainant sought to enforce Section 3 requirements or participated in an investigation or proceeding regarding Section 3 <input type="checkbox"/> Other <hr/>

7. **When did the act(s) checked above occur?** (Include the most recent date if several dates are involved):

_____/_____/_____
Month Day Year

* The date of the last alleged violation or occurrence must be less than 180 days from the date of submission to HUD.

8. **Project name or location where alleged violation occurred?** (If applicable):

Project Name (if applicable): _____ Project Number: _____

Project Location: _____

Local Contracting Agency (LCA): _____

9. **Identify the type of HUD funding used by the HUD funding recipient, organization, or contractor that this complaint is filed against:** (Check all that apply)

<input type="checkbox"/> PIH Operating Subsidy	<input type="checkbox"/> Other PIH Assistance	<input type="checkbox"/> Neighborhood Stabilization Program (NSP) Assistance	<input type="checkbox"/> Section 811 Supportive Housing for the Disabled
<input type="checkbox"/> PIH Capital Fund Subsidy	<input type="checkbox"/> Community Development Block Grants (CDBG)	<input type="checkbox"/> Other Community Development Assistance	<input type="checkbox"/> Project Based Housing Vouchers
<input type="checkbox"/> Choice Neighborhood Initiative Grant	<input type="checkbox"/> HOME Investment Partnership Funding	<input type="checkbox"/> Lead-Based Paint	<input type="checkbox"/> Other HUD Housing Assistance
<input type="checkbox"/> HOPE VI Grant	<input type="checkbox"/> McKinney Homeless Assistance	<input type="checkbox"/> Section 202 Supportive Housing for the Elderly	<input type="checkbox"/> Other Covered HUD Funding

10. Description of act(s) or incident(s) involving alleged violation of Section 3:

Summarize what happened? Attach additional information if necessary

11. Declaration Statement

I declare under penalty of perjury that I have read this complaint (including any attachments) and that all information is accurate and correct.

Signature

Date

Section 3 of the Housing and Urban Development Act of 1968

Public reporting burden for this collection of information is estimated to average 2 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.

The information is given voluntarily and provides the basis for HUD's investigation of the complaint to determine if the allegations of noncompliance are valid. The Department will use the information provided as the basis for its determination of jurisdiction over a complainant's allegations. All information collected complies with the Privacy Act of 1974 and OMB Circular A-108. The information is unique to the processing of complaints alleging noncompliance with the Section 3 statute or implementing regulations. The information collected on this form will only be used by HUD during the investigation and resolution of complaints and will not be shared with persons or parties that are not directly involved with the complaint.

What is Section 3 of the Housing and Urban Development Act of 1968?

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. The Section 3 requirements ensure that *when* new jobs or contracts are created during the usage of certain HUD funds, priority consideration is given to low- and very low-income persons residing in the community in which the funds are spent (regardless of race or gender), and to the businesses that substantially employ these persons.

Who are Section 3 residents and businesses?

Section 3 residents are:

- Public housing residents; or
- Persons who live in the area where a HUD-assisted project is located and who have a household income that falls below HUD's income limits for low- and very low-income.

Please visit: <http://www.huduser.org/portal/datasets/il.html> to determine the income limits for residents of your community.

A Section 3 business is one that meets one of the following criteria:

- Is 51 percent or more owned by Section 3 residents;
- Employs Section 3 residents for at least 30 percent of its full-time, permanent staff; or
- Provides evidence of a commitment to subcontract to Section 3 business concerns, 25 percent or more of the dollar amount of the awarded contract.

What HUD funding does Section 3 cover?

Section 3 applies to any of the following:

- A. Public and Indian Housing programs that receive: (1) Annual contributions for low income housing projects provided pursuant to section 5 of the U.S. Housing Act of 1937, as amended by the Quality Housing and Work Responsibility Act of 1998 (QHWRA); (2) Capital Fund Project assistance provided pursuant to Section 9 of QHWRA; (3) Operating Subsidy assistance provided pursuant to Section 9 of QHWRA.
- B. Housing and community development assistance extended for: (1) housing rehabilitation (including reduction and abatement of lead based paint hazards); (2) housing construction or (3) other public construction projects; and for which the contract and subcontract exceeds \$100,000; and
- C. Certain competitive HUD grant funding, such as: HOPE VI, Choice Neighborhoods, etc.).

What can you do about violations of the Law?

Remember, Section 3 applies to the awarding of jobs, training programs, and contracts, generated from projects receiving HUD financial assistance. If you believe that, as a low-income person or a Section 3 business concern, the responsibilities to provide economic opportunities under Section 3 have been violated, you have a right to file a complaint within **180 days** of the last alleged occurrences of noncompliance.

Complaints alleging violations of the Section 3 regulatory requirements must be submitted to the appropriate HUD Regional Office of Fair Housing and Equal Opportunity listed below. Please be certain to sign and date this form, where indicated, to ensure prompt complaint processing.

HUD will send the complaint to the appropriate HUD recipient for resolution. If resolution by the recipient fails, HUD will investigate. If HUD finds that the complaint has merit, it will try to end the violation by informal resolution. If conciliation fails, HUD may initiate other steps to enforce the law, including but not limited to suspension and debarment of the recipient or contractors as applicable.

You can obtain assistance in learning about more Section 3 by visiting www.hud.gov/section3 or by contacting one of the HUD's Regional Offices of Fair Housing and Equal Opportunity.

Authority: Section 3 of the Housing and Urban Development Act of 1968, as amended by the Housing and Community Development Act of 1968, as amended by the Housing and Community Development Act of 1992, U.S.C. 1701u and implementing regulations at 24 CFR Part 135.

Purpose: The information requested on this form is to be used to investigate and process Section 3 complaints.

Use: The information requested will be used to process a complaint filed under Part 135. HUD may disclose certain information for Federal, State, and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as required and permitted by law.

Penalty: Failure to provide some or all of the requested information will result in delayed processing or rejection of this complaint for investigation.

Privacy Act of 1974 (P.L.93-579)

All information collected is provided voluntarily and complies with the Privacy Act of 1974 and OMB Circular A-108. The information is unique to the processing of complaints alleging noncompliance with the Section 3 statute or implementing regulations. The information collected on this form will only be used by HUD during the investigation and resolution of complaints and will not be shared with persons or parties that are not directly involved with the complaint.

Instructions for completing the Section 3 Complaint Register

- Box 1:** Enter the requested information for the person that is filing the complaint (i.e., the complainant). This person must meet the definition of a Section 3 resident or business.
- Box 2:** Select the appropriate statement that describes your status as a Section 3 resident, businesses, or representative of either.
- Box 3:** Select the appropriate basis for the complaint which you are filing.
- Box 4:** Select the appropriate option that best describes the person or entity that you are filing this complaint against.
- Box 5:** Provide the name, address, and contact information for the person or entity that you are filing this complaint against.
- Box 6:** Select the statement(s) that best describe the alleged actions or omissions undertaken by the person or entity that you are filing this complaint against that are in violation of the requirements of Section 3. If you select "other", please briefly describe the alleged violation on the appropriate line.
- Box 7:** Provide the date that the alleged violation or action occurred. If the alleged act or violation is continuing in nature, please provide the date of the most recent occurrence.
- Box 8:** If this complaint is based upon acts or omissions that occurred at a specific job site, project, or location, please provide information that will allow HUD to identify the specific project that is the subject of the complaint that you are filing.
- Box 9:** Select the appropriate type of covered HUD funding that the recipient, organization, contractor/subcontractor received or administered.
NOTE: In order for the complaint to be jurisdictional, covered HUD funding must be administered by the recipient, organization, contractor/subcontractor.
- Box 10:** Provide a detailed description of the acts or omissions undertaken by the person or entity that you filing this complaint against. Provide enough specific information to enable HUD to clearly understand the alleged violation and whether it demonstrates noncompliance with the requirements of Section 3.
- Box 11:** Please sign the complaint and enter the current date.
NOTE: By signing and dating this complaint you are affirming that your statements and allegations are true and accurate by penalty of perjury. Complaints **must** be signed and dated prior to acceptance by HUD for investigation.

Where to file your complaint:

Please fax or mail your complaint to the appropriate HUD Regional Office of Fair Housing and Equal Opportunity that has jurisdiction over the state for which you are located or where the alleged violation occurred. Inquiries regarding the status of your complaint should be directed to the appropriate Regional office of FHEO by telephone or email.

<p>BOSTON REGIONAL OFFICE U.S. Department of Housing and Urban Development New England Office 10 Causeway Street, Suite 308 Boston, MA 02222 (617) 994-8300 (800) 827-5005 Fax: (617) 565-7313 Email: complaints_office_01@hud.gov</p> <p>*Covers the following states: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont</p>	<p>FORT WORTH REGIONAL OFFICE U.S. Department of Housing and Urban Development Southwest Office 801 Cherry St., Unit 45, Suite 2500 Fort Worth, TX 76102 (817) 978-5900 (888)560-8913 Fax: (817) 978-5876 Email: complaints_office_06@hud.gov</p> <p>*Covers the following states: Arkansas, Louisiana, New Mexico, Oklahoma, and Texas</p>
<p>NEW YORK REGIONAL OFFICE U.S. Department of Housing and Urban Development New York and New Jersey Office 26 Federal Plaza New York, NY 10278 (212) 264-1290 (800) 496-4294 Fax: (212) 264-9829 Email: complaints_office_02@hud.gov</p> <p>*Covers the following states: New Jersey and New York</p>	<p>KANSAS CITY REGIONAL OFFICE U.S. Department of Housing and Urban Development Great Plains Office 400 State Avenue Kansas City, KS 66101 (913) 551-6958 (800) 743-5323 Fax: (913) 551-6856 Email: complaints_office_07@hud.gov</p> <p>*Covers the following states: Iowa, Kansas, Missouri, and Nebraska</p>
<p>PHILADELPHIA REGIONAL OFFICE U.S. Department of Housing and Urban Development Mid-Atlantic Office 100 Penn Square East, 12th Floor Philadelphia, PA 19107 (215) 861-7646 (888) 799-2085 Fax: (215) 656-3449 Email: complaints_office_03@hud.gov</p> <p>*Covers the following states: Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, and West Virginia</p>	<p>DENVER REGIONAL OFFICE U.S. Department of Housing and Urban Development Rocky Mountain Office 1670 Broadway Denver, CO 80202 (303) 672-5437 (800) 877-7353 Fax: (303) 672-5026 Email: complaints_office_08@hud.gov</p> <p>*Covers the following states: Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming</p>

<p>ATLANTA REGIONAL OFFICE U.S. Department of Housing and Urban Development Southeast Office 40 Marietta Street Atlanta, GA 30303 (404) 331-5140 (800) 440-8091 Fax: (404) 331-1021 Email: complaints_office_04@hud.gov</p> <p>*Covers the following states: Alabama, Puerto Rico, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, and the Virgin Islands</p>	<p>SAN FRANCISCO REGIONAL OFFICE U.S. Department of Housing and Urban Development Pacific/Hawaii Office 600 Harrison Street Third Floor San Francisco, CA 94107 (415) 489-6536 (800) 347-3739 Fax: (415) 489-6560 Email: complaints_office_09@hud.gov</p> <p>*Covers the following states: Arizona, California, Guam, Hawaii, and Nevada</p>
<p>CHICAGO REGIONAL OFFICE U.S. Department of Housing and Urban Development Midwest Office 77 W. Jackson Boulevard, Suite 2101 Chicago, IL 60604 (312) 353-7776 (800) 765-9372 Fax: (312) 886-2837 Email: complaints_office_05@hud.gov</p> <p>*Covers the following states: Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin</p>	<p>SEATTLE REGIONAL OFFICE U.S. Department of Housing and Urban Development Northwest/Alaska Office 909 First Avenue Seattle, WA 98104 (206) 220-5170 (800)877-0246 Fax: (206) 220-5447 Email: complaints_office_03@hud.gov</p> <p>*Covers the following states: Alaska, Idaho, Oregon, and Washington</p>

Section 3 Resident Certification Form

ELIGIBILITY FOR PREFERENCE

A Section 3 Resident seeking the preference in training and employment provided by this part shall certify, or submit evidence to the recipient contractor or subcontractor, if requested, that the person is a Section 3 Resident, as defined in Section 135.5.

I _____, (Print Name) am a legal resident of _____, (City, County, State) and qualify as a Section 3 Resident because I am a public housing resident or my household income does not exceed the income guidelines by family size as published in the table on this form.

Name _____ Telephone _____

Permanent Address _____ (will be verified)

I have attached the following documentation as evidence of my status:

- Copy of Lease
- Copy of receipt of public assistance
- Copy of Evidence of participation in a public assistance program
- Other evidence _____

FY 2015 – Uncapped Low Income Limits for Nassau and Suffolk Counties

Individual	Low Income
1	\$61,050

OR

Family Size	Low Income
1	\$61,050
2	\$69,800
3	\$78,500
4	\$87,200
5	\$94,200
6	\$101,200
7	\$108,150
8	\$115,150

I hereby certify that the information provided by me to be true and correct, and understand any falsification of any of the information could subject me to disqualification from participation and punishment under the law.

Signature

Date

Print Name

Part II: Contracts Awarded

1. 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		

2. Non-Construction Contracts:

A. Total dollar amount of all non-construction contracts awarded on the project/activity	\$	
B. Total dollar amount of non-construction 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 non-construction 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 very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contacts with community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
- Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- 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.
- Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- Other; describe below.

Public reporting burden for this collection of information is estimated to average 2 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 control number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u., mandates that the Department ensure 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 135. The information will be used by the Department to monitor program recipients' 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 data base and will be analyzed and distributed. 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.

Instructions: This form is to be used to report annual accomplishments regarding employment and other economic 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 any **public and Indian Housing programs** that receive: (1) development assistance pursuant to Section 5 of the U.S. Housing Act of 1937; (2) operating assistance pursuant to Section 9 of the U.S. Housing Act of 1937; or (3) modernization grants pursuant to Section 14 of the U.S. Housing Act of 1937 and 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.

Form HUD-60002 has three parts which are to be completed for all programs covered by Section 3. Part I relates to **employment and training**. The recipient has the option to determine numerical employment/training goals either on the basis of the number of hours worked by new hires (columns B, D, E and F) or the number of new hires utilized on the Section 3 covered project (columns B, C and F). Part II of the form relates to **contracting**, and Part III summarizes recipients' **efforts** to comply with Section 3.

Recipients 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.* A recipient of Section 3 covered assistance shall submit two copies of this report to the local HUD Field Office. Where the program providing assistance requires an annual performance report, this Section 3 report is to be submitted at the same time the program performance report is submitted. Where an annual performance report is not required, this Section 3 report is to be submitted by January 10 and, if the project ends before December 31, within 10 days of project completion. **Only Prime Recipients are required to report to HUD. The report must include accomplishments of all recipients and their Section 3 covered contractors and subcontractors.**

HUD Field Office: Enter the Field Office name forwarding the Section 3 report.

1. Recipient: Enter the name and address of the recipient submitting this report.
2. Federal Identification: Enter the number that appears on the award form (with dashes). The award may be a grant, cooperative agreement or contract.
3. Dollar Amount of Award: Enter the dollar amount, rounded to the nearest dollar, received by the recipient.
- 4 & 5. Contact Person/Phone: Enter the name and telephone number of the person with knowledge of the award and the recipient's implementation of Section 3.
6. Reporting Period: Indicate the time period (months and year) this report covers.
7. Date Report Submitted: Enter the appropriate date.

Submit two (2) copies of this report to the to the HUD Field Office of Fair Housing and Equal Opportunity, Program Operations and Compliance Center Director, at the same time the performance report is submitted to the program office. For those programs where such a report is not required, the Section 3 report is submitted by January 10. Include only contracts executed during the reporting period specified in item 8. PHAs/HAs are to report all contracts/subcontracts.

* 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 per centum of the median income for the area, as determined by the Secretary, with adjustments for

8. Program Code: Enter the appropriate program code as listed at the bottom of the page.
9. Program Name: Enter the name of the HUD Program corresponding with the "Program Code" in number 8.

Part I: Employment and Training Opportunities

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 contractor's or recipient'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 contractor's or recipient'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 employed and trained in connection with this award.

Part II: Contract Opportunities

Block 1: Construction Contracts

Item A: Enter the total dollar amount of all contacts 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.

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

Block 2: Non-Construction Contracts

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

Item B: Enter the total dollar amount of contracts connected with this project 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.

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

Part III: Summary of Efforts - Self-explanatory

smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings such that 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 incomes do not exceed 50 per centum 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 per centum 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.