



St. Louis County, MN

ST. LOUIS COUNTY, MINNESOTA

Section 3 Reporting

HUD Entitlement Programs – CDBG, ESG, HOME

Form

1014

Rev. 7-9-2026

The purpose of Section 3 is to foster economic development and individual self-sufficiency for low- and very-low-income residents through employment, education, training, and business opportunities. This form must be submitted for construction projects where HUD's assistance exceeds \$200,000. The prime contractor is responsible for obtaining Section 3 information from all subcontractors for inclusion in this report. The data is collected and submitted to HUD annually for each program year (**May 1st – April 30th**). Consult the St. Louis County Section 3 Administrative Plan for definitions and further clarification.

Project Information

Project Name:

Subrecipient Name:

Total Project Labor Hours Reporting (Prime Contractor and Subcontractors for May 1st-April 30th)

Total Number of Work Hours on this Project:

Total Number of Section 3 Work Hours on this Project:

Total Number of Targeted Section 3 Work Hours on this Project:

Percentage of Section 3 Labor Hours Worked

Percentage of Section 3 Work Hours on Project (Goal 25%):

%

Percentage of Targeted Section 3 Work Hours on Project (Goal 5%):

%

Qualitative Efforts

What strategies were implemented, *to the greatest extent feasible*, to meet the Section 3 goals?

Please note: The absence of new hires does not exempt contractors from Section 3 requirements.

Contractors must provide documented evidence of their qualitative efforts.

- ☐ Outreach efforts to generate job applicants who are Public Housing Targeted Workers.
- ☐ Outreach efforts to generate job applicants who are Other Funding Targeted Workers.
- ☐ Direct, on-the-job training (including apprenticeships).
- ☐ Indirect training such as arranging, contracting, or paying tuition for off-site training.
- ☐ Technical assistance to help Section 3 Workers compete for jobs (e.g., resume assistance, coaching).
- ☐ Outreach efforts to identify and secure bids from Section 3 business concerns.
- ☐ Technical assistance to help Section 3 business concerns understand and bid on contracts.
- ☐ Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.
- ☐ Provided or connected residents with assistance in seeking employment, including: drafting resumes, preparing for interviews, finding job opportunities, and connecting residents to job placement services.
- ☐ Held/attended one or more job fairs.

- ☐ Provided or connected residents with supportive services that can provide direct services or referrals.
- ☐ Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.
- ☐ Assisted residents with finding childcare.
- ☐ Assisted residents in applying for or attending community college or a four-year educational institution.
- ☐ Assisted residents in applying for or attending vocational/technical training.
- ☐ Assisted residents in obtaining financial literacy training and/or coaching.
- ☐ Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
- ☐ Provided or connected residents with training on computer use or online technologies.
- ☐ Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.
- ☐ Outreach, engagement, or referrals to CareerForce (the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act).
- ☐ Promote/support construction apprenticeship programs or construction training/education.
- ☐ Promote/support adult education classes, such as GED preparation, adult diploma, and pre-apprenticeship.
- ☐ Share information on job opportunities, apprenticeship programs, adult education classes, and construction training/education to community organizations and career resource centers.
- ☐ Collaborate with unions, schools, apprenticeship/training programs to find ways to recruit, train, and promote careers in the construction industry.
- ☐ Add information to your website and social media accounts about construction-related opportunities, such as apprenticeship programs, union information, or resources from 218trades.com.
- ☐ Informing union halls about this Section 3 project and encouraging them to include Section 3 worker preferences for any new hires.
- ☐ Include Section 3 preference in job postings and job applications.
- ☐ Other activities, specify:

Certification of Compliance with Section 3

I, _____, certify that the above information is true and correct to the best of my knowledge. Compliance documentation will be provided to St. Louis County, Minnesota.

Documentation of qualitative efforts is attached? Yes No

Signature of Certifying Official (Electronic or Written)

Title of Signatory

Date

Organization of Signatory