



St. Louis County, MN

ST. LOUIS COUNTY, MINNESOTA

Section 3**Contractor/Subrecipient Reporting Form****HUD ENTITLEMENT PROGRAMS – CDBG, HOME & ESG**

Form

1014

Rev. 6-27-2023

This form is used for Section 3 contractor compliance reporting. www.stlouiscountymn.gov/communitydevelopment

This Section 3 Reporting Form is to be completed by the subrecipient or prime contractor. This form must be submitted for any contract for housing rehabilitation, housing construction, and other public construction where HUD's Assistance exceeds \$200,000, or a contract of any amount where the subrecipient is a Public Housing Authority. The prime contractor is responsible for obtaining information for this report from all subcontractors. The completed report must be submitted before the final payment is disbursed to the subrecipient. Consult the *St. Louis County Section 3 Administrative Plan* or your own *Section 3 Contractor Compliance Plan* for definitions and further clarification.

Project Name:

Company Name:

Phone Number:

Email:

Small PHA

Is this project for a Small PHA (a Public Housing Authority with <250 public housing units)?

☐ Yes ☐ No**Labor Hour Reporting** (skip to "Qualitative Efforts..." if you answered "yes" to being a Small PHA)

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 to Meet the Above Goals:

If the above goals were not met, what strategies were implemented, to the greatest extent feasible, to meet the above goals:

- ☐ 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 to section 3 workers (including apprenticeships).
- ☐ Indirect training such as arranging for, contracting for, or paying tuition for, off-site training for section 3 workers.
- ☐ 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 public housing residents with assistance in seeking employment including: draft resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.
- ☐ Held one or more job fairs.
- ☐ Provided or connected public housing residents with supportive services that can provide direct services or referrals.
- ☐ Provided or connected public housing residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.

- ☐ Assisted public housing residents with finding childcare.
- ☐ Assisted public housing residents to apply for, or attend community college or a four year educational institution.
- ☐ Assisted public housing residents to apply for, or attend vocational/technical training.
- ☐ Assisted public housing residents to obtain financial literacy training and/or coaching.
- ☐ Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
- ☐ Provided or connected public housing 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 with the state one-stop system, as designed in Section 121(e)(2) of the workplace Innovation and Opportunity Act.
- ☐ Other. Specify:

Acceptance

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

Name (Print) _____

Title: _____

Signature: _____

Date: _____

Contact

Duluth Office		Virginia Office	
Government Services Center 320 W 2 nd Street, Suite 301 Duluth, MN 55802	Phone (218) 725-5000 Toll Free (800) 450-9777 www.stlouiscountymn.gov/communitydevelopment	Government Services Center 201 South 3 rd Avenue West Virginia, MN 55792	Phone (218) 749-7103 Toll Free (800) 450-9777 www.stlouiscountymn.gov/communitydevelopment