**SECTION 3 ANNUAL REPORT FORM INSTRUCTIONS**

Federal regulation 24 CFR 135 requires the Grantee (i.e. Unit of General Local Government, Non-Profit, Housing Authority, etc.) **and each** of its contractors/sub-contractors/service providers that receives or are contracted for a project that is paid for with federal funds must complete a Section 3 report. The Grantee will compile all contractors/sub-contractors/service providers forms and submit a cumulative Section 3 Report to the Division of Energy, Housing and Community Resources (DEHCR) for each contract with DEHCR.

* Fill in the “DOA Agreement #” and “Name of Grantee” in the upper left-hand corner on the first page of the form. This information can be found on the Contract Agreement.
* **Contact Information**

Fill in the “Preparer’s Name”, “Title”, “Telephone” and “E-mail” fields pertaining to the individual compiling the report information.

* **US Department of Housing and Urban Development (HUD) Reporting Period**

Check the appropriate reporting period for the report. *Please note, CDBG Disaster Recovery (Midwest and IKE) must continue to report quarterly.*

* **Program**

Check the program under which the Section 3 Report is being submitted.

* **Part I: Employment and Training**

Report any new hires and trainees that are hired/trained with regards to the DOA Agreement/Contract listed above during the specified reporting period. For each Job Category listed in the table, indicate how many New Hires were completed during the specified reporting period, along with the number of New Hires that are/were section 3 Residents (determination based on the county where the work is being performed) and the total number of Section 3 Trainees (that completed training during the specified reporting period) as it relates to the DOA Agreement. If no hires or trainees occurred, enter “0” (zero) in the space.

* **Part II – Contracts Awarded**

Construction Contracts:

1. Enter the total dollar amount of construction contracts awarded during the reporting period. The total dollar amount should include both HUD and match funds. *Note: If DEHCR has awarded a contract to a grantee, but the grantee has not awarded the contract to a construction contractor, then the amount reported would be $0.*
2. Enter the total dollar amount of construction contracts awarded to Section 3 businesses during the reporting period. The amount entered should reflect both HUD and match amounts. The amount entered cannot exceed the amount entered for Line #1.
3. Enter the percentage of the dollar amount of the construction contracts awarded to Section 3 businesses during the reporting period (Line 2 divided by [Line 1 + Line 2]). The result cannot exceed 100%.
4. Enter the total number of Section 3 businesses receiving construction contracts during the reporting period.

Non-construction contracts

*Non-construction contracts are professional services contracts that are associated with construction (i.e. Architecture, Engineering, Site Preparation, Legal, etc.).*

1. Enter the total dollar amount of **non**-construction contracts awarded during the reporting period. The total dollar amount should include both HUD and match funds. *Note: If DEHCR has awarded a contract to a grantee, but the grantee has not awarded the contract to a construction contractor, then the amount reported would be $0.*
2. Enter the total dollar amount of **non**-construction contracts awarded to Section 3 businesses during the reporting period. The amount entered should reflect both HUD and match amounts. The amount entered cannot exceed the amount entered for Line #1.
3. Enter the percentage of the dollar amount of the **non**-construction contracts awarded to Section 3 businesses during the reporting period (Line 2 divided by [Line 1 + Line 2]). The result cannot exceed 100%.
4. Enter the total number of Section 3 businesses receiving **non**-construction contracts during the reporting period.

***NOTE: Each space must be completed for Parts I and II. If no new hires or trainees occurred or no funds were spent then enter “0”. N/A is not an acceptable response.***

* **Part III – Best Efforts**

Grantees should make every effort within their disposal to meet the regulatory requirements of Section 3. For example, this may mean going a step beyond the normal notification process for employment and contracting procedures by developing strategies that will specifically target Section 3 residents and businesses for these types of economic opportunities.

Describe the Grantee’s best efforts to give training and employment opportunities to Low- and Moderate Income (LMI) residents and/or businesses during the reporting period. Check all efforts that apply. Include any comments to emphasize any targeted outreach efforts that were made, along with procedures established to ensure the LMI residents and businesses were given opportunities in the evaluation and hiring/contracting processes. If no new hires were made, select the appropriate box.

For examples of best efforts see *Appendix to 24 CFR Part 135* ([*https://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=3a08288138e0183f1b595e73c537673a&rgn=div5&view=text&node=24:1.2.1.2.10&idno=24#ap24.1.135\_192.1*](https://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=3a08288138e0183f1b595e73c537673a&rgn=div5&view=text&node=24:1.2.1.2.10&idno=24#ap24.1.135_192.1)*.*

* **Signature of Preparer**

The form must be completed, signed and dated by the preparer. The preparer’s printed name must also be included.

* Grantee Signature

The form must be signed by the Grantee’s Chief Elected Official, Executive Director or his/her designee. If the form is being completed by a contractor or sub-contractor then the signature must be of the owner, business manager or project manager.

* Document Submittal

Original copies of completed Section 3 Reports must be maintained in the Grantee’s project files. A copy of the completed Section 3 Report must be e-mailed (preferred), faxed or mailed to:

Assigned Project Representative

Wisconsin Department of Administration

Division of Energy, Housing and Community Resources

P. O. Box 7970

Madison, WI 53707-7970