

Attachment A
Section 3 – Attachments Guide for Section 3 &
Women or Minority Owned Business Compliance

ATTACHMENT & NAME	WHO RECEIVES	WHEN GIVEN	WHO & WHEN RETURNS
Attachment A – Attachments Guide for Section 3 & Women or Minority Owned Business Compliance	Owner/Developer Contractor	With the Section 3 Owner’s Guide – include with the selection letter A copy of the Guide and all attachments must be included in all bid packages	Owner/Developer Contractor Return the signed original with bid package
Attachment B – how, when, where, and to whom Section 3 applies	Owner/Developer	With the Section 3 Owner’s Guide – include with the selection letter Include in bid package	Owner keeps for reference
Attachment C – Recipient Section 3 Compliance Checklist	Owner/Developer	With the Section 3 Owner’s Guide – include with the selection letter Include in bid package Include in all contracts	Owner/Developer Returns the signed original with the bid package
Attachment D – Appendix to Part 135 – Examples of efforts to offer training and employment opportunities to Section 3 residents; Examples to Efforts to award contracts to Section 3 Business Concerns; and Examples of Procurement Procedures that provide preference for Section 3 Business Concerns	Owner/Developer, Contractor, Subcontractor Management and administrative jobs*	With the Section 3 Owner’s Guide – include with the selection letter Contractors – include with bid package Management and administrative jobs* Include with bid package	Owner/Developer Contractor, Subcontractor and Management and administrative jobs* Return the signed original with the bid packages
Attachment E – Contractor/Subcontractor Section 3 Compliance Checklist	Owner/Developer Contractor / Subcontractor Management and administrative jobs*	With the Section 3 Owner’s Guide – include with the selection letter Include with bid package	Contractor, Subcontractors Management and administrative jobs* Return the signed original with the bid packages
Attachment F – Certification for Business Concerns Seeking Section 3 Preference in Contracting and Demonstration of Capability	Owner/Developer Contractors and Subcontractor Management and administrative jobs*	With the Section 3 Owner’s Guide – include with the selection letter Include in bid package	Contractor, Subcontractor returns with bid package Management and administrative jobs Return when contracts signed, if applicable
Attachment G – Resident Employment Opportunity Data	Owner /Developer General Contractor Management and administrative jobs*	With the Section 3 Owner’s Guide – include with the selection letter Include in bid package	Contractor, Subcontractor and Management and administrative jobs* retain - must have available during an audit
Attachment H – Section 3 Clause	Owner/Developer Contractor and Subcontractor Management and administrative jobs*	With the Section 3 Owner’s Guide – include with the selection letter Include in the bid package and contracts	Include in all bid packages and contracts and subcontracts over \$100,000

Attachment I - Contractor/Subcontractor Section 3 Compliance Plan	Owner/Developer Contractor and Subcontractors Management and administrative jobs*	With the Section 3 Owner's Guide – include with the selection letter Include in the bid package	Contractor, Subcontractors Management and administrative jobs* Return the signed original with the bid packages
Attachment J - Contractor Compliance Form	Owner/Developer General Contractor and Subcontractors Management and administrative jobs*	With the Section 3 Owner's Guide – include with the selection letter Include in the bid package	Contractor, Subcontractors Management and administrative jobs* Return the signed original with the bid packages
Attachment K - Contractor Compliance Activity Report	Owner/Developer Contractor	With the Section 3 Owner's Guide – include with the selection letter Include in the bid package	Owner Contractor Return the signed original with the bid packages Update and returned at project completion or September 30, whichever occurs first – final draw funds will not be released without this document
Attachment L – Section 3 Data	Owner/Developer General Contractor and Subcontractors Management and administrative jobs*	With the Section 3 Owner's Guide – include with the selection letter Include in the bid package	Owner Contractor Management and administrative jobs* Returned at project completion or October 7, whichever occurs first – final draw funds will not be released without this document

*Definitions per 24 CFR 135:

Contractor means 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 means all employment opportunities generated by the expenditure of section 3 covered public and Indian housing assistance (i.e., operating assistance, development assistance and modernization assistance, as described in § 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 § 135.3(a)(2)), including management and administrative jobs connected with the section 3 covered project. Management and administrative jobs include architectural, engineering or related professional services required to prepare plans, drawings, specifications, or work write-ups; and jobs directly related to administrative support of these activities, e.g., construction manager, relocation specialist, payroll clerk, etc.

Print Name _____ Title _____ Date _____

Name _____ Title _____ Date _____