

Attachment E

Project I.D.:

Contractor/Subcontractor Section 3 Compliance Checklist

This project requires that contractors and subcontractors with contracts of more than \$100,000 who hire or award contracts associated with the project must take steps so that low- and very low-income residents and Section 3 business concerns have an opportunity to benefit from the project. Described below are steps you must take to ensure that you comply with Section 3 and against which you will be evaluated. Please initial each item below:

1. Provide the recipient (the entity that contracted with you to perform work) copies of subcontracts over \$100,000 showing inclusion of the Section 3 Clause.
2. If you hired employees for the project, provide the recipient (Minnesota Housing, Owner/Developer) documentation of your efforts to identify and provide training and employment opportunities to Section 3 residents. See the attached "Appendix to Part 135" for examples of acceptable methods.
3. If you award contracts for more than \$100,000 you must take steps to provide contracts to Section 3 business concerns and document your efforts. See the attached "Appendix to Part 135" for examples of acceptable steps you can take.
4. If you encounter impediments in hiring Section 3 residents or awarding contracts to Section 3 business concerns, provide the recipient a written explanation of the impediments prior to awarding any contracts.
5. If you were unable to meet your numerical goals of 30% new hires, 10% of the total dollar amount of all Section 3 covered contracts for building trades work in connection with housing rehabilitation, housing construction and other public construction and 3% of the total dollar amount of all other section 3 covered contracts to Section 3 businesses, demonstrate why it was not feasible to meet the numerical goals. Obtain items 1-4 above from each entity that you subcontracted with for more than \$100,000 and provide it to the recipient (Minnesota Housing, Owner/Developer).
6. You and each of your subcontractors with contracts over \$100,000 must complete a "Section 3 Data Form" (Attachment L) regarding each entity's efforts and success in providing training and employment opportunities to Section 3 residents, and contracting with Section 3 business concerns. You must collect the forms and submit them to the recipient (Minnesota Housing, Owner/Developer) after the bids have been received but before construction contracts are signed. If new subcontractors are hired, submit the forms before their contracts are signed

_____	_____	_____
Print Name	Title	Date
_____	_____	_____
Name	Title	Date