

**HUD ACT**  
of 1968



50 Years of Promoting

Economic Opportunity

**24 CFR**  
**Purpose and**  
**Overview: Section 3**  
**Section 3 Covered Programs**

**Bruce Bailey**

Office of Lead Hazard Control  
and Healthy Homes

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# Historical Background

## How Did We Get from There to Here?

- Civil rights movement of the 1950s and 60s
- Civil Rights Act of 1964, Voter Rights Act of 1965
- Riots and the Kerner Report
- Fair Housing Act of 1968 and HUD Act of 1968
- Section 3 regulations through the years

# What is Section 3

## Purpose

To ensure that jobs, training and contracting generated by HUD funding shall be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to businesses that substantially employ those persons. [§ 135.1](#)

***Section 3 is race and gender-neutral***

# Applicability

- Public Housing Funding – covers development, operations and maintenance with **no thresholds**
- Housing and Community Development Funding (non PIH): construction and rehab related activity ONLY; Thresholds: \$200K - § 135.3(a)(3)
- Shared responsibility with contractors that receive more than \$100K - § 135.3(a)(3)
- Applies to HUD financed activity, fully or partially funded - § 135.3(b).

*Grantees must work with their contractors to achieve compliance by taking proactive steps to ensure employment and contracting opportunities are made available to intended beneficiaries.*

# HUD Programs Covered by Section 3

- PIH Capital Fund Program (CFP)
- PIH Operating Subsidy
- Rental Assistance Demonstration (RAD)
- Choice Neighborhoods Grants (formerly HOPE VI)
- **Community Development Block Grants (CDBG)**
- HOME Investment Partnership Grants
- Emergency Shelter Grants
- Disaster Recovery Grants
- Section 202/811
- **Lead Abatement Grants**
- Certain NOFA Competitive Grants
- Self Help Ownership Program (SHOP)

# Definitions

## Section 3 Resident:

- *Public Housing Resident, or*
- Resident of metro area or non metro county in which the Section 3 covered assistance is expended, and who qualifies as a low-income or very low-income person.
  - *Low-income - 80% median area income*
  - *Very low-income 50% median area income* § 135.5

# Dallas MSA Income Limits

Marion County FY 2019

## Very Low

- 1 person - \$ 29,100
- 2 person - \$ 33,250
- 3 person - \$ 37,400
- 4 person - \$ 41,550
- 5 person - \$ 44,900
- 6 person - \$ 48,200

## Low

- 1 person - \$ 46,550
- 2 person - \$ 53,200
- 3 person - \$ 59,850
- 4 person - \$ 66,500
- 5 person - \$ 71,850
- 6 person - \$ 77,150

\*FY 22018

# Definition

## *Section 3 Business Concern:*

- 51% or more owned by Section 3 Residents
- 30% of employees are Section 3 Residents
- 25% of subcontracts committed to Section 3 Businesses (must have identified Section 3 Business) [24 CFR § 135.5](#)

## Section 3 Goals

- Employment: 30% of new hires
- Construction Contracting (Building Trades): 10% of Total Contract Award
- Non-construction (Professional services and maintenance): 3% of Total Contract Award [§ 135.30](#)

# Recipient Responsibilities

- (a) Implementing procedures to notify Section 3 residents and business concerns about economic opportunities
- (b) Notifying potential contractors for Section 3 covered projects of the requirements of this part, and incorporating the Section 3 clause ( § 135.38) in all solicitations and contracts.
- (c) Facilitating the training and employment of Section 3 residents and the award of contracts to Section 3 business concerns...to reach the goals
- d) Assisting ...in obtaining the compliance of contractors and subcontractors ..., and refraining from entering into any contract with any contractor that ... has been found in violation.

# Recipient Responsibilities- continued

(e) Documenting actions taken to comply with the requirements of this part, the results of actions taken and impediments, if any.

(f) A State or county which distributes funds for section 3 covered assistance to units of local governments, ... must attempt to reach the numerical goals set forth in 135.30 ... must inform units of local government ...of the requirements of this part; assist local governments and their contractors in meeting the requirements and objectives of this part; and monitor the performance of local governments with respect to the objectives and requirements of this part. [§ 135.32](#)

# Section 3 Clause

- All Section 3 covered contracts must include the Section 3 clause, verbatim, found at 24 CFR Part 135.38
- The clause reiterates that work performed under contract is subject to the requirements of Section 3
- Parties to the contract agree to comply with HUD regulations and certify there are no impediments to prevent compliance
- Contractor agrees to notify labor organizations of this requirement
- Contractor agrees to include clause in every subcontract [§ 135.38](#)

# RECORDS & REPORTING

Direct recipients of Section 3 covered funding are responsible for documenting actions taken to comply, the results of actions taken and impediments if any. [§135.32\(e\)](#)

Examples:

Could include dates and attendance at job fairs, material distributed at pre-bid openings, registries of persons seeking employment by skill level, workforce utilization commitments and contract language incorporating the Section 3 clause.

HUD shall have access to all records, reports, and other documents or items of the recipient that are maintained to demonstrate compliance with Section 3. [§135.92](#)

# RECORDS & REPORTING

Direct recipients of Section 3 covered funding must submit an annual report to the FHEO Assistant Secretary for the purpose of determining the effectiveness the program. [§135.90](#)

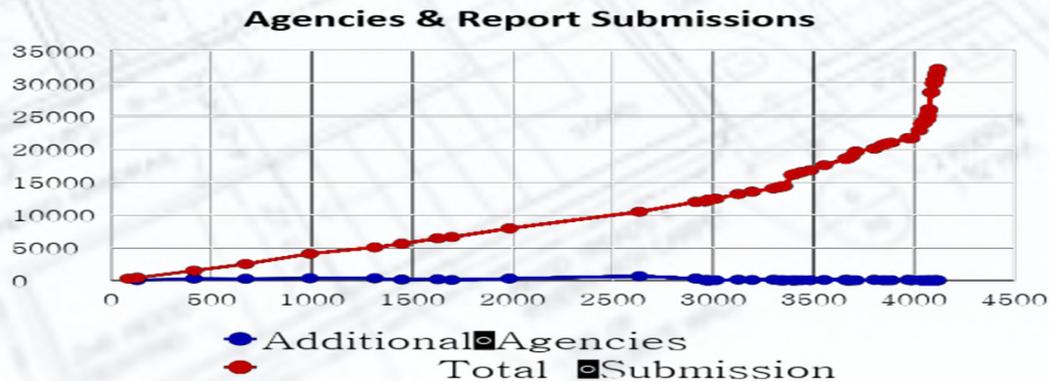
Form HUD 60002 must be submitted electronically in the Section 3 Performance Evaluation and Registry System (SPEARS) after obtaining access through the Web Access Secure System (WASS), HUD's Security Portal.

# RECORDS & REPORTING

## Section 3 - Performance Evaluation and Registry System (SPEARS) Reporting Trend

Successfully launched August 2015 for Section 3 Report Years beginning 2016.

Over 42,538 reports have been submitted in SPEARS by over 4,206 agencies.



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50 Years of Promoting

Economic Opportunity

**Section 3  
Performance  
Evaluation and  
Reporting System  
(SPEARS)**

## RECORDS & REPORTING

### Section 3 - Performance Evaluation and Registry System (SPEARS)

Annual Section 3 report submissions (Form 60002) are sent electronically to HUD's FHEO Economic Opportunity Division via the Section 3 Performance Evaluation and Registry System (SPEARS).

The SPEARS 60002 system is now accessed through HUD's Web Access Secure System (WASS) and has a direct interface to disbursement data from HUD's Line of Credit Control System (LOCCS).

### Section 3 - Performance Evaluation and Registry System (SPEARS)

- WASS Registration – HUD's Secured Portal
- SPEARS extracts financial disbursement data from LOCCS
- SPEARS is accessed via WASS (Web Access Security Systems)
- SPEARS website (resources, quick guides, & FAQs)
- Accessing Form HUD 60002
- Helpdesk/Self-Help
- Questions

## RECORDS & REPORTING

### Accessing SPEARS - Web Access Secure System (WASS)

- Secured Portal for Multiple HUD Systems (AFFH, PIC, HEMS, SPEARS, etc.,,,)
- [https://hudapps.hud.gov/HUD\\_Systems](https://hudapps.hud.gov/HUD_Systems) (Link to WASS)
- HUD's secure systems provide a means for trusted business partners to submit and retrieve required program information
- User/WASS ID is MANDATORY to establish a secure connection to HUD's secure systems from the internet.
- Register as Coordinator or User
- [https://hudapps2.hud.gov/public/wass/public/participant/partreg\\_page.jsp](https://hudapps2.hud.gov/public/wass/public/participant/partreg_page.jsp)
  - Coordinators have More rights
    - [https://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/react/online/reasyst\\_regis](https://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/react/online/reasyst_regis)
- Assign roles/Actions

# HUD Form 60002 Submission

- **Start/Resume Report**
  - Short Report
  - Standard Report
- **Expected Reports**
- **Notices of Expected Reports**
  - Email and in-application
- **Unreported Disbursements**
- **Submitted Reports**
  - View
  - Unlock
  - Delete

# Agency Selection



HUD.GOV

U.S. Department of Housing and Urban Development  
Secretary Ben Carson



## Section 3 Summary Annual Reporting System - Form 60002

[INSTRUCTIONS](#) [FAQ](#) [CONTACT US](#) [LOGOUT](#)

OMB Approval No. 2529-0043 (exp. 11/30/2018)

### Section 3 60002 Form Home

Public reporting for this collection of information is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB Number. Section 3 of the Housing and Urban Development Act of 1968, as amended, U.S.C. 1701u, mandates that the Department ensure that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very-low income persons, particularly those who are recipients of government assistance for housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as a self-monitoring tool. The data is entered into a database and will be analyzed and made available to the public upon request. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

Welcome FIRST - MSCT01 LAST - MSCT01

Please select the disbursement agency: \*

Select an Agency...

*If you are filing a report as an entity other than the agency to which funds were disbursed, you may identify your reporting entity later.*

[Continue](#)

**Session Timeout Warning: This application has a one-hour session timeout period. If there is no system activity (keystrokes or mouse movement) after one-hour, this application will timeout and your data will be lost.**

U.S. Department of Housing and Urban Development  
451 7th Street S.W., Washington, DC 20410  
Telephone: (202) 708-1112 TTY: (202) 708-1455  
v4.2

# Agency Summary

HUD.GOV U.S. Department of Housing and Urban Development Secretary Ben Carson

**Section 3 Summary Annual Reporting System - Form 60002** OMB Approval No. 2529-0043 (exp. 11/30/2018)

**Notice**  
 Date: 11/7/17  
 Subject: HUD Section 3 Expected Report  
 Read notice

**Expected Reports:**

Start	Period	Program Area	Amount
10/01/2012-09/30/2013		Operating Fund (OFND)	\$2,575,939.00
10/01/2013-09/30/2014		Special Needs Assistance (SNAP)	\$144,402.06

**In Progress Reports:**

Report ID	Period	Program Area	Amount	Last User	Delete
No reports currently in progress.					

**Section 3 Program Areas with unreported disbursements**

Program	Report Year	Amount
Special Needs Assistance (SNAP)	2014	\$144,402.06

**Submitted Reports:**

Show 10 entries

Report ID	Period	Type	Coverage	Amount	Submitted	Goals	Unlock/Delete
36229	07/01/2012-12/31/2012	PA	Capital Fund Program (CFP)	\$82,684.58	06/11/2018	---	✕
36226	01/01/2015-12/31/2015	PA	Lead-Based Paint Abatement (LBA)	\$304,524.40	06/11/2018	✓✓✓	🔒
36225	01/01/2016-12/31/2016	PA	Lead-Based Paint Abatement (LBA)	\$1,050,501.94	06/11/2018	✓✓✓	🔒
36201	01/01/2017-12/31/2017	PA	Lead-Based Paint Abatement (LBA)	\$903,134.05	06/11/2018	✓✓✓	🔒
36232	07/01/2016-06/30/2017	PA	Operating Fund (OFND)	\$3,222,872.00	06/11/2018	✓✓✓	🔒
36231	10/01/2015-06/30/2016	PA	Capital Fund Program (CFP)	\$806,583.77	06/11/2018	✓✓✓	🔒
36230	07/01/2012-09/30/2012	PA	Operating Fund (OFND)	\$508,875.00	06/11/2018	---	✕
36228	10/01/2014-09/30/2015	PA	Capital Fund Program (CFP)	\$426,294.05	06/11/2018	✓✓✓	🔒
36224	10/01/2013-09/30/2014	PA	Capital Fund Program (CFP)	\$719,680.95	06/11/2018	✓✓✓	🔒
36223	10/01/2012-09/30/2013	PA	Capital Fund Program (CFP)	\$984,540.55	06/11/2018	✓✓✓	🔒

Showing 1 to 10 of 16 entries

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- Expected Reports
- Notices
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  - Audits
- Expected Reports
  - Easy start reports
- In Progress Reports
- Unreported Disbursements
- Submitted Reports
  - View
  - Unlock
  - Delete
  - Goals

# Notices

## Alerts on Agency Summary



**Notice**

**Date** 11/7/17

**Subject** HUD Section 3 Expected Report

[Read notice](#)

## Notice in application and via email

### Notice

**Date** 11/7/17  
**To** Michelle@destatehousing.com  
**Subject** HUD Section 3 Expected Report

The fiscal cycle for Delaware State Housing Authority has ended and the following Section 3 report(s) are normally 30 days past due.

*Per Notice* [REDACTED] <https://www.hud.gov/sites/documents/PHAREPORTDUE8-14-17.PDF>, the due date for all 2013 thru 2017 reports has been [REDACTED]

Report Period	Program	Amount
07/01/2016-06/30/2017	Moving To Work: All Program Areas	\$4,770,375.17

Use "Start Custom Report" to complete reports for disbursements listed in the Unreported Disbursements table, if the report you wish to file is not listed under Expected Reports.

To submit a Form HUD 60002, login in to SPEARS using HUD Secure Systems at [https://hudapps.hud.gov/HUD\\_Systems](https://hudapps.hud.gov/HUD_Systems).  
For more information, visit the Section 3 website at <https://www.hud.gov/section3> or email questions to [50002questions@hud.gov](mailto:50002questions@hud.gov).

[Back to Agency Summary](#)

# Agency Summary Expected Reports

## Expected Reports:

Start	Period	Program Area	Amount
➔	10/01/2012-09/30/2013	Operating Fund (OFND)	<u>\$2,575,939.00</u>
➔	10/01/2013-09/30/2014	Special Needs Assistance (SNAP)	<u>\$144,402.06</u>

➔ [Start other report](#) <sup>i</sup>

- ▶ Expected Reports auto fills
  - ▶ Report Start/Report End
  - ▶ Program Area
  - ▶ Disbursed Amount
  - ▶ Easy Start

# Unreported Disbursements

## Section 3 Program Areas with unreported disbursements

Program	Report Year	Amount
Special Needs Assistance (SNAP)	2014	<u>\$144,402.06</u>

- Click on dollar amounts to see details on disbursed funds that have not been reported on grouped by Section 3 Program Area.

# Agency Summary Submitted Reports

## Submitted Reports:

Show 10 entries

Report ID	Period	Type	Coverage	Amount	Submitted	Goals	Unlock/Delete
<a href="#">36229</a>	07/01/2012-12/31/2012	PA	Capital Fund Program (CFP)	\$82,684.58	06/11/2018	---	
<a href="#">36226</a>	01/01/2015-12/31/2015	PA	Lead-Based Paint Abatement (LBA)	\$304,524.40	06/11/2018	●●●	
<a href="#">36225</a>	01/01/2016-12/31/2016	PA	Lead-Based Paint Abatement (LBA)	\$1,050,501.94	06/11/2018	●●●	
<a href="#">36201</a>	01/01/2017-12/31/2017	PA	Lead-Based Paint Abatement (LBA)	\$903,134.05	06/11/2018	●●●	
<a href="#">36232</a>	07/01/2016-06/30/2017	PA	Operating Fund (OFND)	\$3,222,872.00	06/11/2018	●●●	
<a href="#">36231</a>	10/01/2015-06/30/2016	PA	Capital Fund Program (CFP)	\$806,583.77	06/11/2018	●●●	
<a href="#">36230</a>	07/01/2012-09/30/2012	PA	Operating Fund (OFND)	\$508,875.00	06/11/2018	---	
<a href="#">36228</a>	10/01/2014-09/30/2015	PA	Capital Fund Program (CFP)	\$426,294.05	06/11/2018	●●●	
<a href="#">36224</a>	10/01/2013-09/30/2014	PA	Capital Fund Program (CFP)	\$719,680.95	06/11/2018	●●●	
<a href="#">36223</a>	10/01/2012-09/30/2013	PA	Capital Fund Program (CFP)	\$984,540.55	06/11/2018	●●●	

Showing 1 to 10 of 16 entries

Previous 1 2 Next

**View** – Select Report ID  
**Unlock** – Select the Lock icon  
**Goals** – Advises goal compliance  
**Delete** – Select the X option

# Start New Report

## Section 3 6002 New Report

**Disbursement Details**

[Redacted]

Operating Fund (OFND)  
10/01/2012-09/30/2013  
\$2,575,939.00

**Reporting Entity**

Select "Add New" from the dropdown box if a different entity is submitting this report.

Past Entities: [Redacted] ▼

Entity Name: \* [Redacted]

Address 1: \* [Redacted]

Address 2: [Redacted]

City: \* [Redacted]

State: \* [Redacted] ▼

Zip: \* [Redacted]

**Preliminary Questions**

1. Did the expenditure of these funds result in new hires for your agency or your contractors? ⓘ  
 Yes  No

2. Did the expenditure of these funds result in any covered contracts? ⓘ  
 Yes  No

**Contact Person**

Select the contact person associated with the Reporting Entity from the dropdown box or choose "Add New" to enter new contact information.

Past Contact Persons: [Add New] ▼

Contact Person: \* [Redacted]

Phone Number: \* [Redacted]

Fax Number: [Redacted]

Email Address: \* [Redacted]

- ▶ The disbursement agency name, address, and tax ID are displayed along with the program area, reporting period and the amount disbursed.

### Preliminary Questions

- ▶ a. Select the yes or no answer option for both preliminary questions.
- ▶ b. The ⓘ icon will display information for each question.

- ▶ Reporting Entity
- ▶ Contact Person

# Short Report

- If the user selects No to both preliminary questions on the New Report screen, the user will be presented with the Short Report.

- ▶ Verify that the information is correct.
- ▶ A text box is provided below for you to describe efforts taken to achieve Section 3 compliance. This information is optional for the short form.
- ▶ [Click] **Submit Form**.
- ▶ A confirmation dialog will be displayed:
- ▶ [Select] **Submit Form** to submit the form to HUD.
- ▶ **Note:** The user will be presented with an option to save and download the form from the Agency Summary screen after submitting the form.
- ▶ After successful submission, you will be returned to the Agency Summary screen.

*The expenditure of these funds did not result in any covered contracts or new hires during the 12-month period selected.*

You may describe other efforts made to achieve Section 3 compliance below.

Rich text editor toolbar with icons for Bold (B), Italic (I), Bulleted List, Numbered List, Indent, Outdent, Link, and Help (?).

Large empty text area for describing other efforts.

**Certification Statement**

By submitting this Section 3 report, I certify under penalty of perjury under 28 U.S.C. § 1748 that the statements and information contained herein regarding the : (1) meet the regulator requirements of Section 3 of the Housing and Urban Development Act of 1980 as set forth at 24 CFR § 135; and (2) are, to the best of your knowledge, truthful and accurate.

[Cancel Report](#) [Submit Form](#)

# Standard (Long) Report

## Section 3 60002 New Report

### Disbursement Details

Operating Fund (OFND)  
10/01/2012-09/30/2013  
\$2,575,939.00

### Reporting Entity

Select "Add New" from the dropdown box if a different entity is submitting this report.

Past Entities:

Entity Name: \*

Address 1: \*

Address 2:

City: \*

State: \*

Zip: \*

### Preliminary Questions

1. Did the expenditure of these funds result in new hires for your agency or your contractors?  Yes  No
2. Did the expenditure of these funds result in any covered contracts?  Yes  No

### Contact Person

Select the contact person associated with the Reporting Entity from the dropdown box or choose "Add New" to enter new contact information.

Past Contact Persons:

Contact Person: \*

Phone Number: \*

Fax Number:

Email Address: \*

Cancel

Create Report

### \*\* Moving to Work (MTW)

Some agencies are approved under MTW  
And therefore allowed to submit their report with  
combined program area funds.

# Employment & Training Opportunities

- Enter **Employment and Training Opportunities** details into the table provided, if applicable.

Job Category	Number of New Hires	Number of New Hires that are Section 3 Residents	Aggregate Number of Staff Hours Worked (Optional)	Total Staff Hours Worked by Section 3 Employees (Optional)	Number of Section 3 Trainees
Carpentry ▼	22	10	38500	17500	1
Select Item... ▼					
Select Item... ▼					
Select Item... ▼					
Select Item... ▼					
Select Item... ▼					
<b>CATEGORY TOTAL:</b>	22	10	38500	17500	1

- If additional rows are needed to describe job categories, [Select] the **Add Rows** button to add a new row to the bottom of the table.
- To save changes to complete the report at a later time, [click] **Save**.
- To continue, [click] **Continue To Agency Contracting**.

# Contracting Opportunities

- Enter details on Construction and Non-Construction Contracts awarded, if applicable..
- b. See the Form HUD 60002 Instructions for requirements on entering this data.
- [Click] **Continue** to Proceed.
- To save changes to complete the report at a later time, [click] **Save**.

## ▶ Construction

Total Dollar Amount of Construction Contracts Awarded:

Dollar Amount of Construction Contracts Awarded To Section 3 Businesses:

Percentage:  %

Number of Section 3 Businesses that Received Construction Contracts:

## ▶ Non-construction contracting

Total Dollar Amount of Non-Construction Contracts Awarded:

Dollar Amount of Non-Construction Contracts Awarded To Section 3 Businesses:

Percentage:  %

Number of Section 3 Businesses that Received Non-Construction Contracts:

# Best Efforts to Comply

## Summary of Best Efforts to Comply

Disbursement Agency: Delaware State Housing Authority  
Reporting Entity: Delaware State Housing Authority  
Program Area: Operating Fund (OFND)  
Amount: \$2,575,939.00  
Reporting Period: 10/01/2012 through 09/30/2013

### Section 3 Goals

**New Hires**



Section 3 new hire goal of 30% met or exceeded.

**Construction Contracts**



Section 3 construction contracting goal of 10% met or exceeded.

**Non-Construction Contracts**



Section 3 non-construction contracting goal of 3% met or exceeded.

### Best Efforts to Comply by Agency, Subrecipients or Contractors

Indicate the efforts taken to direct employment, training or contracting opportunities to Section 3 residents and businesses.

**Section 3 Recruitment**

Recruited Section 3 residents through: local advertising media, signs prominently displayed at the project site, contacts with community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.

**Training or Employment of Section 3 Residents**

Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.

**Promoting Section 3 Businesses**

Participated in a HUD program or other program which promotes the award of contracts to business concerns that meet the definition of a Section 3 business concern.

**Pre-Apprenticeship Programs**

Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.

Efforts for achieving compliance, barriers encountered, etc...  
The other efforts section isn't required because your agency met all three minimum numerical goals for the reporting period, but you may still describe other efforts to achieve Section 3 compliance.

**B I** [Rich Text Editor Icons]

[Back to Contracting Opportunities](#) [Exit Report](#) [Save](#) [Continue to Report Summary](#)

- Agencies identify what actions they took to meet Section 3 Goals
- Best effort narrative required, if goals not met

# Report Summary

- All data displayed
  - Auto-filled, and
  - User input
- Goals
- Certification
- A summary of compliance with Section 3 numerical goals will be displayed.
- Verify that the information is correct. If corrections are needed, [Select] the **Exit Report** button to go back to the **Agency Summary** screen.
- Select] **Continue To Compliance** to proceed.

**Section 3 Report Summary and Certification**

**Disbursement** [REDACTED]

**Reporting Entity** [REDACTED]

**Contact Person**  
Name [REDACTED]  
Phone Number [REDACTED]  
Fax Number [REDACTED]  
Email Address [REDACTED]

**Disbursement Details**  
Reporting Period [REDACTED]  
Program Area [REDACTED]  
Amount [REDACTED]  
Total Amount of All Contracts Awarded [REDACTED]  
Total Amount of Section 3 Contracts Awarded [REDACTED]

**Employment Opportunities**  
Total Number of New Hires 22  
Number of Section 3 New Hires 10  
Percent 45.45%  
Goal Section 3 new hire goal of 30% met or exceeded.

**Construction Opportunities**  
Total Amount of Construction Contracts Awarded \$ 120,000.00  
Amount of Construction Contracts Awarded To Section 3 Businesses \$ 90,000.00  
Percent 75.0%  
Goal Section 3 construction contracting goal of 10% met or exceeded.

**Non-Construction Opportunities**  
Total Amount of Non-Construction Contracts Awarded \$ 80,000.00  
Amount of Non-Construction Contracts Awarded To Section 3 Businesses \$ 30,000.00  
Percent 37.5%  
Goal Section 3 non-construction contracting goal of 3% met or exceeded.

**Efforts to Comply**

Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contacts with community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods. No

Participated in a HUD program or other program which promotes the training or employment of Section 3 residents. No

Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns. No

Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located. No

Other efforts to comply [REDACTED]

**Certification Statement**  
By submitting this form, you certify that the statements and information contained on this form are true and accurate, and meet the reporting requirements for Section 3 of the Housing and Urban Development Act of 1968 as set forth at 24 CFR § 135. Also, false, fictitious, or fraudulent statements or claims may subject you to HUD sanctions, termination of Section 3 covered assistance, and disbursement of suspension from future Section 3 covered assistance. It may also subject you to criminal, civil, or administrative penalties under other applicable Federal statutes. (18 U.S.C. § 1001)

If any of the above information needs to be corrected, use the **Back to Compliance** button to step backward through the input screens. Alternatively, if you need to return to this report before submitting, you may exit this report instead and resume it at a later time from the in-progress reports.

# Summary of Best Efforts to Comply

- Recipients that failed to meet any of the three minimum numerical goals for employment, construction contracts, or non-construction contracts **MUST** enter an explanation into the narrative box on this page.
- [Select] **Continue** to proceed.

# Certification - Submit form

## Submit Form.

- A certification screen will be presented prior to submission.

### Submit Form

[New Hires](#) [Contacting](#) [Summary](#) [Compliance](#) [Certification](#)

Agency Name: [REDACTED]  
Reporting Year: 10/01/2012 through 09/30/2013  
Program Code/Program Name: OFND - Operating Fund (\$2,575,939.00)

Agency Name: [REDACTED]  
Reporting Year: 07/01/2014 through 06/30/2015  
Program Code/Program Name: SOG - EMERG SOLUTION GRANT ( \$1,654,207.82 )

By submitting this Section 3 report, I certify under penalty of perjury under 28 U.S.C. § 1746 that the statements and information contained herein regarding the **STATE OF WEST VIRGINIA** : (1) meet the regulatory requirements of Section 3 of the Housing and Urban Development Act of 1968 as set forth at 24 CFR § 135, and (2) are, to the best of your knowledge, truthful and accurate.

[Previous](#)

[Submit Form](#)

- Verify that the Reporting Year, Program Area/Program Name information is correct.
- [Select] **Submit Form** to submit the form to HUD.
- **Note:** The user will be presented an option to save and download the form from the Agency Summary screen after submitting the form.

# View/Print/Save Report

- On the **Agency Summary** page [Select] the button in the **Submitted Reports** or **Legacy Reports** section to **View**, **Print** or **Save** a copy of a submitted report in PDF format.
- Depending on the browser version used, the user will be presented the option to **Save** (download) or **Open** the PDF file which can then be printed.

# Support

- REAC Technical Assistance Center (WASS/PIC)
  - Password reset
  - Locked out/terminated (90 days)
  - PHA Address/Name Change
  - 888-245-4860
- Multifamily Helpdesk
  - Address Change
  - Name Correction
  - 800-767-7588
- SPEARS Helpdesk
  - Reporting Problems
  - Edit/Delete Reports
  - (202) 402-2597

 [60002questions@hud.gov](mailto:60002questions@hud.gov)

[https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opp/section3/section3/spears](https://www.hud.gov/program_offices/fair_housing_equal_opp/section3/section3/spears)

# Section 3 Opportunity Portal: Login.gov



SECURE ACCESS TO GOVERNMENT  
SERVICES



OFFERS THE PUBLIC ACCESS TO  
PARTICIPATING GOVERNMENT  
PROGRAMS



REQUIREMENTS: (EMAIL & PHONE  
NUMBER)

# Section 3 Opportunity Portal: Job Opportunity Postings

- Section 3 businesses and contracting companies will be able to post both Job and Contracting Opportunities in the Opportunity portal.
- Opportunities will be submitted for review to HUD or automatically posted to the site after 24 hours.

The screenshot shows the HUD.gov website header with the logo, HUD.GOV text, and Secretary Ben Carson's name. Below the header is a navigation menu with links for Job Search, Contract Search, Post Job, Post Contract, My Opportunities, and Help. The main content area is titled 'Post Job Opportunity' and includes an 'Introduction placeholder text.' Below this is a section for 'Organization and Contact Details' which contains an 'Autofill from prior entries' dropdown menu. The form is divided into two columns: 'Organization Details' and 'Contact Details'. The Organization Details column includes fields for Organization Name, Organization Industry, Organization Size, Organization Address 1, Organization Address 2, Organization ZIP, and Organization City, State. The Contact Details column includes fields for Contact Name, Contact Phone, and Contact Email. Below the Organization and Contact Details section is a section for 'Job Opportunity Details' which includes a 'Complete the details of the opportunity.' instruction and fields for Title and Type.

HUD.GOV U.S. Department of Housing and Urban Development Secretary Ben Carson

Section 3 Opportunity Portal

Job Search Contract Search Post Job Post Contract My Opportunities Help

Post Job Opportunity

Introduction placeholder text.

Organization and Contact Details

Autofill from prior entries

Lookup Entries

Organization Details

Organization Name *Required*

Organization Industry

Organization Size

Organization Address 1 *Required*

Organization Address 2

Organization ZIP *Required*

Organization City, State *Required*

Contact Details

Contact Name *Required*

Contact Phone *Required*

Contact Email *Required*

Job Opportunity Details

Complete the details of the opportunity.

Title *Required* Type *Required*

# Section 3 Opportunity portal: Contracting opportunities Postings

- Section 3 businesses and contracting companies will be able to post both Job and contracting opportunities in the Opportunity Portal.
- Opportunities will be submitted for review to HUD or automatically posted to the site after 24

The screenshot shows the HUD.gov website header with the logo, HUD.GOV text, and the U.S. Department of Housing and Urban Development Secretary Ben Carson. Navigation links include Job Search, Contract Search, Post Job, Post Contract, My Opportunities, and Help. The main heading is "Section 3 Opportunity Portal".

The "Post Contract Opportunity" section includes an "Introduction placeholder text." followed by a section titled "Organization and Contact Details".

Under "Autofill from prior entries", there is a "Lookup Entries" dropdown menu.

The form is divided into two columns: "Organization Details" and "Contact Details".

**Organization Details:**

- Organization Name (Required)
- Organization Industry (Dropdown)
- Organization Size (Dropdown)
- Organization Address 1 (Required)
- Organization Address 2
- Organization ZIP (Required)
- Organization City, State (Required)

**Contact Details:**

- Contact Name (Required)
- Contact Phone (Required)
- Contact Email (Required)

The bottom section is titled "Contract Opportunity Details" and contains the instruction: "Complete the details of the opportunity."

# Section 3 Opportunity Portal: Search Job and Contracting Opportunities

The screenshot shows a web browser window displaying the HUD Section 3 Opportunity Portal. The browser's address bar shows 'search.pdf'. The page header includes the HUD logo, 'HUD.GOV', and 'U.S. Department of Housing and Urban Development Secretary Ben Carson'. Below the header is a navigation menu with links for 'Job Search', 'Contract Search', 'Business Search', 'Post Job', 'Post Contract', 'My Opportunities', and 'Help'. The main content area is titled 'Section 3 Opportunity Portal' and features an 'About' section with a search instruction: 'Search the Section 3 Opportunities Portal for jobs, contracts, or registered businesses. You can also [post a job opportunity](#) or [post a contract opportunity](#).' Below this is a search form with three tabs: 'Job Search', 'Contract Search', and 'Business Search'. The 'Job Search' tab is active, showing a search box with the placeholder text 'Enter keywords to search for a Section 3 job opportunity.', a 'Location:' label, and another search box. A blue 'Search' button is positioned below the search boxes. At the bottom of the page, there is a footer with contact information for the U.S. Department of Housing and Urban Development, including the address '451 7th Street S.W., Washington, DC 20410', telephone '(202) 708-1112', and TTY '(202) 708-1455'. The version number 'v4.2' is also present.

0002 -... search.pdf x

1 / 1 75.2%

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT HUD.GOV U.S. Department of Housing and Urban Development Secretary Ben Carson

**Section 3 Opportunity Portal**

Job Search Contract Search Business Search Post Job Post Contract My Opportunities Help

**About**

Search the Section 3 Opportunities Portal for jobs, contracts, or registered businesses. You can also [post a job opportunity](#) or [post a contract opportunity](#).

Job Search Contract Search Business Search

**Job Search**

Enter keywords to search for a Section 3 job opportunity.

Location:

Search

Have an opportunity to post? [Login here](#)

If you have a job or contract opportunity to post to our portal, you can sign up for a user ID on our site via [Login.gov](#) and post the opportunity directly from our site. Opportunity postings generally go live within 24 hours.

U.S. Department of Housing and Urban Development  
451 7th Street S.W., Washington, DC 20410  
Telephone: (202) 708-1112 TTY: (202) 708-1455  
v4.2

## Section 3 Opportunity Portal: Search Businesses



HUD.GOV

U.S. Department of Housing and Urban Development  
Secretary Ben Carson



### Section 3 Opportunity Portal

[Job Search](#) [Contract Search](#) **[Business Search](#)** [Post Job](#) [Post Contract](#) [My Opportunities](#) [Help](#)

### About

Search the Section 3 Opportunities Portal for jobs, contracts, or registered businesses. You can also [post a job opportunity](#) or [post a contract opportunity](#).

[Job Search](#) [Contract Search](#) **[Business Search](#)**

### Business Search

Enter the first several letters of the business name to search for a Section 3 business.

Location:

[Search](#)

Have an opportunity to post? [Login here](#)

If you have a job or contract opportunity to post to our portal, you can sign up for a user ID on our site via Login.gov and post the opportunity directly from our site. Opportunity postings generally go live within 24 hours.

Section 3 Opportunity Portal:  
Manage Business  
Opportunities

The screenshot shows a web browser window titled "Opportunity Portal - Home" with the URL <https://portalapps.hud.gov/Sec3BusReg/OpportunityHome>. The page content includes a "Logout" link, a welcome message for user **slee@aaconstruction.com**, and a list of posted opportunities. A context menu is open over the second opportunity, showing options: "Edit", "Delete", and "View Public Post". A blue button labeled "Add new opportunity" is visible at the bottom of the list.

Title	Type	Organization ▼	Posted	Expires	Status
<a href="#">Painter for Outdoor Commercial Site</a>	Job	<a href="#">A &amp; A Construction</a>	04/01/2018	05/31/2018	Approved <span style="color: green;">●</span>
<a href="#">LHVAC</a>	Contract	<a href="#">A &amp; A Construction</a>	01/01/2018	05/31/2018	Rejected <span style="color: red;">●</span>

[Add new opportunity](#)

## Section 3 Resident Registry

- Expansion of the Section 3 Business Registry to include Section 3 Residents Registry
- Will enable Section 3 Residents to upload contact information, skills summary, and resume
- Will allow Residents to edit/update their information with self-certification
- Resident information will be submitted for review to HUD or automatically posted to the site after 24 hours
- Will allow potential Employers to Search the Section 3 Residents Registry for skilled resident
- Similar to USA Jobs, will provide guidance regarding posting of Personally Identifiable Information (PII)

### Resident Opportunity Search

The screenshot shows the 'Resident Registry - Business Home' mobile app interface. The URL is <https://portalapps.hud.gov/ResidentRegistry/BusinessHome>. The page has a navigation bar with 'Home', 'Flagged Residents', and 'Bookmarked Residents'. Below the navigation bar, there is a 'Resident Registry' section with a 'Welcome, Alex' message. A search form is present with the prompt 'Enter keywords to search for a Section 3 residents and other qualified job seekers:'. The search input field contains 'painting', 'HVAC', and 'Part-Time'. The 'Location' field is set to 'Honolulu, HI'. A 'Search' button is located below the search form. The search results section displays two entries: 'Terry Lee, Jack of all trades seeking job in Laie area' and 'Kekoa Kailani, Painter seeking work in Pearl City'. Each entry lists skills, location, type, and status. The page number '1 2 3' is visible at the bottom right.

### Business Candidate Search

The screenshot shows the 'Resident Registry - Resident Home' mobile app interface. The URL is <https://portalapps.hud.gov/ResidentRegistry/ResidentHome>. The page has a navigation bar with 'Home', 'Profile', 'Documents', 'Saved Searches', and 'Saved Jobs'. Below the navigation bar, there is a 'Resident Registry' section with a 'Welcome, Terry' message. A search form is present with the prompt 'Enter keywords to search for a Section 3 job opportunity:'. The search input field contains 'painting', 'HVAC', and 'Part-Time'. The 'Location' field is set to 'Honolulu, HI'. A 'Search' button is located below the search form. The search results section displays three entries: 'Outdoor painter needed in Kailua, HI', 'HVAC engineer w/ EPA Section 608 Cert - Laie, HI', and another entry with placeholder text. Each entry lists skills, location, type, and status. The page number '1 2 3' is visible at the bottom right.

# Section 3 Resident Registry: Add Resident Details

- Potential candidates can enter themselves in the Resident Registry
- Candidates enter their contact information, job skills and resumes
- Section 3 businesses will be able to search through a database of candidates by skills and location

Resident Registry - Add Resident  
<https://portalapps.hud.gov/ResidentRegistry/AddResident>

Home Profile Documents Saved Searches Saved Jobs

Resident Registry [Welcome, Terry](#)

Contact Details

Title: Ms. [v]

First Name: Terry [Required]

Middle Name: [ ]

Last Name: Lee [Required]

Suffix: [v]

Address 1: 212 Kalakaua Ave. [Required]

Address 2: [ ]

Resident Registry - Add Resident  
<https://portalapps.hud.gov/ResidentRegistry/AddResident>

City, State: Honolulu, HI [Required]

Zip Code: 96801 [Required]

Telephone Type: Mobile [v]

Phone Number: (808) 555-1212

Extension: [ ]

Email Address: tlee@g00gle.com [Required]

I hereby certify that I meet HUD's Section 3 eligibility requirements (for more information about the specific requirements, see: <https://www.hud.gov/Section3/IncomeGuidelines>)

Cancel Save Save and Next

Resident Registry - Add Resident  
<https://portalapps.hud.gov/ResidentRegistry/AddResident>

Home Profile Documents Saved Searches Saved Jobs

Resident Registry [Welcome, Terry](#)

Profile Details

Headline: Jack of all trades seeking job in Laie area [Required]

Type of Work: Permanent [v]

Work Status: Full-time [v]

Availability: Immediately [v]

Compensation Requirements: \$20 per Hour [v]

Skills: painting x plumbing x electrical x dry wall x carpentry x

Cancel Save Save and Next

Resident Registry - Add Resident  
<https://portalapps.hud.gov/ResidentRegistry/Employee>

Home Profile Documents Saved Searches Saved Jobs

Employment History

Job Title	Company	Dates
Painter	ACME Contracting	1/2018 - present
Dry Wall Installer	C&C Homes	5/2017 - 8/2017
Handyperson	Handypeople Inc.	3/2015 - 4/2017

Add New Employment

Documents

Document Name	Type	Status	Modified
Terry Resume II	Resume	Public	4/3/2018
Terry Resume	Resume	Private	2/28/2014
Terry Resume Exp	Resume	Expired	7/4/2013
Cover Letter - C&C	Cover Letter	Private	4/2017
Certification	Certification	Public	1/8/2015

Add New Document

# Section 3 Resident Registry: Business Access/Bookmark

