



Section 3 Compliance Plan

1. Include the section 3 clause in all advertisements for RFQ/RFP and bid documents.
2. Check HUD registry for Section 3 businesses located in the county in which the project is taking place: <https://portalapps.hud.gov/Sec3BusReg/BRegistry/What> . Share CDBG bid opportunities with those businesses. Keep documentation of any correspondence with Section 3 businesses.
3. Describe Section 3 requirements at pre-bid. Document through notes, meeting minutes, etc. that this discussion took place.
4. If a Section 3 business submits a bid for an opportunity associated with the CDBG project, business must be given priority to the greatest extent feasible. Refer to the CDBG Management Guide/Section 3 overview for the order of priority that Section 3 businesses should be given.
5. Include Section 3 clause with ALL contracts associated with the CDBG contract.
6. At the time the recipient and contractor enter an agreement, identify if any new employment/training opportunities will result from the CDBG funded project. Collect contractor (and identified sub-contractors) current employee roster.
 - a. If no employment/ training opportunities will result from the project, keep documentation from the contractor/subcontractor to substantiate this.
 - b. If employment/training opportunities will result from the project, the grantee must:
 - i. Send notice of the opportunities to the New Hampshire Employment Security Office, as described in the Chapter 8 of the Grant Management Manual.
 - ii. Post opportunities at local establishments (post office, grocery, library, etc.) with contact information for interested persons.
 - iii. Inform contractors/subcontractors of hiring and training preferences to be given to Section 3 residents and order of priority as described in the Management Guide
 - iv. Provide “Section 3 New Hire Compliance Report” and “Section 3 Employee Certification Form” to contractor/subcontractors to use during the hiring process.

7. Remind Contractor of all Section 3 requirements at pre-construction. Document through notes, meeting minutes, etc. that this discussion took place.
8. Collect Section 3 data on from every contractor and subcontractor using the "Section 3 New Hire Compliance Report" form found in the CDBG Management Guide and on the website at project completion.
9. Use contractor and subcontractor to report Section 3 efforts and accomplishments annually to CDFA (by December 31st) Reports are submitted through Grants Management System.
10. Keep documentation of outreach efforts to Section 3 businesses and Section 3 residents on file for project monitoring.