

# Wisconsin Department of Administration

Division of Energy, Housing, and Community Resources – Section 3 Report Form

## SECTION 3 ANNUAL REPORT FORM INSTRUCTIONS

Federal regulation 24 CFR 135 requires the grantee (ie. 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 right 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 that compiles this report information.
- **US Department of Housing and Urban Development (HUD) REPORTING PERIOD:** This is the reporting period for the *Section 3 Annual Report*. If the project is closed prior to the end date, please fill in the appropriate date. Please note, CDBG Disaster Recovery (Midwest and IKE) must continue to report quarterly.
- **PART I – EMPLOYMENT & TRAINING:** Report 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 county where work is being performed), and the total number of **Section 3 Trainees** (that completed training during the specified reporting period) as it relates to this DOA Agreement. Please make sure to calculate & fill-in the totals for all three (3) columns of numbers at the bottom of the page.

- **PART II – CONTRACTS AWARDED:**

Construction Contracts

1. The total dollar amount of construction contracts awarded during the reporting period. The total 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. Dollar amount of construction contracts awarded to Section 3 businesses during the reporting period. The amount entered should reflect both HUD and leveraged amounts. The amount entered cannot exceed the amount entered for item #1.
3. The percentage of the dollar amount of the construction contracts awarded to Section 3 businesses during the reporting period. This amount cannot exceed 100%.
4. Number of Section 3 businesses that received the construction contracts listed in item #2.

Non-Construction Contracts

Non-Construction Contracts are professional services contracts that are associated with construction. Some examples include: Architecture, Engineering, Site Preparation, Legal, etc.

1. The total dollar amount of **Non**-construction contracts awarded during the reporting period. The total 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 Non-construction contractor, then the amount reported would be \$0.*
2. Dollar amount of **Non**-construction contracts awarded to Section 3 businesses during the reporting period. The amount entered should reflect both HUD and leveraged

- amounts. The amount entered cannot exceed the amount entered for item #1.
3. The percentage of the dollar amount of the **Non**-construction contracts awarded to Section 3 businesses during the reporting period. This amount cannot exceed 100%.
  4. Number of Section 3 businesses that received the **Non**-construction contracts listed in item #2.

**Note: Each box must be completed for Part I and II. If no new hires, trainees or funds were spent, 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 requirement of Section 3. For instance, this may mean going a step beyond normal notification procedures 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 LMI residents and/or businesses, check all that apply. Include any comments to emphasize any targeted outreach efforts that were made, along with the procedures established to ensure that LMI residents & businesses were given opportunity in the evaluation & 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 [http://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](http://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:** This form must be completed, signed and dated by the preparer. Please also print your name on the form.
- **GRANTEE SIGNATURE:** This signature must be the Chief Elected Official, Executive Director or his/her designee. If this form is being completed by a contractor or sub-contractor, this signature must be the contractor owner, business manager or project manager.
- When this **Section 3 Annual Report** form has been completed, retain the original completed form for your grant files and e-mail, fax, or mail a copy to your assigned Program Representative. Send the completed form to:

**Your Assigned Program Representative**  
**Division of Energy, Housing, and Community Resources**  
**Wisconsin Department of Administration**  
**P.O. Box 7970**  
**Madison, WI 53707-7970**