

Section 3 Reporting Instructions (Summary Report)

This reporting requirement applies to any RPP or SHDP project receiving HOME funds from NCHFA in excess of \$200,000, to contractors working on that project with contracts larger than \$100,000, and to subcontractors hired by those contractors if the contract with which the subcontractor is hired is for more than \$100,000. The award recipient must submit to NCHFA one HUD-60002 report that contains both their own activities and the activities of the **contractors with contracts for more than \$100,000 and those contractors' subcontractors with contracts for more than \$100,000.**

General Instructions

Form HUD-60002 has three parts which are to be completed for all programs covered by Section 3. Part I relates to **employment and training**. The recipient has the option to determine numerical employment/training goals either on the basis of the number of hours worked by new hires (columns B, D, E and F) or the number of new hires utilized on the Section 3 covered project (columns B, C and F). Part II of the form relates to **contracting**, and Part III summarizes recipients' **efforts** to comply with Section 3.

* The terms "low-income persons" and "very low-income persons" have the same meanings given the terms in section 3(b)(2) of the United States Housing Act of 1937. Low-income persons mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income **ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings** such that variations are necessary because of prevailing levels of construction costs or unusually high- or low-income families. Very low-income persons mean low-income families (including single persons) whose incomes do not exceed 50 per centum of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or **lower than 50 per centum of the median for the area on the basis of the Secretary's findings that such variations** are necessary because of unusually high or low family incomes.

View a downloadable [Section 3 Summary Report](#). Recipients should email or fax in the completed forms to NCHFA.

IMPORTANT:

For NCHFA **RPP** projects, this report must be submitted prior to loan closing.
For NCHFA **SHDP** projects, this report must be submitted prior to loan closing.

For the heading of Section 3 Summary Report:

Fill out:

- Recipient Name and Address: This should contain the complete name of the recipient of the NCHFA award, not the name of contractors and subcontractors. The address field should be the address of the property being developed.
- Grant Number: Ignore
- Dollar Amount of Award: Enter the dollar amount, rounded to the nearest dollar, received from NCHFA.
- Contact person: The person at the recipient organization whom NCHFA staff should contact with questions about this form.
- Phone: The telephone number of the contact person.
- Reporting Period: Length of project
- Date Report Submitted

Do not fill out:

- Grant Number

- Length of Grant

For Part I: Employment and Training

All hours worked and Section 3 residents hired will be reported on Form HUD-60002.

See the Obligations diagram above. **If a business is to be "reported on" (yellow star) but does not have "reporting" obligations (red dot), then its activity does not need to be included in Part I.**

Column A:

Contains various job categories. Professionals are defined as people who have special knowledge of an occupation (i.e., supervisors, architects, surveyors, planners, and computer programmers). For construction positions, list each trade and provide data in columns B through F for each trade where persons were employed. The category of "other" includes occupations such as service workers.

For definitions of each category, see [HUD's website](#).

Column B:

Enter the number of new hires for each category of workers identified in Column A in connection with this award. New Hire refers to a person who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

Column C:

Enter the number of Section 3 new hires for each category of workers identified in Column A in connection with this award. Section 3 new hire refers to a Section 3 resident who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award at the time of receipt of Section 3 covered assistance.

Column D:

Enter the percentage of Section 3 new hires in connection with this award.

Column E:

Not applicable.

Column F:

Enter the number of Section 3 trainees in connection with this award.

For Part II: Construction Contracts

See the Obligations diagram above. **If a business is to be "reported on" (yellow star) then the contract *should* be represented in Part II.**

Item A: Enter the total dollar amount of all construction contracts awarded on the project/program.

Item B: Enter the total dollar amount of contracts connected with this project/program that were awarded to Section 3 businesses.

Item C: The percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

Item D: Enter the number of Section 3 businesses receiving construction contracts.

Non-construction Contracts:

Item A: Enter the total dollar amount of all non-construction contracts awarded on the project/program.

Item B: Enter the total dollar amount of non-construction contracts connected with this project awarded to Section 3 businesses.

Item C: The percentage of the total dollar amount of non-construction contracts connected with this project/program awarded to Section 3 businesses.

Item D: Enter the number of Section 3 businesses receiving non-construction contracts

For Part III:

See the Obligations diagram above. If a business is to be “reported on” (yellow star) then Part III should contain the outreach activity done prior to the hiring of that business for the contract.

Resources for recruiting/outreach to Section 3 residents:

See [Job Link Career Centers in your area](#)

See [List of PHAs in NC](#)

HUD YouthBuild Programs in North Carolina

Capital Area Workforce Development Board 300 S. Salisbury St Suite 400 Raleigh, NC 27601	919-856- 6048
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Housing Authority of Wilmington, NC 1108 Princess St Wilmington, NC 28401	910-341- 7734
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River City YouthBuild 501 E. Main St Elizabeth City, NC 27909	252-331- 2925
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