### Part I: Employment and Training

**Include New Hires in columns E & F.**

<table>
<thead>
<tr>
<th>Job Category</th>
<th>A Number of New Hires</th>
<th>B Number of New Hires that are Sec. 3 Residents</th>
<th>C % of Aggregate Number of Staff Hours of New Hires that are Sec. 3 Residents</th>
<th>D % of Total Staff Hours for Section 3 Employees and Trainees</th>
<th>E** Number of Total Staff Hours for Section 3 Employees and Trainees</th>
<th>F** Number of Section 3 Employees and Trainees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professionals</td>
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<tr>
<td>Technicians</td>
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<tr>
<td>Office/Clerical</td>
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<tr>
<td>Construction by Trade (List)</td>
<td>Trade</td>
<td></td>
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<tr>
<td>Other (List)</td>
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<tr>
<td>Total</td>
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</tbody>
</table>

**Program Codes**

- 1 = Flexible Subsidy
- 2 = Section 202/811
- 3 = Public/Indian Housing
- 4 = Homeless Assistance
- 5 = HOME
- 6 = HOME-State Administered
- 7 = CDBG-Entitlement
- 8 = CDBG-State Administered
- 9 = Other CD Programs
- 10 = Other Housing Programs
### Part II: Contracts Awarded

1. **Construction Contracts:**
   - A. Total dollar amount of all contracts awarded on the project $
   - B. Total dollar amount of contracts awarded to Section 3 businesses $
   - C. Percentage of the total dollar amount that was awarded to Section 3 businesses %
   - D. Total number of Section 3 businesses receiving contracts

2. **Non-Construction Contracts:**
   - A. Total dollar amount of all non-construction contracts awarded on the project/activity $
   - B. Total dollar amount of non-construction contracts awarded to Section 3 businesses $
   - C. Percentage of the total dollar amount that was awarded to Section 3 businesses %
   - D. Total number of Section 3 businesses receiving non-construction contracts

### Part III: Summary

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- ____ 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.
- ____ Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- ____ 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.
- ____ Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- ____ Other; describe below.
Form HUD-60002, Section 3 Summary Report, Economic Opportunities for Low- and Very Low-Income Persons.

**Instructions:** This form is to be used to report annual accomplishments regarding employment and other economic opportunities provided to low- and very low-income persons under Section 3 of the Housing and Urban Development Act of 1968. The Section 3 regulations apply to any public and Indian Housing programs that receive: (1) development assistance pursuant to Section 5 of the U.S. Housing Act of 1937; (2) operating assistance pursuant to Section 9 of the U.S. Housing Act of 1937; or (3) modernization grants pursuant to Section 14 of the U.S. Housing Act of 1937 and to recipients of housing and community development assistance in excess of $200,000 expended for: (1) housing rehabilitation (including reduction and abatement of lead-based paint hazards); (2) housing construction; or (3) other public construction projects; and to contracts and subcontracts in excess of $100,000 awarded in connection with the Section 3-covered activity.

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.

Recipients or contractors subject to Section 3 requirements must maintain appropriate documentation to establish that HUD financial assistance for housing and community development programs were directed toward low- and very low-income persons.* A recipient of Section 3 covered assistance shall submit two copies of this report to the local HUD Field Office. Where the program providing assistance requires an annual performance report, this Section 3 report is to be submitted at the same time the program performance report is submitted. Where an annual performance report is not required, this Section 3 report is to be submitted by January 10 and, if the project ends before December 31, within 10 days of project completion. Only Prime Recipients are required to report to HUD. The report must include accomplishments of all recipients and their Section 3 covered contractors and subcontractors.

**HUD Field Office:** Enter the Field Office name forwarding the Section 3 report.

1. **Recipient:** Enter the name and address of the recipient submitting this report.
2. **Federal Identification:** Enter the number that appears on the award form (with dashes). The award may be a grant, cooperative agreement or contract.
3. **Dollar Amount of Award:** Enter the dollar amount, rounded to the nearest dollar, received by the recipient.
4 & 5. **Contact Person/Phone:** Enter the name and telephone number of the person with knowledge of the award and the recipient’s implementation of Section 3.
6. **Reporting Period:** Indicate the time period (months and year) this report covers.
7. **Date Report Submitted:** Enter the appropriate date.

Submit two (2) copies of this report to the HUD Field Office of Fair Housing and Equal Opportunity, Program Operations and Compliance Center Director, at the same time the performance report is submitted to the program office. For those programs where such a report is not required, the Section 3 report is submitted by January 10. Include only contracts executed during the reporting period specified in item 8. PHAs/HAs are to report all contracts/subcontracts.

* 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 such that variations are necessary because of unusually high or low family incomes.

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**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.

**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 percentage of the total dollar amount of contracts awarded to Section 3 businesses.

**Column D:** Enter the number of Section 3 businesses receiving awards.

**Column E:** Enter the number of Section 3 residents that were employed and trained in connection with this award.

**Column F:** Enter the number of new hires for each category of workers identified in Column A in connection with this award.

**Part II: Contract Opportunities**

**Block 1: Construction Contracts**

Item A: Enter the total dollar amount of all contacts 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: Enter 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 awards.

**Block 2: Non-Construction Contracts**

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

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

Item C: Enter 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 awards.

**Part III: Summary of Efforts - Self-explanatory**