



**COMMUNITY
INVESTMENT
FOR FAMILIES
DEPARTMENT**
Paths to Prosperity



KAREN BASS, MAYOR
ABIGAIL R. MARQUEZ, GENERAL MANAGER

Consolidated Planning Section | Capital Projects Unit
Section 3 Report

This project is subject to Section 3 of the Housing and Urban Development Act of 1968. This form describes current requirements for Section 3 from 24 CFR Part 75, as of November 30, 2020. Find out more about Section 3 by visiting <https://www.hudexchange.info/programs/section-3>.

I. Project Information

Project/Activity Name:	
Agency Name/City Department(s):	
Reporting Period:	

Answer the following questions only if the project has been completed.

Date Project Completed:	Final Report (Closeout)	☐
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II. Worker Information: Which category of construction workers were employed on your project?

☐	City of Los Angeles staff only : If only City staff were employed, please sign the bottom of this form with the rest of the fields below left blank.
☐	Private vendors or contractors were employed: Attach completed 4736A and/or 4736C forms for all workers employed by a private vendor or contractor on the project. Go to the next section.

III. Labor Compliance Monitor: CIFD will contact your Bureau of Contract Administration labor compliance analyst to obtain the labor hours reported for the project. Please provide their contact information. **FOR CITY DEPARTMENTS ONLY**

Name:	
Email:	
Phone:	

IV. Qualitative Efforts

Section 3 regulations include efforts to ensure that federal funds provide economic opportunities for low-income residents and workers. *These items are required. The remaining items are encouraged. Check the box for all that apply and provide supporting documentation, such as advertisements, notices, or training schedules.

Qualitative Effort		
1	Outreach efforts to generate job applicants who are Public Housing Targeted Workers.	☐
2	Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	☐
3	*Direct, on-the job training (including apprenticeships).	☐
4	Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.	☐
5	*Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).	☐
6	*Outreach efforts to identify and secure bids from Section 3 business concerns.	☐
7	Technical assistance to help Section 3 business concerns understand and bid on contracts.	☐
8	Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.	☐
9	*Provided or connected residents/Section 3 workers with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents/Section 3 workers to job placement services.	☐
10	Held one or more job fairs.	☐
11	*Provided or connected residents/Section 3 workers with supportive services that can provide direct services or referrals.	☐
12	*Provided or connected residents/Section 3 workers with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.	☐
13	*Assisted residents/Section 3 workers with finding child care.	☐
14	*Assisted residents/Section 3 workers to apply for or attend community college or a four-year educational institution.	☐
15	*Assisted residents/Section 3 workers to apply for or attend vocational/technical training.	☐
16	*Assisted residents/Section 3 workers to obtain financial literacy training and/or coaching.	☐
17	Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.	☐
18	*Provided or connected residents/Section 3 workers with training on computer use or online technologies.	☐
19	Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.	☐
20	*Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.	☐
21	Other:	☐

Attachment Checklist:

☐	4736A and/or 4736C forms for all workers
☐	Evidence of qualitative efforts for all required items
☐	Evidence of qualitative efforts for all other items

Report Completed By:

Name:	
Title/Position:	
Signature:	
Date:	

The above is true and correct to the best of my knowledge.

FOR CIFD CONSOLIDATED PLANNING USE ONLY

Total Labor Hours	Number
IDIS NUMBER	
Total Labor Hours.	
Total Section 3 Worker Hours.	
Total Targeted Section 3 Worker Hours.	