

[Grantee or Subrecipient Name]

Section 3 *Project* Implementation

FORM 2 – SUBCONTRACTOR INFORMATION

This form is required for ALL projects (regardless of whether Section 3 is triggered) and must be submitted with a bid or application for funding. If a construction project is assisted with over $200,000 in HUD funds this form must be updated and re-submitted at the time of contract execution and again with the final Section 3 compliance report or with final draw request if Section 3 reports are not required to be submitted for the project. Instructions to complete this form are included at the end of the form.

|  |  |  |  |
| --- | --- | --- | --- |
| Project Name | Contract Execution Date | Construction Start Date | Today’s Date |
| Provide name if applicable, indicate type of construction project. | Date applicable to general contract. | Date applicable to general contract. | Enter date that form is being completed. |

Check the box that applies and complete the table if applicable:

* This project WILL NOT utilize subcontractors.
* This project MAY utilize the following subcontractors:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Sect3 Bus. | Subcontractor Name | Subcontractor Address and Phone Number | Trade | Subcontract Amount |
| 1 |  | Provide all subcontractors to the extent known at time of bid. Update this form if awarded the contract and submit for contract execution. |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  | Indicate in the second column from the left if the subcontractor meets the criteria of a Section 3 Business Concern. |  |  |  |
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**Instructions for completing Form 2 – Subcontractor Information**

Requirement:

This form is required for ALL projects (regardless of whether Section 3 is triggered) and must be submitted with bid or application for funding. If financial assistance for the project exceeds $200,000 in HUD funds, this form must be updated and re-submitted at the time of contract execution and again with the final Section 3 compliance report or with the final draw request if Section 3 reports are not required to be submitted on this project.

Section 3 will only apply on a per-project basis rather than per contracted program activity.

Purpose:

A complete list of all firms, known at this time, who will subcontract on the project. This form must be updated when additional subcontractors are added to the project. This form also identifies if a subcontractor is a Section 3 Business. If a subcontractor is a verified Section 3 Business, the labor hours for all workers employed by the business can be counted as Section 3 worker labor hours. These hours will be reported on Form 6 – Project Compliance Report.

**Project and Contract Information**

Project Name

* Provide the name of the project if applicable and/or indicate the nature of the construction.
* HCD programs that include construction activities:
	+ Owner Occupied Housing Rehabilitation and Reconstruction Program (OOR)
	+ Multifamily Housing Program (MHP)
	Infrastructure Program
	+ Workforce Development (Only applicable if construction of public facilities is included.)

**Subcontractor Table**

If you checked the box stating that this project may utilize subcontractors, please list all subcontractors known at this time.

Indicate in the second column if the subcontractor meets the criteria of a Section 3 Business Concern.

Section 3 Business Concerns are businesses that meet at least one of the following criteria, documented within the last six-month period:

* At least 51 percent owned and controlled by low-or very low-income persons;
* Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers (see definition below); or
* A business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

A worker can qualify as Section 3 if they meet one of the following criteria:

* Are employed by a Section 3 business concern;
* Are a HUD YouthBuild participant; or
* Their income for the previous or annualized calendar year is below 80% of the current area median income for the area in which the worker resides. (Use the worker’s annual gross income based on AMI for a single-person household.)

Note: YouthBuild is a community-based pre-apprenticeship program administered by the U.S. Department of Labor that provides job training and educational opportunities for at-risk youth ages 16-24 who have previously dropped out of high school.