

HUD SECTION 3 VERIFICATION DATA

Contractor Name: _____

Contractor Address: _____

The requirements of HUD Section 3 apply to recipients of HUD Lead-Based Paint Hazard Control funding exceeding \$200,000 in one year. Contractors or subcontractors that receive contracts in excess of \$100,000 for Section 3 covered projects and/or activities are required to comply with Section 3 regulations in the same manner as direct recipients (visit <https://www.hud.gov/Section3> for additional information about Section 3 regulations).

INSTRUCTIONS: Contractors must complete and submit this HUD Section 3 Verification Data Form for each project (Property). In addition, contractors must complete the Contractor Pollution Occurrence Insurance Incentive Pilot Program (CPOII Pilot Program) section of this form in order to participate in the CPOII Pilot Program.

1. Is your business a qualified Section 3 business? Yes No

If Yes, Please indicate one of the following:

- Business is 51 percent or more owned by Section 3 residents.
- Business's permanent, full-time employees include persons, at least 30 percent of whom are Section 3 residents, (or **within three years of first employment with the firm were Section 3 residents.**)
- Business can provide evidence of a commitment to subcontract in excess of 25 percent of the dollar amount of all subcontracts to be awarded to businesses that meet the qualifications described above.

Definition of Section 3 Residents: (1) Residents of Public and Indian Housing; or (2) Individuals that reside in the area in which the Section 3 covered assistance is expended whose incomes do not exceed the local criteria of low-income. Refer to the *2020 80% Median Income Limits by Family Size.*

2. HUD Section 3 regulations intend that recipients of HUD funding hire Section 3 residents or award contracts to Section 3 businesses whenever possible to complete covered projects/activities. If the expenditure-covered funding does not result in new employment, contracting or training opportunities, the requirements have not been triggered.

Project Type: (check one) Single-Family Multi-Family

Project Location: _____

Property Street

Property City State Zip

Contract Date: _____

Contract Amount: \$ _____

3. Did your business hire additional help, even temporary, to work on the project? Yes No

Complete the following table in reference to the above project only. (Other qualified projects for this grant will report separately.)

A.	B.	C.	D.	E.	F.
Job Category	Number of New Hires	Number of New Hires that are Sec 3 Residents	% of Aggregate Number of Staff Hours or New Hires that are Sec 3 Residents	% of Total Staff Hours for Sec 3 Employees and Trainees	Number of Sec 3 Trainees
Professionals					
Technicians					
Office/Clerical					
Lead Abatement					
Carpenter RRP					
Electrician					
Other (describe)					

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).

Column B: Enter the total number of new hires for each category of workers identified in Column A in connection with the project. New hires refer to persons not on the contractor's payroll for employment prior to the commencement of the project identified on this Section 3 Report.

Column C: Enter the number of Section 3 new hires for each category of workers identified in Column A in connection with the project. New hires refer to persons not on the contractor's payroll for employment prior to the commencement of the project identified on this Section 3 Report.

Column D: Enter the percentage of the total staff hours of new hires in connection with this project.

Column E: Enter the percentage of the total staff hours worked for employees and trainees (including new hires) connected with this project. Include staff hours for part-time and full-time.

Column F: Enter the number of Section 3 residents that were trained in connection with this project.

Contractor Pollution Occurrence Insurance Incentive Pilot Program

INSTRUCTIONS: Contractors must complete this Contractor Pollution Occurrence Insurance Incentive Pilot Program (CPOII Pilot Program) section to receive a \$500 incentive payment to supplement Pollution Occurrence insurance premiums currently being paid by the Contractor who performed lead hazard reduction and/or abatement services funded through HUD's Lead Hazard Reduction Grant. The maximum annual award is \$2,000 per contractor. MaineHousing will calculate and remit payment directly to Contractors. Contractors who have reached the maximum benefit amount of \$2,000 during the current calendar year of the pilot program will not be eligible for an incentive payment until January 1 of the following calendar year. The CPOII Pilot Program period is February 3, 2020 through August 3, 2023.

- I wish to participate in the CPOII Pilot Program. I certify the following (check all that apply):
- Project started within seven (7) days from the effective start date indicated on the signed Construction Contract
 - Project completed by the end date referenced on the signed Construction Contract
 - Units cleared on the first test.
 - I have satisfactorily completed the necessary work to justify this request.
 - Attached is my company's current and active Pollution Occurrence Insurance Certificate.
- I do not wish to participate in the CPOII Pilot Program.

Contractor Representative Signature

Date

Contractor Representative Name