



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

Consolidated Planning Section | Capital Projects Unit
Section 3 Closeout Form

Part I
Project Information

Project Name: _____

Department(s): _____

Date of Completion: _____

This project is subject to Section 3 of the Housing and Urban Development Act of 1968. This form describes requirements for Section 3 from 24 CFR Part 75, which replaces the previous rules previously found in 24 CFR Part 135 as of November 30, 2020. Find out more about Section 3 at <https://www.hud.gov/section3>.

Part II.A

Which category of construction workers were employed on your project?

- A) 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.
- B) Private vendors or contractors employed. If contractors were employed, attach completed 4736A and/or 4736C forms for all workers employed on the project.

Part II.B

For City departments only: Provide contact information for your Bureau of Contract Administration labor compliance analyst.

Name: _____

Email: _____

Phone: _____

Part III

How to answer the questions about workers on the HUD Form 4736A

The below questions are copied from the 4736A form. Follow the instructions below for each question.

Please indicate which of the following is true for the worker listed above: (Select all that apply)

<p>[#1] <input type="checkbox"/> Worker’s income from your employment is below the income limit based on a calculation of what the worker’s wage rate would translate to if annualized on a full-time basis*.</p> <p>[#2] <input type="checkbox"/> Worker is employed by a Section 3 Business Concern (Select if your business qualifies as a Section 3 Business Concern)</p> <p>[#3] <input type="checkbox"/> Worker’s residence is within the service area of the project.</p>	<p>[#1] Income limit \$77,700</p> <p>(2024 Los Angeles County) OR \$ _____ If worker lives in another county</p>
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*Currently or at the time of hire if hired within the past 5 years.

[#1] Select this choice if the worker’s current or prior income is **below 80% of the median income in the county in which the worker lives.** (2024 Los Angeles County: \$77,700). The income limit amount is determined by the U.S. Department of Housing and Urban Development (HUD), varies by county, and is updated annually. As the footnote indicates, the calculation of the worker’s income is based on *either* their current income, or their income when they were hired, if the hiring was within five years.

See https://www.huduser.gov/portal/datasets/il/il2024/select_Geography.odn to find other counties and to find annual updates to income amounts.

[#2] Select this choice if the worker is **employed by a Section 3 Business Concern.** A Section 3 Business Concern is a business that qualifies, within the last six-month period:

- (i) It is at least 51 percent owned and controlled by low- or very low-income persons;
- (ii) Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or
- (iii) It is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

[#3] Select this choice if the worker lives **within one (1) mile of the project site.** (applicable for LA County population density)

If none apply, please do not check any choices.

Part IV
Qualitative Metrics

Has your project accomplished any of the following measures that assist low-income workers? Check the box for all that apply and provide supporting documentation, such as advertisements, notices, or training schedules.

Such qualitative efforts include but are not limited to the following:

- Engaged in outreach efforts to generate job applicants who are Targeted Section 3 workers.
- Provided training or apprenticeship opportunities.
- Provided technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).
- Provided or connected Section 3 workers with assistance in seeking employment including: drafting resumes, preparing for interviews, and finding job opportunities connecting residents to job placement services.
- Held one or more job fairs.
- Provided or referred Section 3 workers to services supporting work readiness and retention (e.g., work readiness activities, interview clothing, test fees, transportation, child care).
- Provided assistance to apply for/or attend community college, a four-year educational institution, or vocational/technical training.
- Assisted Section 3 workers to obtain financial literacy training and/or coaching.
- Engaged in outreach efforts to identify and secure bids from Section 3 business concerns.
- Provided technical assistance to help Section 3 business concerns understand and bid on contracts.
- Divided contracts into smaller jobs to facilitate participation by Section 3 business concerns.
- Provided bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
- Promoted use of business registries designed to create opportunities for disadvantaged and small businesses.
- Outreach, engagement, or referrals with the state one-stop system as defined in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.

Required Attachments:

- 4736A and/or 4736C forms
- Evidence of qualitative metrics

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

Name: _____

Title/Position: _____

Signature: _____

Date: _____