

INVITATION TO BID

Dear Contractor:

Hope Village Tiny Housing Alternatives, Inc. is seeking qualified companies to submit a **BID PROPOSAL for PROFESSIONAL SERVICES** for the Hope Village new construction project located at 1825 Kennedy Road, Chippewa Falls, WI. The services needed are for **LABOR STANDARDS AND SECTION 3 REPORTING REQUIREMENTS**.

The scope of work is to construct 16 affordable permanent housing units including two six-plex buildings (three story) and two duplex units (one story). Hope Village is a 501(3)(c) organization that benefits the community's homeless population. The new construction apartments will be a step to create permanent multifamily housing for those in need and in the workforce.

The estimated start time for the project to be under construction is April 2026.

The project will be funded in part with HOME American Rescue Plan (HOME ARP) Affordable Rental Housing funds. These funds require Davis-Bacon wage rates and reporting Section 3 requirements for the General Contractor and sub-contractors used.

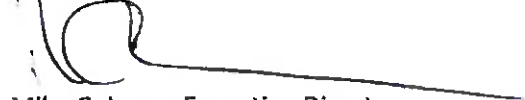
Persons requesting ADA assistance accommodations for hearing and/or speech impaired may contact Mike Cohoon, Executive Director at 715-861-3802 or by email at cohoonms@yahoo.com

To view and print the bid packet visit the Hope Village website at:

<http://www.hopevillagechippewafalls.com/>

Bid packets are available starting 10/1/25. Packets will be sent via email upon request. You may also request a hard copy of the bid packet for pick up at Hope Village. To request a packet contact Mike Cohoon by email at cohoonms@yahoo.com or by phone at: 715-861-3802.

Sincerely,



Mike Cohoon, Executive Director
Hope Village Tiny Housing Alternatives, Inc.
1825 Kennedy Rd.,
Chippewa Falls, WI 54729
715-861-3802
cohoonms@yahoo.com



Hope Village Chippewa Falls, WI

REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICE

HOPE VILLAGE TINY HOUSING ALTERNATIVES, INC. (HOPE VILLAGE)

HOPE VILLAGE, MULTI-FAMILY NEW CONSTRUCTION PHASE 2

A HOME American Rescue Plan (HOME ARP) Affordable Rental Housing Project

Separate sealed bids for the HOPE VILLAGE, MULTI-FAMILY NEW CONSTRUCTION PHASE 2 for the administration of LABOR STANDARDS AND SECTION 3 REQUIREMENTS will be received by Mike Cohoon, Executive Director, at the office of Hope Village on **OCTOBER 20, 2025 until 2:00 p.m.** and then at said office publicly opened and read aloud on/at October 21, 2025 at the office of Hope Village located at 1825 Kennedy Rd., Chippewa Falls, WI 54729 in the conference room. Proposals must be received at the Housing Village office.

The Contract shall be subject to Wis. Stats. 66.0903 pertaining to prevailing wage rates and federal Davis-Bacon wage rates Act-24 CFR §92.354. Attention of bidders is particularly called to the requirements as to conditions of employment to be observed and minimum wage rates to be paid under contract in accordance with federal labor standards (Davis-Bacon and Related Acts [DBRA] Housing and Community Development Act of 1947 Section 3 (24 CFR 75), Segregated Facility, Section 109 and E.O.1246

BACKGROUND:

Hope Village, a non-profit 501c3 organization is applying for a HOME ARP Affordable Rental Housing grant from the State of Wisconsin. The funds will be used to construct sixteen (16) rental units (two, three story six plex buildings and two duplex buildings) to provide much needed affordable and workforce housing for the community.

PROJECT DESCRIPTION:

The project for this RFP consists of providing professional services to Hope Village, as the Grant Administrator, that encompasses the **Federal Davis-Bacon and Section 3 requirements** through the contracted grant completion and audits.

SCOPE OF WORK:

- 1) Federal Davis-Bacon prevailing wage rates and enforcement requirements and reporting for the HOME ARP program. Determine classifications and secure wage decisions. Designate a Labor Standards Officer and execute the required duties. Debarment check requirements for prime and all subcontractors. Provide assistance to contractors and subcontractors to ensure compliance.
- 2) Section 3 requirements and reporting as required for the HOME-ARP program. Provide assistance to contractors and subcontractors to ensure compliance.

PROJECT SCHEDULE:

Professional services will begin on or about the date of grant award estimated to be February 28, 2026. Construction bidder's packets are expected to be sent out on or about September 30, 2025 and will be

due October 30, 2025. Grant application submission is expected to be no later than November 30, 2025. Grant award is expected within 90 days of grant submission or February 28, 2026. Construction to begin within 30 days. A pre-construction meeting will be held prior and provider of these professional services will be required to attend. Project completion date is on or about December 31, 2026.

RFP SUBMITTAL:

Proposals must be received at the Hope Village office (drop off in office or by US Mail). Direct the submittals to Mike Cohoon, Executive Director, labeled "ATTN: Hope Village Multi-Family New Construction Phase 2". Questions can be submitted to Mike Cohoon at cohoonms@yahoo.com 715-861-3802 or Ruth Rosenow rosenow007@gmail.com 715-723-8280.

Proposals must include experience in previous grant administration of like work and technical expertise. A written description of the services that will be provided with a detailed Cost Estimate for the scope of services must be included. Attachments to this proposal must be returned along with a Certificate of Insurance.

Note to Responders to RFP:

Contractor must comply with bonding specifications in Wis. Stat. 779.14 and the bonding requirements specifically for "local government contracts" for "a public improvement or public works" in Wis. Stat. 779.14(1m)(d)

Reference WI Stat. 62.15(1a) Escalator Clauses: Contractors may include escalator clauses providing for additional charges for labor and materials if as a result of general inflation, the rates and prices of the same to the contractor increase during performance of the contract. Such escalator provision shall be applicable to all bidders and shall not exceed fifteen (15) percent of the amount of the firm bid nor the amount of the increase paid by the contractor. Each bid on a contract that is to include an escalator provision shall be accompanied by a schedule enumerating the estimated rates and prices of items of labor and materials used in arriving at the bid. Only as to such items as are enumerated shall an increased charge be allowed the contractor.

Hope Village shall make every effort possible to use local business firms and to contract with small, minority-owned and women-owned businesses in the procurement process.

MBE/WBE/DBE and Section 3/LMI Firms are defined as follows:

Minority Business Enterprise (MBE) – Business with at least 51% ownership and control held by minority persons.

Woman Business Enterprise (WBE) - Business with at least 51% ownership and control held by a woman or women.

Disadvantaged Business Enterprise (DBE) – Small business with at least 51% ownership and control held by persons(s) classified as "disadvantaged" individual(s) according to the Wisconsin Department of Transportation standards (<https://wisconsin.gov/Documents/doing-bus/civil-rights/dbe/dbe-program-brochure.pdf>)

Section 3/LMI Firm – Firm with at least 51% ownership interest and control held by low-to-moderate income (LMI) Wisconsin residents(s) (LMI according to HUD LMI limits for the County in which the owner resides); or at least 30% of the firm's full-time permanent employees are Wisconsin LMI residents (LMI based on the HUD LMI income limits for the County in which they live; or the owner(s) of the firm commit(s) to awarding at least 25% of its subcontracting dollar amount (i.e., 25% of subcontracting, based on the total amount of subcontracts awarded) to Section 3/LMI firms for the HOME-ARP project.

CONTRACT AWARD AND ACCEPTANCE:

Only one proposal will be accepted from any person, firm or entity. A contract award cannot be made to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs. (Executive Order 12549, 24CFR 85.35). All proposals submitted become public information. Return of attached forms listed below is required.

Hope Village reserves the right to select the firm that best meets its needs and negotiate a final Scope of Work that reflects the work to be done with the time and budget constraints.

All firms submitting a proposal will receive a notification once the contract has been awarded. The owner reserves the right to waive any informalities or to reject any or all bids.

No bidder may withdraw his/her bid within 30 days after the actual day of the opening thereof.

Any contract or contracts awarded under this Advertisement for Bids may be funded in part by a grant from the HOME ARP Program.

Attachments:

- Disclosure of Potential Conflict of Interest
- Lobbying Certification (Form v.2025-04-14)
- Disclosure of Lobbying Activities
- Section 3 Contract Requirements (Form v.2022-09-01)
- Section 3 Employee Income Certification (Form v2025-05-23)
- Section 3 Business Concern Certification Form (9-L) (Form v2024-05-23)

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST HOME ARP RENTAL HOUSING PROGRAM

Funding Recipient: Hope Village Tiny Housing Alternatives, Inc.

The federal government believes that conflict of interest may arise if a contracted agent for a HOME ARP Rental Housing project is related by family or business ties to any elected or appointed official, agent or employee of a HOME ARP grant recipient (Hope Village). Below is a list of elected/appointed officials, agents and employees of Hope Village.

Do you have family or business ties to any of the following people? Please check YES or NO next to their name. If yes, indicate the nature of the relationship in the column indicated.

Office	Name of Official	YES	NO	Relationship
Hope Village Board Members	Mark Birrittella			
	Timothy Easkers			
	Ken Froelich			
	Dick Hebert			
	Jasmine Larkowski			
	Chris Maslonkowski			
	Greg Misfeldt			
	Bill Musser			
	Peggy Olevson			
	Gail Prock			
	Ruth Rosenow			
	David Schaller			
	Katie Warner			
Hope Village Executive Director	Mike Cohoon			
Hope Village Admin Assistant	Pauline Spiegel			
Hope Village Navigator	Vicki Loeffelholz			

Name of Contracted Agency/Company

Signature of Contracted Agent Representative

Date

**24 CFR 570.489(h) CONFLICT OF INTEREST CLAUSE
FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS**

Code of Federal Regulations Title 24 570.489(h) Program Administrative Requirements

(h) Conflict of interest: (1) *Applicability.* (i) *In the procurement of supplies, equipment, construction, and services by the States, units of local general governments, and sub-recipients, the conflict of interest provisions in paragraph (g) of this section shall apply.*

(ii) *In all cases not governed by paragraph (g) of this section, this paragraph (h) shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance with CDBG funds by the unit of general local government or its sub-recipients, to individuals, businesses and other private entities.*

(2) *Conflicts prohibited.* Except for eligible administrative or personnel costs, the general rule is that no persons described in paragraph (h)(3) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this subpart or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

(3) *Persons covered.* The conflict of interest provisions for paragraph (h)(2) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or sub-recipients which are receiving CDBG funds.

(4) *Exceptions: Thresholds requirements.* Upon written request by the State, an exception to the provisions of paragraph (h)(2) of this section involving an employee, agent, consultant, officer, or elected official or appointed official of the state may be granted by HUD on a case-by-case basis. In all other cases, the state may grant such an exception upon written request of the unit of general local government provided the state shall fully document its determination in compliance with all requirements of paragraph (h)(4) of this section including the state's position with respect to each factor at paragraph (h)(5) of this section and such documentation shall be available for review by the public and by HUD. An exception may be granted after it is determined that such an exception will serve to further the purpose of the Act and the effective and efficient administration of the program or project of the state or unit of general local government as appropriate. An exception may be considered only after the state or unit of general local government, as appropriate, has provided the following:

(i) *A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and*

(ii) *An opinion of the attorney for the state or the unit of general local government, as appropriate, that the interest for which the exception is sought would not violate state or local law.*

(5) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the requirements of paragraph (h)(4) of this section have been satisfactorily met, the cumulative effect of the following factors, where applicable, shall be considered:

(i) *Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available;*

(ii) *Whether an opportunity was provided for open competitive bidding or negotiation;*

(iii) *Whether the person affected is a member of a group or class of low or moderate income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;*

(iv) *Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;*

(v) *Whether the interest or benefit was present before the affected person was in a position as described in paragraph (h)(3) of this section;*

(vi) *Whether undue hardship will result either to the State or the unit of general local government or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and*

(vii) *Any other relevant considerations.*

GRANTEE/UGLG* NAME: _____
DEHCR GRANT AGREEMENT #: _____

LOBBYING CERTIFICATION

FROM THE ☐ Municipality/UGLG*
☐ Contractor/Subcontractor
☐ Subrecipient
☐ Other (Specify entity type below): _____

The undersigned certifies, to the best of their knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name of Entity Completing This Form (i.e., UGLG* / Company / Organization / Firm Name)

Signature (required)

Title

Date Signed

Printed/Typed Name of the Chief Elected Official, Owner, Chief Executive Officer,
or Other Authorized Representative of the Entity/Organization

*UGLG: Unit of General Local Government

DISCLOSURE OF LOBBYING ACTIVITIES

OMB Control Number: 4040-0013

Expiration Date: 2/28/2025

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name <input style="width: 300px;" type="text"/> * Street 1 <input style="width: 300px;" type="text"/> Street 2 <input style="width: 200px;" type="text"/> * City <input style="width: 150px;" type="text"/> State <input style="width: 150px;" type="text"/> Zip <input style="width: 50px;" type="text"/> Congressional District, if known: <input style="width: 150px;" type="text"/>		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: 		
6. * Federal Department/Agency: <input style="width: 350px;" type="text"/>	7. * Federal Program Name/Description: <input style="width: 350px;" type="text"/> CFDA Number, if applicable: <input style="width: 150px;" type="text"/>	
8. Federal Action Number, if known: <input style="width: 350px;" type="text"/>	9. Award Amount, if known: \$ <input style="width: 150px;" type="text"/>	
10. a. Name and Address of Lobbying Registrant: Prefix <input style="width: 50px;" type="text"/> * First Name <input style="width: 150px;" type="text"/> Middle Name <input style="width: 100px;" type="text"/> * Last Name <input style="width: 150px;" type="text"/> Suffix <input style="width: 50px;" type="text"/> * Street 1 <input style="width: 150px;" type="text"/> Street 2 <input style="width: 150px;" type="text"/> * City <input style="width: 100px;" type="text"/> State <input style="width: 100px;" type="text"/> Zip <input style="width: 50px;" type="text"/>		
b. Individual Performing Services (including address if different from No. 10a) Prefix <input style="width: 50px;" type="text"/> * First Name <input style="width: 150px;" type="text"/> Middle Name <input style="width: 100px;" type="text"/> * Last Name <input style="width: 150px;" type="text"/> Suffix <input style="width: 50px;" type="text"/> * Street 1 <input style="width: 150px;" type="text"/> Street 2 <input style="width: 150px;" type="text"/> * City <input style="width: 100px;" type="text"/> State <input style="width: 100px;" type="text"/> Zip <input style="width: 50px;" type="text"/>		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature: <input style="width: 300px;" type="text"/> * Name: Prefix <input style="width: 50px;" type="text"/> * First Name <input style="width: 150px;" type="text"/> Middle Name <input style="width: 100px;" type="text"/> * Last Name <input style="width: 150px;" type="text"/> Suffix <input style="width: 50px;" type="text"/> Title: <input style="width: 100px;" type="text"/> Telephone No.: <input style="width: 100px;" type="text"/> Date: <input style="width: 100px;" type="text"/>		
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SECTION 3 CONTRACT REQUIREMENTS [24 CFR 75]

(For Grants/Projects Awarded ON or AFTER November 30, 2020)

*Insertion of this document is required in all prime contracts and sub-contracts funded in whole or in part with U.S. Department of Housing and Urban Development (HUD) funds (including Community Development Block Grant (CDBG) projects) when the HUD/CDBG Award to the Grantee is greater than \$200,000 and the project includes construction activities.**

SECTION 3 TERMS OF CONTRACT

1. **Section 3 of the Housing and Urban Development Act of 1968:** The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3), 24 CFR 75. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by the U.S. Department of Housing and Urban Development (HUD) assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
2. **Contractor Certification of Compliance:** The parties to this contract agree to comply with HUD's regulations in 24 CFR 75, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the 24 CFR 75 regulations.
3. **Contract Language Requirement:** The contractor agrees to include this *Section 3 Contract Requirements* document in every sub-contract subject to compliance with regulations in 24 CFR 75, and agrees to take appropriate action, as provided in an applicable provision of the sub-contractor in this *Section 3 Contract Requirements* document, upon a finding that the sub-contractor is in violation of the regulations in 24 CFR 75. The contractor will not sub-contract with any sub-contractor where the contractor has notice or knowledge that the sub-contractor has been found in violation of the regulations in 24 CFR 75.
4. **Section 3 Definitions:** Definitions for key Section 3 terms per 24 CFR 75 are as follows:
Section 3 Worker: An employee who currently fits, or fit at the time of hire if hired on or after 11/30/2020, at least one of the following categories:
 - (1) is employed by a Section 3 Business Concern; or
 - (2) is a low- or very low-income resident (i.e., a local person living within the Section 3 service area, with an individual annualized income currently as of the date of starting work on the project, or at the time of hire if hired on or after 11/30/2020, that is/was at or below the low-income (80%) threshold established by HUD for a Family of 1 for the county in which the person lives) [Note: The HUD income threshold must be from the HUD Income Limits for the CDBG program in effect currently in effect as of the date the worker started work on the project, or at the time of hire if hired on or after 11/30/2020]; or
 - (3) is/was a YouthBuild.**Targeted Section 3 Worker:** A Section 3 Worker who:
 - (1) is employed by a Section 3 Business Concern, or
 - (2) currently fits, or fit at the time of hire if hired on or after 11/30/2020) at least one of the following categories as documented:
 - (i.) lives/lived in the neighborhood or within the Section 3 service area of the project; or
 - (ii.) is/was a YouthBuild.**Section 3 Business Concern:** A business that fits at least one of the following categories (as certified within the past 6 months):
 - (1) 51% or more owned by low- or very low-income persons; or
 - (2) 75% or more of the labor hours are performed by low- or very low-income persons; or
 - (3) 51% or more owned by current residents of public housing or Section 8-assisted housing.**Section 3 Service Area:** An area within one mile of the project's location (i.e., street address); or an area within a circle centered around the project site that encompasses 5,000 people [if less than 5,000 people live within a one mile radius of the project site].
7. **Contracting Requirements:** To the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, the Grantee, subrecipients, and prime contractors and sub-contractors for the HUD/CDBG funded project agree to ensure contracts and sub-contracts for work awarded in connection with the project are awarded to business concerns that provide economic opportunities to Section 3 Workers; and where feasible in the following order of priority: (1) Section 3 Business Concerns that provide economic opportunities to Section 3 Workers residing within the metropolitan area (or nonmetropolitan county) in which the HUD funded assistance is provided/in which the HUD/CDBG funded project is occurring; and (2) YouthBuild programs.
8. **Employment and Training Requirements:** To the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, the Grantee, subrecipients, and prime contractors and sub-contractors for the HUD/CDBG funded project agree to ensure employment and training opportunities generated in connection with the project are filled by Section 3 Workers; and where feasible, in the following order of priority: (1) low- and very low-income persons residing within the metropolitan area (or nonmetropolitan county) in which the HUD/CDBG assistance is expended (i.e., in which the HUD/CDBG funded project is occurring); and (2) participants in YouthBuild programs.

* This language is required to be included in prime contracts and sub-contracts for a project that are funded in whole or in part with HUD/CDBG funds, and the HUD/CDBG Award to the Grantee is greater than \$200,000, and the HUD/CDBG funds were awarded to the Grantee on 11/30/2020 or later, and the HUD/CDBG funded project includes construction activities (including new construction, rehabilitation, renovation, site demolition and/or clearance). HUD/CDBG funded projects awarded on or after 11/30/2020, for which the HUD/CDBG funded Award is \$200,000 or less and/or for which there are no construction activities in the scope of work (e.g., Planning-only, Public Services-only, Housing Counseling-only, Financial Assistance-only [such as housing or economic development loans], etc.) are not subject to the Section 3 requirements of 24 CFR 75. Insertion of this Section 3 Contract Requirements document is required for contracts funded in whole or in part with the HUD/CDBG funds and strongly recommended for ALL contracts, regardless of funding source for the specific contract, for a project that is subject to 24 CFR 75, to help avoid issues with compliance and reporting later in the project cycle in the event that the funding source for the contract changes. All sub-contractors of a prime contractor that is funded in whole or in part with HUD/CDBG funding are subject to the same Section 3 requirements as the prime contractor.

SECTION 3 CONTRACT REQUIREMENTS [24 CFR 75]

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9. **Reporting Labor Hours:** The Grantee, subrecipients, and prime contractors and sub-contractors for the HUD/CDBG funded project agree to report all worker (see exception below)** labor hours on the project as follows: (1) the total number of labor hours worked on the project by each worker; (2) the total number of labor hours worked on the project by Section 3 Workers; and (3) the total number of labor hours worked on the project by Targeted Section 3 Workers. The labor hours reported shall include the total number of labor hours worked on the HUD/CDBG funded project by workers employed by the Grantee, subrecipients, their prime contractors and the sub-contractors of the project, during the reporting period specified by HUD and the State CDBG Program. The labor hours reported may be based on the employer's good faith assessment of the labor hours of a full-time or part-time employee informed by the employer's existing salary or time and attendance based payroll systems, unless the project or activity is otherwise subject to requirements specifying time and attendance reporting. [Note: Construction contractors required to maintain certified payroll records to meet federal labor standards requirements agree to report actual work hours as reported on the certified payroll records.]
- **Exception** for positions that require an advanced degree or a professional certification: Reporting of hours for positions requiring an advanced degree or a professional certification is not required, but the hours may be reported to demonstrate Section 3 "best efforts". The Grantee, prime contractors and sub-contractors may report the labor hours by Section 3 Workers and Targeted Section 3 Workers without including labor hours from employees covered by the exception in the total number of labor hours worked. If the contract covers both work completed by employees covered by the exception and other work completed by employees not covered by the exception, then the labor hours for the other work by employees not covered by the exception must be reported.
10. **Section 3 Goals/"Safe Harbor" Benchmarks:** The Grantee, subrecipients, and prime contractors and sub-contractors agree to strive to meet the "safe harbor" benchmarks (as established by the HUD Section 3 Final Rule (24 CFR 75), which established quantitative benchmarks and prioritized qualitative efforts for funding recipients to achieve to assist low- and very low-income persons with employment and training opportunities. The "safe harbor" benchmarks are to have: (1) 25% or more of all labor hours worked on the project be by Section 3 Workers; and (2) 5% or more of all labor hours worked on the project be by Targeted Section 3 Workers. If the "safe harbor" benchmarks are not met over the course of the project, then the Grantee and prime contractors and sub-contractors for the HUD/CDBG funded project agree to provide evidence of completing qualitative efforts to assist low- and very low-income persons with employment and training opportunities. Supporting documentation of these completed efforts must also be maintained in the Grantee's and contractors' project files, to be made available upon request for monitoring purposes.
11. **Demonstrating Best Efforts:** When the Section 3 benchmarks are not met, the Grantee and prime contractors and sub-contractors for the HUD/CDBG funded project agree to demonstrate and report qualitative efforts made in an attempt to meet the benchmarks, which may include but are not limited to the following:
- (1) Engage in outreach efforts to generate job applicants who are Targeted Section 3 Workers.
 - (2) Provide training or apprenticeship opportunities.
 - (3) Provide technical assistance to help Section 3 Workers compete for jobs (e.g., resume assistance, coaching, etc.).
 - (4) Provide or connect Section 3 Workers with assistance in seeking employment including: drafting resumes, preparing for interviews, and finding job opportunities connecting residents to job placement services.
 - (5) Hold one or more job fairs.
 - (6) Provide or refer Section 3 Workers to services supporting work readiness and retention (e.g., work readiness activities, interview clothing, test fees, transportation, child care, etc.).
 - (7) Provide assistance to Section 3 Workers to apply for and/or attend community college, a four-year educational institution, or vocational/technical training.
 - (8) Assist Section 3 Workers to obtain financial literacy training and/or coaching.
 - (9) Engage in outreach efforts to identify and secure bids from Section 3 Business Concerns.
 - (10) Provide technical assistance to help Section 3 Business Concerns understand and bid on contracts.
 - (11) Divide contracts into smaller jobs to facilitate participation by Section 3 Business Concerns.
 - (12) Provide bonding assistance, guarantees, or other efforts to support viable bids from Section 3 Business Concerns.
 - (13) Promote use of business registries designed to create opportunities for disadvantaged and small businesses.
 - (14) Conduct outreach, engagement, or referrals with the State one-stop Supplier Diversity Program system as defined in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.
12. **Recordkeeping & Reporting:** The Grantee, subrecipients, and prime contractors and sub-contractors for the HUD/CDBG funded project agree to maintain all records demonstrating compliance with 24 CFR 75, including contracting information and documents, Section 3 Business Concern Certification forms, Section 3 Employee Income Certifications, and worker labor hours; and provide data and reporting documents as requested and required by the State CDBG Program and/or HUD. Grantee, subrecipient, and contractor records may be monitored for compliance by the State CDBG Program and/or HUD.
13. **Non-Compliance:** Non-compliance with HUD's regulations in 24 CFR 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
14. **Indian Housing Assistance Project Specifications:** For work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 46) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible: (i) preference and opportunities for training and employment shall be given to Indians; and (ii) preference in the award of contracts and sub-contracts shall be given to Indian organizations and Indian-Owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

SECTION 3 DOCUMENTATION & RECORDKEEPING SUMMARY

(For Grants/Projects Awarded On or After 11/30/2020)

Grantees and Contractors for projects subject to the Section 3 requirements of 24 CFR 75 are subject to the Section 3 documentation and recordkeeping requirements, as summarized below. The "Employer" refers to a Grantee or Contractor. The "Grantee" refers to the direct recipient of the HUD/CDBG award and their grant subrecipient(s) (i.e., the organization(s) on which behalf the Grantee submitted the grant application), if applicable; and "Contractors" refer to prime contractors and sub-contractors (all tiers) for construction and/or non-construction activities and/or services.

- 1) **Section 3 Requirements [24 CFR 75] contract language insertion (Attachment 6-B(2)):** If the project is subject to the Section 3 requirements of 24 CFR 75, then this must be included in all prime contracts and subcontracts funded in whole or in part with HUD/CDBG funds. When HUD/CDBG funding will cover the costs (in whole or in part) for a prime contractor's work, then all subcontracts of that prime contract are also considered to be funded (in whole or in part) with the HUD/CDBG funds and therefore subject to the same Section 3 requirements as the prime contractor.
- 2) **Section 3 Employee Income Certification forms (Attachment 9-K(2)):** Employers (i.e., Grantees, Subrecipients, and Contractors) must complete Part A and Part C of the form for all of their employees** working on the project upon the employee starting work on the project, basing responses on the wages the employer pays the employee (annualized) and address information the employer has on file for the employee. Part B of the form is optional (not required) for the employer to provide to an employee to complete and sign to collect income and public housing status data at the time of the employee's hire date *if hired on or after 11/30/2020*.
- 3) **Labor Hours Tracking:** The labor hours worked by all employees** who work on the HUD/CDBG funded project must be tracked and reported semi-annually on the Contractor's *Individual Contractor Section 3 Report (Attachment 9-M)* or similar document and on the Grantee's *CDBG Data Report (Attachment 9-C)*.

****Exception:** An exception is allowed for Employees in positions that require an advanced degree or professional certification. It is optional (not required) for the Employer to complete the Section 3 Employee Income Certification form for these Employees and to track their labor hours on the project. If the employee may qualify as a Section 3 Worker, then it is beneficial to have complete the Certification form and to track their hours to help the Employer meet the Section 3 "safe harbor" benchmarks.

- 4) **Section 3 Business Concern Certification forms (Attachment 9-L):** All Employers (excluding non-profit organizations) must complete this form at the time of contracting or starting work on the project. The Grantee must maintain the completed forms (along with the Section 3 Employee Income Certification forms collected from the Contractor) in the project file.
- 5) **Individual Contractor Section 3 Report (Attachment 9-M):** All Employers must complete this form or a similar type of reporting form with the same information each semi-annual reporting period in which they worked on the project (the semi-annual reporting periods are April 1 – September 30, and October 1 – March 31 each year); and the Grantee must maintain them in the project file.
- 6) **CDBG Data Report (Attachment 9-C):** The Grantee must complete this form, reporting all Section 3 data from the Grantee, Subrecipients, and Contractors (data from the Attachment 9-K(2), 9-L, and 9-M forms); and submit it to DEHCR by the due dates specified in the Grant Agreement – Attachment A – Time Table, and in Chapter 9: Reporting of the CDBG Implementation Handbook.
- 7) **Achieving Section 3 Goals/"Safe Harbor" Benchmarks:** Grantees, Subrecipients, and Contractors must strive to meet the HUD Section 3 "safe harbor" benchmarks for assisting low- and very low-income persons with employment and training opportunities, which are to:
 - have 25% or more of all labor hours worked on the project be by Section 3 Workers; and
 - have 5% or more of all labor hours worked on the project be by Targeted Section 3 Workers.

To accomplish this, Grantees, Subrecipients, and Contractors must, to the greatest extent feasible, award contracts to Section 3 Business Concerns and YouthBuild programs; and fill employment and training opportunities generated in connection with the project with low- and very low-income persons (i.e., Section 3 Workers and Targeted Section 3 Workers).
- 8) **"Best Efforts" Reporting:** If the "safe harbor" benchmarks are not met over the course of the project, then the Grantee, Subrecipient, and Contractors for the project must provide evidence of completing qualitative "best efforts" to assist low- and very low-income persons with employment and training opportunities. "Best efforts" examples are listed on page 2 of this Section 3 Requirements [24 CFR 75] document (Attachment 6-B(2)), the CDBG Data Report (Attachment 9-C), and the Individual Contractor Section 3 Report (Attachment 9-M). Efforts must be reported by the Grantee on the CDBG Data Report (Attachment 9-C); and reported by the Contractor on the Individual Contractor Section 3 Report (Attachment 9-M) or similar document with the same information.

NOTE: The "Attachment" documents listed in this document refer to "attachments" that appear within Chapter 6 and Chapter 9 of the CDBG Implementation Handbook and that are linked under the "Chapter Attachments/Fillable Forms" section of the CDBG Implementation Handbook website.

SECTION 3 EMPLOYEE INCOME CERTIFICATION (9-K(2)) [24 CFR 75]

This form is to be provided to Employers (subject to 24 CFR 75) in 'fillable' Microsoft Word format.

Instructions for **Employer**: Refer to the instructions on pages 3-4 of this document for guidance on completing this Certification form.

PART A: Employee's Current Address & Income Information when Starting Work on Project (Required) (To be completed by Employer)

1. Employer's Name (Company/Organization):
2. Employee's First and Last Name:
3. Date(s) Employee Started Work on HUD/CDBG Funded Project(s):
[Refer to the instructions on page 3 for guidance regarding Employees working on multiple projects.]
4. Employee's County and State of Residence: [example: Dane County, WI]:
5. Income Limit for Employee's County of Residence: \$
6. Is the Employee a YouthBuild participant? YES ☐ NO ☐

PART B: Employee's Previous Address & Income Information on Hire Date (Optional) (To be completed by Employer and Employee – Refer to Instructions in this document for guidance.) Optional and only applicable for Employees hired on or after 11/30/2020.

Employer: Optional – Please complete #7 - #10 below. (Only Complete If Providing Form to Employee to Complete #11 - #12)

7. Employee's Hire Date:
8. Employee's Home Address on Hire Date [Street Address (not PO Box), City, State, Zip, County]: County:
9. Income Limit in effect on Hire Date for Employee's County of Residence on Hire Date: \$
10. Was the Employee a YouthBuild participant on their Hire Date? YES ☐ NO ☐

Employee: Please complete #11 - #12 below, and sign and date the form. (Optional)

Instructions for Employee: Your employer is working on one or more projects funded in whole or in part by the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program. The information below is requested from employees hired on or after 11/30/2020 who are working on the project(s) to comply with federal regulations (24 CFR 75). Data are reported to regulating government entities for grant compliance. Individual personal identifying information is not released to the public. **Your response is voluntary, confidential, and has no effect on your employment.**

11. Is the Home Address on your Hire Date that is listed in item #8 above correct? YES ☐ NO ☐
If No, enter Address on Hire Date [Street Address (not a PO Box), City, State, Zip, County]:

Address: _____ County*: _____

*If your County of residence on your Hire Date is different than the one listed in item #8 above, then check with your employer to determine if the Income Limit listed in item #9 above needs to be changed before you respond to item #12 below.

12. Was your annual individual income on your Hire Date no more than the "Income Limit" entered in item #9 above? YES ☐ NO ☐

[Income is to be based on your individual adjusted gross income (AGI) on the income tax return for the year prior to your Hire Date, or your individual wages and other income in the 12 months prior to your Hire Date if you did not file a tax return or your individual AGI is not otherwise determined.]

Employee Certification/Signature:

Employee Signature Only Required If Employee Completed Part B.

By signing below, I certify that the information I entered in Part B – items #11 - #12 is true and correct to the best of my knowledge.

Employee Signature: _____ Date: _____

SECTION 3 EMPLOYEE INCOME CERTIFICATION (9-K(2)) [24 CFR 75]

PART C: Section 3 & Targeted Section 3 Reporting (Required)

(To be completed by Employer)

Employer's Name (Company/Organization):

Employee's First and Last Name:

Reporting Section 3 Worker/Targeted Section 3 Worker Status:

Per 24 CFR 75, the Employer is to determine whether the Employee qualifies as a Section 3 Worker and Targeted Section 3 Worker, as defined in #1-#2 below, based on the information entered in Part A, and Part B if applicable, of the *Section 3 Employee Income Certification* form, and/or based on the Employer's status as a Section 3 Business Concern.

- (1) Is the Employee a **Section 3 Worker** by meeting one or more of the criteria in (a)-(c) below YES ☐ NO ☐
[per 24 CFR 75] Check ALL that Apply:
- ☐ (a) Has/had annual individual income no more than the Income Limit listed in Part A (item #5) based on the wages (annualized) that the Employer pays the Employee; OR in Part B (item #9) based the Employee's response to item #12, if applicable and completed.
 - ☐ (b) Is/was a YouthBuild participant (currently, OR on Hire Date if hired 11/30/2020 or after).
 - ☐ (c) Is an Employee of a Section 3 Business Concern.*

- (2) Is the Employee a **Targeted Section 3 Worker** by meeting one or more of the criteria in (a)-(c) below [per 24 CFR 75.21] Check ALL that Apply: YES ☐ NO ☐
- ☐ (a) Is/was a YouthBuild participant (currently, OR on Hire Date if hired 11/30/2020 or after).
 - ☐ (b) Is a Section 3 Worker who lives in the project area at the time of starting work on the project, OR if Part B is applicable and completed, then a Section 3 Worker who lived in the project area on their Hire Date; with their home residence being located:
 - Within one (1) mile of the project site location (i.e., street address), OR
 - If less than 5,000 people live within a one (1) mile radius of the project site, then lives within a boundary radius around the CDBG project site that encompasses a population of 5,000 people.

If the Employee is working on multiple HUD/CDBG funded projects and qualifies as a Targeted Section 3 Worker based on the Employee living in the project area as specified above for one project, but not for the other project(s), then a separate Certification form must be completed for the Employee for the other project(s).

If the Employee qualifies as a Targeted Section 3 Worker based on the Employee living in the project area as specified above upon starting work on a project, then provide the Employee's home address at the time of starting work on the project:

Employee Home Address When Starting Work on Project (enter only if applicable):

[Street address (not a P.O. Box), City, State, Zip]:

- ☐ (c) Is a Section 3 Worker who is an Employee of a Section 3 Business Concern.*

**For the Section 3 Business Concern criteria, refer to the Section 3 Business Concern Certification form, which should be provided by the Grantee to Employers with the Section 3 Employee Income Certification form.*

(3) Employer Representative (Preparer) Certification:

As the preparer of this Section 3 Employee Certification form, I certify by entering my name, title, and the date below that the information entered by the Employer in Part A – Part C on this form is true and correct to the best of my knowledge.

Employer Representative First and Last Name:

Date:

Employer Representative Job Title:

Employer Representative Email Address:

- (4) Enter the name of the Grantee(s) and Grant Agreement #(s) (if known) of the project(s) for which this form applies:

Instructions for Employers and Grant Administrators:

Overview:

Per HUD and CDBG program regulations and policies, the Employers of Employees working on a HUD/CDBG funded project that is subject to the Section 3 requirements of 24 CFR 75 are required to report the data collected using this form for all Employees working on the project (with some exceptions*). "Employers" may include grantees, grant subrecipient organizations, and contractors (including prime contractors and sub-contractors, for construction and non-construction activities).

The Employer is **required** to complete a **Section 3 Employee Income Certification** form for each Employee working on a HUD/CDBG funded project. * The Certification form is to be completed only once for an Employee, when they first **start work** on the project.

[Exception: It is optional and not required to collect and report Section 3 data for Employees providing professional/non-construction services who are in positions that **require** an advanced degree or professional license (e.g., legal services, financial consulting, accounting services, environmental assessment, architectural/engineering services, etc.). If the Employee in this type of position qualifies as a Section 3 Worker, then it is to the advantage of the Employer to report the Employee's data to contribute to the Employer's efforts towards meeting the Section 3 "Safe Harbor" goals set by HUD for Section 3 compliance.]

The Section 3 "Safe Harbor" goals for a HUD/CDBG funded project deemed to be subject to 24 CFR 75 are to have at least 25% of all labor hours worked on the project be by Section 3 Workers and have at least 5% of all labor hours worked on the project be by Targeted Section 3 Workers. The Section 3 contracting, data collection, and reporting requirements and the Section 3 "Safe Harbor" goals for HUD/CDBG funded projects deemed to be subject to 24 CFR 75 are summarized in the **Section 3 Contract Requirements** contract insertion document provided to grantees by the State of Wisconsin Department of Administration Division of Energy, Housing and Community Resources (DEHCR), which applies to the grantee's contract with the State, as well as all contracts associated with the project, including prime contracts and sub-contracts for construction and non-construction activities.

For Employees Working on Multiple HUD/CDBG Funded Projects at the Same Time:

An Employee's **Section 3 Employee Income Certification** form may be used for multiple HUD/CDBG funded projects occurring at the same only if the applicable HUD CDBG Income Limit for the Employee is the same for each project, and there is no difference in the Employee's Targeted Section 3 Worker status (if applicable) for each project. If the applicable Income Limit or Targeted Section 3 Worker status is different for each project, then a separate **Section 3 Employee Income Certification** form must be completed for each project for which there are differences.

TIP FOR CHECKBOX ENTRIES WITHIN FORM:

For the 'checkbox' fields within the form, double-click the box next to the "Yes" or "No" option to change it to a 'checked' box; **or** right-click the box, select "Properties" and under the "Default Value" heading change the selection to the "Checked" option to have the box checked.

PART A:

- **#1-#2:** Enter the Employer's company/organization name, and the Employee's first and last name. The "Employer" is the entity that has one or more Employees working on the HUD/CDBG funded project, which may include the Grantee, a "subrecipient" organization receiving the grant funds through the Grantee, a construction prime contractor or sub-contractor, or a non-construction (e.g., professional services) prime contractor or sub-contractor.
- **#3:** Enter the date the Employee started work on the HUD/CDBG funded project. If the Employee is working on multiple HUD/CDBG funded projects, then enter the date the Employee started on each project for which this form is being submitted. If different Income Limits were in effect at the time the Employee started work on each project, or the Employee's county of residence changed between their start on each project, then a separate **Section 3 Employee Income Certification** form must be completed for each project.
- **#4:** Enter the county and state of the Employee's home residence when the Employee starts work on the project.
- **#5:** Enter the applicable Income Limit, which is the HUD CDBG Income Limit for a Family of 1 (i.e., an individual person) for the county in which the Employee lives and which is currently in effect when the Employee starts work on the project. The HUD CDBG Income Limits for Wisconsin counties for a Family of 1 (i.e., individual person) are provided with this form for the following:
 - FY2025 (effective 6/1/2025 to present) – the Income Limits in effect for Employees living in Wisconsin who starts work on a project 6/1/2025 or later;
 - FY2024 (effective 5/1/2024 – 5/31/2025) – the Income Limits in effect for Employees living in Wisconsin who starts work on a project 5/1/2024 – 5/31/2025;
 - FY2023 (effective 6/15/2023 – 4/30/2024) – the Income Limits in effect for Employees living in Wisconsin who starts work on a project 6/15/2023 – 4/30/2024;
 - FY2022 (effective 6/15/2022 to 6/14/2023) – the Income Limits in effect for Employees living in Wisconsin who starts work on a project 6/15/2022 – 6/14/2023;

SECTION 3 EMPLOYEE INCOME CERTIFICATION (9-K(2)) [24 CFR 75]

PART A: (CONTINUED)

- FY2021 (effective 6/1/2021) – the Income Limits in effect for Employees living in Wisconsin who started work on a project 6/1/2021 – 6/14/2022; and
- FY2020 (effective 7/1/2020) – the Income Limits in effect for Employees living in Wisconsin who started work on the project 11/30/2020 – 5/31/2021. [Note: This form is not applicable to any work started prior to 11/30/2020.]

The applicable Income Limit to enter in Part A – item #5 on page 1 of this form is the HUD CDBG Income Limit in effect on the date the Employee started work on the project, for the county in which the Employee lives. If an income limit is needed for a county outside Wisconsin, it may be obtained by accessing the applicable CDBG Income Limits spreadsheet linked at: <https://www.hudexchange.info/resource/5334/cdbg-income-limits/>. Select the CDBG Income Limits in effect on date the Employee started work on the project. The Income Limits for all states are provided on the spreadsheet. Filter the spreadsheet by State, and for the county in which the Employee lives, select the income limit listed in the Lim80 [year]p1 column, which is the low-to-moderate income limit for a Family of 1 (i.e., individual person) for the year selected.

- #6: Respond to indicate whether the Employee is employed with your company/organization through the federally funded YouthBuild job training and leadership program (for youth ages 16-24), receiving assistance under the Workforce Innovation and Opportunity Act (29 U.S.C. 3226) by checking the appropriate box of "Yes" or "No".

Part B:

- Completion of Part B is *optional* for the Employer and the Employee. It is only applicable for Employees hired on or after 11/30/2020 who do not qualify as a Section 3 Worker upon starting work on the project, but who may have qualified as a Section 3 Worker on their Hire Date.
- The Employer should consider providing the Certification form to Employees hired on or after 11/30/2020 to demonstrate 'best efforts' made to meet the Section 3 "Safe Harbor" goals per 24 CFR 75 if they were not met using the Employee data at the time of their starting work on the project.
- #7 - #10: The Employer has the *option* to complete items #7 - #10 in Part B.

The applicable Income Limit to enter in Part B – item #9 on page 1 of this form is the HUD CDBG Income Limit in effect on the Employee's Hire Date for the county in which the Employee lived on their Hire Date. The HUD CDBG Income Limits for Wisconsin counties for a family of 1 (i.e., individual person) are provided with this form for the following:

- FY2024 (effective 5/1/2024 to present) – the Income Limits in effect for Employees living in Wisconsin who starts work on a project 5/1/2024 or later;
- FY2023 (effective 6/15/2023 – 4/30/2024) – the Income Limits in effect for Employees living in Wisconsin who starts work on a project 6/15/2023 – 4/30/2024;
- FY2022 (effective 6/15/2022 to 6/14/2023) – the Income Limits in effect for Employees living in Wisconsin who starts work on a project 6/15/2022 – 6/14/2023;
- FY2021 (effective 6/1/2021) – the Income Limits in effect for Employees living in Wisconsin who were hired on 6/1/2021 – 6/14/2022; and
- FY2020 (effective 7/1/2020) – the Income Limits in effect for Employees living in Wisconsin who were hired on 11/30/2020 – 5/31/2021. [Note: The Employee's Section 3 status cannot be based on their annual income on their Hire Date if the Employee was hired prior to 11/30/2020.]

Refer to the instructions for Part A – item #5 above for accessing the HUD CDBG Income Limits for Employees who live outside Wisconsin.

- #11 - #12: The Employer may ask the Employee to complete items #11 - #12 and sign and date the form. The Employee's participation/completion is *voluntary*.

ADDITIONAL GUIDANCE FOR PART A AND PART B:

- The HUD CDBG Income Limits are updated annually by HUD, typically released in June or July. Check the website for updates each year. The "Effective" date is listed for each year on the [CDBG Income Limits website](#).
- Only one Section 3 Employee Certification form needs to be completed per Employee who works on the HUD/CDBG funded project, and it is to be completed upon the Employee starting work on the project. A Certification form does not need to be completed for the Employee for each year of the project.

SECTION 3 EMPLOYEE INCOME CERTIFICATION (9-K(2)) [24 CFR 75]

Part C:

- The Employer is to complete all of Part C.
- Enter the Employer name and Employee name at the top of Part C where specified.
- **Item #1:** Check the box for "Yes" or "No" to indicate whether the Employee is a Section 3 Worker; and if YES, then check the box(es) to indicate which criteria from options (a), (b), and/or (c) is/are met.
- **Item #2:** Check the box for "Yes" or "No" to indicate whether the Employee is a Targeted Section 3 Worker and if YES, then check the box(es) to indicate which criteria from options (a), (b), and/or (c) is/are met.
 - If option #2(b) is selected, then enter the Employee's home address at the time of hire where specified.
- **Item #3:** Enter the Employer Representative (Preparer) name, job title, email address, and the date that Part C is being completed as certification of the accuracy of the information entered by the Employer in Part A – Part C.
- **Item #4:** Enter the Grantee/UGLG name(s) and Grant Agreement number(s) (if known) for the HUD/CDBG funded project(s) for which this form is being completed and submitted. *This may be updated by the Employer or the Grantee's Grant Administrator as projects are added.*

The data from this form are to be used when the Employer is calculating and reporting all labor hours for all Employees, Section 3 Workers, and Targeted Section 3 Workers who work on the HUD/CDBG funded project on the *Semi-Annual Individual Contractor's Section 3 Data Report* (Attachment 9-M from the CDBG Implementation Handbook, as provided by the Grantee to the Employer).

EMPLOYERS AND HUD/CDBG GRANTEES MUST RETAIN SECTION 3 EMPLOYEE INCOME CERTIFICATION FORMS IN THE PROJECT FILE AND PROVIDE THEM TO DEHCR AND OTHER REGULATING ENTITIES UPON REQUEST.

SECTION 3 EMPLOYEE INCOME CERTIFICATION (9-K(2)) [24 CFR 75]

HUD FY2025 CDBG INCOME LIMITS – WISCONSIN

(Effective 6/1/2025 - present)

Source: HUD FY2025 CDBG Income Limits spreadsheet (which contains income limits for all states and counties) linked at:
<https://www.hudexchange.info/resource/5334/cdbg-income-limits/>

If an Employee does not live in Wisconsin, the applicable Income Limits for the Employee must be obtained from accessing the FY2025 CDBG Income Limits spreadsheet linked on the website linked above. The FY2025 CDBG Income Limits for all states are provided in the spreadsheet. Filter the spreadsheet by State, and for the county in which the Employee currently lives (at the time of starting work on the project, for the applicable Income Limit to enter in Part A – item #5 on this form – if the Employee started work on the project 6/1/2025 or later); or previously lived on their Hire Date (for the applicable Income Limit to enter in Part B – item #9 on this form), select the income limit listed in the Lim80_[year]p1 column, which is the 80% low-to-moderate income limit for a Family of 1 (i.e., individual person) for the year selected. [Note: Counties are listed in alphabetical order on the spreadsheet. Some counties are part of a metropolitan area so the metro area will be listed where the county name should be. Use the income limit for the metro area for that county.]

County	Family of 1 80% Income Limit FY2025
Adams County, WI	\$52,000
Ashland County, WI	\$52,000
Barron County, WI	\$52,000
Bayfield County, WI	\$52,000
Brown County, WI	\$59,950
Buffalo County, WI	\$52,000
Burnett County, WI	\$52,000
Calumet County, WI	\$62,450
Chippewa County, WI	\$57,800
Clark County, WI	\$52,000
Columbia County, WI	\$59,450
Crawford County, WI	\$52,000
Dane County, WI	\$72,700
Dodge County, WI	\$55,200
Door County, WI	\$56,500
Douglas County, WI	\$56,350
Dunn County, WI	\$55,350
Eau Claire County, WI	\$57,800
Florence County, WI	\$52,000
Fond du Lac County, WI	\$54,800
Forest County, WI	\$52,000
Grant County, WI	\$52,000
Green County, WI	\$59,300
Green Lake County, WI	\$52,000
Iowa County, WI	\$63,500
Iron County, WI	\$52,000
Jackson County, WI	\$52,000
Jefferson County, WI	\$61,400
Juneau County, WI	\$52,000
Kenosha County, WI	\$59,850
Kewaunee County, WI	\$59,950
La Crosse County, WI	\$60,150
Lafayette County, WI	\$52,300
Langlade County, WI	\$52,000
Lincoln County, WI	\$53,200
Manitowoc County, WI	\$52,950

County	Family of 1 80% Income Limit FY2025
Marathon County, WI	\$55,350
Marinette County, WI	\$52,000
Marquette County, WI	\$52,000
Menominee County, WI	\$52,000
Milwaukee County, WI	\$62,000
Monroe County, WI	\$52,000
Oconto County, WI	\$54,850
Oneida County, WI	\$53,950
Outagamie County, WI	\$62,450
Ozaukee County, WI	\$62,000
Pepin County, WI	\$52,550
Pierce County, WI	\$72,950
Polk County, WI	\$54,600
Portage County, WI	\$54,800
Price County, WI	\$52,000
Racine County, WI	\$55,250
Richland County, WI	\$52,000
Rock County, WI	\$52,950
Rusk County, WI	\$52,000
St. Croix County, WI	\$72,950
Sauk County, WI	\$57,500
Sawyer County, WI	\$52,000
Shawano County, WI	\$52,000
Sheboygan County, WI	\$53,100
Taylor County, WI	\$52,000
Trempealeau County, WI	\$54,750
Vernon County, WI	\$53,450
Vilas County, WI	\$52,000
Walworth County, WI	\$61,400
Washburn County, WI	\$52,000
Washington County, WI	\$62,000
Waukesha County, WI	\$62,000
Waupaca County, WI	\$53,100
Waushara County, WI	\$52,000
Winnebago County, WI	\$58,050
Wood County, WI	\$52,000

SECTION 3 BUSINESS CONCERN CERTIFICATION FORM (9-L)

This form is to be provided to owners/employers in Microsoft Word 'fillable' format upon their starting work on the HUD/CDBG funded project.

Instructions: Refer to the instructions on page 2 of this document. Enter the following information and select the criteria that applies to certify your business' Section 3 Business Concern status or to indicate that the business does not qualify as a Section 3 Business Concern. Information must be for the time when the business/entity begins working on the HUD/CDBG funded project.

Business Information:

Name of Business: _____

Address of Business: _____

Name and Title of Business Owner: _____

Phone Number AND Email: Phone Number: _____ Email: _____

Preferred Contact Information: ☐ Same as that listed above ☐ Different from that listed above, please contact:

Name and Title of Preferred Contact: _____

Phone Number AND Email: Phone Number: _____ Email: _____

Type of Business (select one from the following options):

☐ Sole Proprietorship ☐ Partnership ☐ Limited Liability Company (LLC) ☐ Corporation (C, S, B, or 501(c)3)

☐ Other: _____

**Note: Non-profit organizations do not qualify as Section 3 Business Concerns.*

Select all that apply below:

At the time of starting work on the HUD/CDBG Project:

- ☐ At least fifty-one percent (51%) of the business is owned and controlled by person(s) with an individual income that is at or below the HUD "80% Low Income" income limit for the county in which the person lives, qualifying the business as a Section 3 Business Concern.*
- ☐ At least fifty-one percent (51%) of the business is owned and controlled by one or more current public housing residents or residents who currently live in Section 8-assisted housing, qualifying the business as a Section 3 Business Concern.*
- ☐ Over seventy-five percent (75%) of the labor hours performed for the business over the prior three-month period were performed by Section 3 Workers, qualifying the business as a Section 3 Business Concern.**
- ☐ None of the above applies. The business does not qualify as a Section 3 Business Concern.

**Income certifications (using the Section 3 Employee Income Certification Form (Attachment 9-K(2)) from the CDBG Implementation Handbook or a modified version) must be on file for the person(s) as record of the owner(s) income status.*

***Payroll records and Section 3 Employee Income Certification Forms (Attachment 9-K(2)) from the CDBG Implementation Handbook must be on file as record of the hours worked and Section 3 Worker status of employees.*

Business Concern Certification

I affirm that the responses I entered in this form are true, complete, and correct to the best of my knowledge and belief. I understand that misrepresenting the business as a Section 3 Business Concern or reporting false information may result in the contract being terminated as default and the business being barred from on-going and future considerations for federally funded contracting opportunities. I hereby certify, under penalty of law, that the information I have provided is correct to the best of my knowledge.

Owner Signature: _____ Date: _____ ***

****Certification expires within six (6) months of the date of signature (above). This form may be used as certification for multiple projects until the expiration date. The certification form only needs to be completed once to certify for a CDBG project (upon starting work on the project). Additional information regarding Section 3 Business Concerns can be found at 24 CFR 75.5.*

SECTION 3 BUSINESS CONCERN CERTIFICATION FORM (9-L)

INSTRUCTIONS

This form is to be provided to owners/employers in Microsoft Word 'fillable' format upon their starting work on the HUD/CDBG funded project. Owners/employers only need to complete this form once at the start of the project. If the owner/employer has completed a Section 3 Business Concern Certification form (i.e., certified their Section 3 Business Concern status) for another HUD/CDBG funded project within the past 6 months, then the owner/employer may provide that certification form in lieu of completing a new form at the start of the current HUD/CDBG funded project.

Projects funded by the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program, and the HUD/CDBG award to the Grantee was made on or after November 30, 2020, must demonstrate compliance with Section 3 of the Housing and Development Act (HDA) of 1968 as amended, 24 CFR Part 75. The information requested on the form must be collected for contractors (including prime contractors and subcontractors) directly working on a HUD/CDBG funded project that is subject to the Section 3 contracting and reporting requirements of 24 CFR Part 75 and may be requested of firms bidding to work on the project in order to demonstrate prioritization of contracting with Section 3 business concerns when feasible, in accordance with 24 CFR Part 75.

Any HUD/CDBG funded project is subject to the Section 3 contracting and reporting requirements of 24 CFR Part 75 if:

- The HUD grant award(s) (from the State to the Grantee) for the project was made on or after November 30, 2020; and
- The project has construction in the scope of work (e.g., new construction, rehabilitation, renovation, demolition), regardless of whether the HUD funding is or is not going to be used for the construction costs; and
- The HUD grant award(s) (from the State to the Grantee) for the project total(s) more than \$200,000.

A company/firm qualifies as a Section 3 Business Concern if they meet at least one of the following criteria:

- At least 51% of the business is owned and controlled by low- or very low-income (LMI) persons (based on the owner's individual income and the HUD CDBG Income Limits [<https://www.hudexchange.info/resource/5334/cdbg-income-limits/>] for the county in which the owner(s) live(s)) in effect when they start work on the HUD/CDBG funded project [Note: The owner(s) may use the Section 3 Employee Income Certification forms (Attachment 9-K(2)) of the CDBG Implementation Handbook [<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.aspx>], which should be provided to contractors/employers with this form, or a modified version, to certify their income level does not exceed the applicable HUD CDBG Income Limit]; or
- At least 51% of the business is owned and controlled by one or more current public housing residents or residents who currently lived in Section 8-assisted housing (*records of owner and/or employee housing status are required to verify*); or
- Over 75% of the labor hours performed for the business over the prior three-month period were performed by Section 3 Workers [Note: Records of labor hours and completed Section 3 Employee Income Certification forms (Attachment 9-K(2)) of the CDBG Implementation Handbook, which should be provided to contractors/employers with this form, are required to verify employees' Section 3 Worker status].

The purpose of HUD's Section 3 program is to provide employment, training, and contracting opportunities to low- and very low-income individuals, particularly those who are recipients of government assistance for housing or other public assistance programs. This document is intended to help grantees certify Section 3 Business Concerns and provide the appropriate records to support the Section 3 Business Concern status. This certification also helps grantees and their subrecipients, contractors, and subcontractors comply with the Section 3 requirements and make "best efforts" to achieve the Section 3 "safe harbor" goals to the greatest extent feasible:

- having at least 25% of all work hours performed on a CDBG-funded project are worked by Section 3 Workers,
- having at least 5% of all work hours performed on a CDBG-funded project are worked by Targeted Section 3 Workers, and
- prioritizing the contracting of Section 3 Business Concerns and retention, training, recruitment, and hiring of Section 3 Workers who benefit from the economic opportunities provided through HUD/CDBG-funded projects.

CDBG GRANTEES AND ALL CONTRACTORS MUST RETAIN A COMPLETED COPY OF THIS FORM (AND ASSOCIATED OWNER AND EMPLOYEE INCOME CERTIFICATION AND/OR HOUSING STATUS DOCUMENTS, IF APPLICABLE) IN THE CDBG PROJECT FILES FOR SECTION 3 COMPLIANCE.

SEMI-ANNUAL INDIVIDUAL CONTRACTOR'S SECTION 3 REPORT (9-M)Grantee/UGLG Name: (Grantee's Name) Grant AWARDED to UGLG Before or After 11/30/2020? Not Answered DEHCR Grant Agreement/Contract Number: (Grant Agreement #)

Reporting Period (Choose ONE):

X	Year
<input type="checkbox"/>	October 1 - March 31
<input type="checkbox"/>	April 1 - September 30

Preparer's Name: _____

Preparer's Title: _____

Preparer's Phone No.: _____

Preparer's Email: _____

Contractor's Name: (Contractor's Name)Date Completed: (Date Reported/Submitted)**PART 6. SECTION 3 - NEW HIRING**

6(a)	6(b)	6(c)	6(d)	6(e)	6(f)	6(g)	6(h)	6(i)	6(j)	6(k)	6(l)	6(m)
New Hiring (Include # of Full-Time, Part-Time, Trainees Working on the CDBG Project Only)	Professionals	Clerical	Case Management	Facilities / Maintenance	Technical (Bookkeeping, IT, etc.)	Carpentry	Masonry	Plumbing	Electrical	Admin.	Other: (Specify Job TYPE Here.)	Other: (Specify Job TYPE Here.)
# of New Hires	0	0	0	0	0	0	0	0	0	0	0	0
# of Section 3 New Hires	0	0	0	0	0	0	0	0	0	0	0	0
# of Section 3 Trainees	0	0	0	0	0	0	0	0	0	0	0	0

Grantee/UGLG Name: (Grantee's Name) Grant AWARDED to UGLG Before or After 11/30/2020? Not Awarded DENCR Grant Agreement/Contract Number: (Grant Agreement #)

Reporting Period (Choose ONE):

X	Year
<input type="checkbox"/>	October 1 - March 31
<input type="checkbox"/>	April 1 - September 30

Preparer's Name: _____

Preparer's Title: _____

Preparer's Phone No.: _____

PART 7. SECTION 3 - WORKER HOURS ON THIS CDBG PROJECT

List ALL employees individually who worked on (i.e. performed billable work hours for) the CDBG project during the 6-month reporting period (if all work hours may be based on "good faith assessment").

IMPORTANT: Refer to the instructions for OPTION 2 alternative entries in 7(a)-7(d) when the Contractor submits certified weekly payroll records (for Davis-Bacon labor standards compliance) or other official payroll record listing individual employees' names and hours.

EXAMPLE: Susan J. Smith

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7(b)	7(c)	7(d)
Total of <u>ALL</u> Hours Worked by this Individual on the CDBG Project <u>During</u> the Reporting Period	Is this a <u>Section 3</u> Worker? (Yes or No)	Total Hours Worked as a <u>SECTION 3</u> Worker on this CDBG Project
45	Yes	45
1	0.00	0.00
2	0.00	0.00
3	0.00	0.00
4	0.00	0.00
5	0.00	0.00
6	0.00	0.00
7	0.00	0.00
8	0.00	0.00
9	0.00	0.00
10	0.00	0.00
11	0.00	0.00
12	0.00	0.00
13	0.00	0.00
14	0.00	0.00
15	0.00	0.00
16	0.00	0.00
17	0.00	0.00
18	0.00	0.00
19	0.00	0.00
20	0.00	0.00
21	0.00	0.00
22	0.00	0.00
23	0.00	0.00
24	0.00	0.00
25	0.00	0.00
26	0.00	0.00
27	0.00	0.00
28	0.00	0.00
29	0.00	0.00
30	0.00	0.00
Total(s):	0.00	0.00

Section 3 "Safe Harbor" Benchmarks:

- 25% or more of ALL labor hours must be worked by Section 3 Workers.
Percentage all labor hours worked by Sec3 = 00%/01
- 5% or more of ALL labor hours must be worked by Targeted Section 3 Workers.
Percentage all labor hours worked by Targeted Sec3 = 00%/01

Semi-Annual Individual Contractor's Section 3 Data Report

Attach09-M Form v.2025-05-23

Semi-Annual Individual Contractor's Section 3 Data Report (Semi-Annual CDBG Data Report - Supplement)

Page 3 of 3

Grantee/UGLG Name: _____ (Grantee's Name) Grant AWARDED to UGLG Before or After 11/30/2020? Not Awarded DEHCR Grant Agreement/Contract Number: _____ (Grant Agreement #)

Reporting Period (Choose ONE):

X	Year
<input type="checkbox"/>	October 1 - March 31
<input type="checkbox"/>	April 1 - September 30

Preparer's Name: _____

Preparer's Title: _____

Preparer's Phone No.: _____

PART 8. SECTION 3 - OUTREACH/PROMOTION & BEST EFFORTS

To Be Completed for CDBG Projects Awarded Grant Funds ON OR AFTER 11/30/2020 ONLY. Check ALL that apply. Maintain records & make available for HUD to review documentation of any efforts marked. TIP:

Most common entries are #1-7 and #13. Refer to "TIP" notes (denoted with the red triangles in the upper right "X" corners of cells) to determine if the item should be checked.

<input type="checkbox"/>	1. No actions taken to date to demonstrate Section 3 "best efforts" in meeting HUD Section 3 Benchmarks.
<input type="checkbox"/>	2. Outreach efforts to identify and secure bids from Section 3 business concerns.
<input type="checkbox"/>	3. Outreach efforts to generate job applicants who are Public Housing Targeted Workers.
<input type="checkbox"/>	4. Outreach efforts to generate job applicants who are Other Funding Targeted Workers.
<input type="checkbox"/>	5. Direct, on-the-job training (including apprenticeships).
<input type="checkbox"/>	6. Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.
<input type="checkbox"/>	7. Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.
<input type="checkbox"/>	8. Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching, etc.).
<input type="checkbox"/>	9. Technical assistance to help Section 3 business concerns understand and bid on contracts.
<input type="checkbox"/>	10. Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.
<input type="checkbox"/>	11. Held one or more job fairs.
<input type="checkbox"/>	12. Provided or connected residents with supportive services that can provide direct services or referrals.
<input type="checkbox"/>	13. Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.
<input type="checkbox"/>	14. Assisted residents with finding child care.
<input type="checkbox"/>	15. Assisted residents to apply for (or attend) community college or a four (4) year educational institution.
<input type="checkbox"/>	16. Assisted residents to apply for (or attend) vocational/technical training.
<input type="checkbox"/>	17. Assisted residents to obtain financial literacy training and/or coaching.
<input type="checkbox"/>	18. Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
<input type="checkbox"/>	19. Provided or connected residents with training on computer use or online technologies.
<input type="checkbox"/>	20. Other: _____ (Describe/specify here.)

To Be Completed For CDBG Projects Awarded Grant Funds BEFORE 11/30/2020 ONLY. Check ALL that apply. Maintain records and make available for HUD to review documentation of any efforts checked.

<input type="checkbox"/>	1. No New Hiring occurred during reporting period.
<input type="checkbox"/>	2. Job Posting(s) at local Job Center.
<input type="checkbox"/>	3. Job Posting(s) at local Housing Authority.
<input type="checkbox"/>	4. Job Posting(s) in local Newspaper/Media Publication in LMI Community.
<input type="checkbox"/>	5. Job Posting(s) at central location(s) in LMI Community.
<input type="checkbox"/>	6. Job Posting(s) on Municipal Website in LMI Community.
<input type="checkbox"/>	7. Job Posting(s) at Technical College(s).
<input type="checkbox"/>	8. Section 3 Requirements provided to local Labor Union(s).
<input type="checkbox"/>	9. Other: _____ (Describe/specify here.)
<input type="checkbox"/>	10. Other: _____ (Describe/specify here.)

<input type="checkbox"/>	1. No New Contracting during reporting period.
<input type="checkbox"/>	2. Section 3 Requirements language in Procurement Solicitation(s).
<input type="checkbox"/>	3. Section 3 Requirements language in Contract(s).
<input type="checkbox"/>	4. Outreach to Disadvantaged Businesses.
<input type="checkbox"/>	5. Procurement Solicitation(s) in Local Newspaper in LMI Community.
<input type="checkbox"/>	6. Procurement Solicitation(s) at central location(s) in LMI Community.
<input type="checkbox"/>	7. Procurement Solicitation(s) on Municipal Website in LMI Community.
<input type="checkbox"/>	8. Procurement Solicitation Published on State of WI VendorNet.
<input type="checkbox"/>	9. Other: _____ (Describe/specify here.)
<input type="checkbox"/>	10. Other: _____ (Describe/specify here.)

PART 9. COMMENTS

[Provide additional comments/explanations here.]