



Section 3 Efforts Guide

Section 3 Efforts for Section 3 workers/ Training and employment opportunities:

1. Establish training and employment programs for Section 3 workers, and/or for identified Section 3 workers targeted by the project.
 - Establish networks with entities that have training programs and effectively disseminate their program information with the entire database.
 - E.g.: Share such information with public housing administrators.
2. Advertise jobs and trainings in the project service area or in the neighborhood by distributing brochures (positions to be filled/qualifications/information resource)
 - Place flyers bulletin boards and other public spaces where these have visibility.
 - Distribute flyers and brochures with relevant information in places such as, for example, the Department of Labor, churches, government offices, in places near federally funded projects.
3. Contact residents' councils, community organizations, state and local agencies, unemployment compensation programs, and other applicable officials or organizations to help recruit and identify Section 3 workers.
 - They could be contacted through the following:
 - email, postal mail, newspapers, webpage, phone, radio and TV.
4. Sponsor a job fair or an informative session to provide information to Section 3 workers and targeted Section 3 workers.
 - Publish the information about the event and share the event information with the data base contacts.
 - Participate in resident's association meetings, to present information about events.
5. Provide support with the job search to Section 3 workers and Section 3 Targeted workers selected:
 - Offer TA to prepare resume
 - Offer TA about manage and use of technology.
 - Offer TA about effective projection during a job interview.
6. Consult with local job providers.
 - Establish direct communication with the P.R Department of Labor
 - Establish communication with local employment agencies.



7. Coordinate with external training programs, that align with the Department of Labor requirements, to provide support to Section 3 construction workers.
 - Search information about training programs and make the information available to Section 3 workers, so they participate in the courses provided.
 - E.g.: *One Stop Career* (Nonprofit Entities)
8. Coordinate activities with local educational institutions.
 - Coordinate with universities, technical colleges and institutions, to offer information about training workshops in different technical areas.
9. Maintain a digital file with information of eligible applicants, self-certified and identified as Section 3 workers.
 - Create and maintain a digital file with information about section 3 workers identified through the self-certification.

Efforts to Award Contracts to Section 3 Businesses:

1. Contact agencies that provide support to businesses, minority associations and community organizations, to provide them information about available opportunities under Section 3.
 - Establish contact via email and phone calls to obtain information.
 - Minority Business Development Agency
 - PRMSDC
 - "Hecho en PR"
2. Share procurement opportunities with Section 3 businesses and develop a communication network between Section 3 businesses.
 - Mass email communications
 - Send information about acquisition opportunities to the CDBG-DR Procurement Division, to publish the announcement in the CDBG DR website.
3. Emphasize the Section 3 regulation in the Prebid events. Coordinate meetings to offer information about contracting and subcontracting opportunities to Section 3 businesses.
 - Provide informative sheets about Section 3 regulation, future networking events and procurement events.
4. Provide information about financial institutions, to assist in the process of overcome limitations.
 - Provide information about necessary documents and services.
 - Provide information about SBA, MBDA, PRMSDC, DOT.



5. Conduct workshops for contractors, to provide information about the process of getting certified as a section 3 business.
 - Provide information about the bonification benefit for certified section 3 businesses.
6. Advertise contracting opportunities through newspapers and local communication media, such as local television networks, radio or the PRDOH website.
7. Notify hiring opportunities to "YouthBuild" agencies.
 - Maintain communication with entities, such as PathStone Corp., OneStop Careers and non-profit entities.
Provide technical assistance to provide information about the objectives established in Section 3 24 CFR 135 and 24 CFR 75.
8. Actively support Section 3 certified businesses that offer similar or related services to partner up for the achievement of common goals.
 - Encourage participants to make an effective presentation of their services during the "Meet and Greet" events, with the purpose of creating alliances and mutually assisting each other.
9. Support small business incubators that provide assistance to Section 3 businesses.
 - Share frequently updated information about procurement processes.
10. Maintain communication with certified Section 3 Businesses that are interested in contracting opportunities.
 - Provide information about procurement opportunities with the data base via mass email.
11. When appropriate, divide a project into smaller tasks, to facilitate the participation of more than one certified Section 3 certified business.
 - See that it is feasible that all tasks related to a project can be attended by Section 3 businesses (For example: construction of door openings, and the preparation and installation of doors)
12. Support businesses that provide economic opportunities to people with low and very low incomes by connecting them with agencies, such as the Small Business Administration (SBA), the Department of Commerce, and other similar organizations.
 - Facilitating communication by providing contact information



Outreach Activities: (These are the activities that must be performed to comply with Section 3 efforts)

1. Create social media campaigns and other efforts to provide information to individuals about employment, training, and hiring opportunities under Section 3, which will be available through HUD's CDBG-DR funding allocation.
2. Conduct workshops to train subrecipients and contractors' staff.
3. Provide training to Section 3 residents and businesses through networking events, offering information about employment and contracting opportunities.
4. Contact residents' organizations and local development projects to provide information about Section 3 related compliance.
5. Distribute and display informative posters.
6. Provide written guidance on Section 3 requirements to subrecipients and contractors involved in procurement processes and highlight the importance of developing a Section 3 Plan.
7. Provide training and resources to contractors during the pre-bid conferences.
8. Provide training and resources to subrecipients in the meetings prior to the submission of bids.
9. Provide copies (or access) of the Section 3 Plan to contractors and ask them to confirm the receipt of the document.
10. Provide individualized guidance on how to implement the Section 3 Plan, the documentation of efforts, and the reporting obligations, before beginning a new contract.
11. Offer guidance and technical assistance about compliance with the obligations acquired through contracts or agreements.
12. Incorporate the Section 3 clause for covered projects and contracts as established in 24 C.F.R. § 75.27.2.
 - Offer orientation about the importance of complying with the reporting process, specifically related to the 25% of hours worked by Section 3 workers and the 5% of hours worked by targeted Section 3 workers.