



**CITY OF VIRGINIA BEACH
DEPARTMENT OF HOUSING
AND NEIGHBORHOOD PRESERVATION (DHNP)**

2424 Courthouse Drive, Building 18A
Virginia Beach, VA 23456
757-385-5750

**EXHIBIT E
SECTION 3 FORM (Revised 4/15/2015)**

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, requires that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project. The Contractor shall at all times strictly comply with the Section 3 clause detailed in the Equal Employment Opportunities section of the Contractor Participation Agreement currently in effect, which is hereby incorporated by reference herein as amended periodically.

NOTE: Recipient/Developer/Contractor **must at the end of each month (MONTH) and for each Payment Release Request (PAY PERIOD)**, sign and date this form and submit to the Section 3 Compliance Manager by the 5th day of the month next after the last month in the reporting period. **(Pay Period) reports shall be submitted along with each Payment Release Request.**

Project Name: _____ **Address:** _____ **App/Bid #:** _____

Contractor/Firm Name: _____ **Address:** _____

____ **PAY PERIOD/ MONTH:** from _____ (month) _____ (date) _____ (year) to: _____ (month) _____ (date) _____ (year)

NOTE: The chart below must reflect totals of new hires or contracts in each job category. List specific information in each job category on Page 2.

Job Category (List all positions and/or contracts on Page 2)	New Hires					Construction					Non-Construction (NC)				
	Number of ALL New Hires and R/E Code		Number of Section 3 Certified Employees and percentage of ALL New Hires			Number and Total \$ Amounts of Contracts Awarded ALL Contractors/Subs		Number and \$ Amounts of Contracts Awarded to Section 3 Certified Contractors/Subs and percentage of All Contractor/Subs \$ Awards			Number and Total \$ Amounts of Contracts Awarded ALL NC Business Concerns		Number and \$ Amounts of Contracts Awarded to Section 3 Certified Business Concerns and percentage of ALL NC Contract \$ Awards		
	No.	Code	No.	Code	%	No.	Amt.	No.	Amt.	%	No.	Amt.	No.	Amt.	%
<i>Example</i>	2	2,3	1	2	50	3	\$600,000.00	1	\$200,000.00	33.3	1	\$15,000.00	1	\$15,000.00	100
Professionals:															
Office/Clerical:															
Construction/Trade:															
Other:															
Total New Hires and/or Contracts This PAY PERIOD/MONTH:															

Racial/Ethnic (R/E) Codes: 1-White American 2-Black American 3-Native American 4-Hispanic American 5-Asian Pacific American 6-Hasidic Jews

I certify that the above information is true and accurate.

Recipient/Developer/Contractor's Signature

Printed Name and Title of Officer or Owner

Date

Contractor's Federal Identification Number

Or _____
Social Security Number

D-U-N-S Number

Project Name: _____

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SECTION 3 FORM**

PAY PERIOD _____ to _____

Job Category (List all position titles and/or Contractor/Subcontractor Company Names with contract amounts and percentages in the appropriate columns)	New Hires					Construction					Non-Construction (NC)				
	Number of ALL New Hires and R/E Code		Number of Section 3 Certified Employees and percentage of ALL New Hires			Number and Total \$ Amounts of Contracts Awarded ALL Contractors/Subs		Number and \$ Amounts of Contracts Awarded to Section 3 Certified Contractors/Subs and percentage of All Contractor/Subs \$ Awards			Number and Total \$ Amounts of Contracts Awarded ALL NC Business Concerns		Number and \$ Amounts of Contracts Awarded to Section 3 Certified Business Concerns and percentage of ALL NC Contract \$ Awards		
	No.	Code	No.	Code	%	No.	Amt.	No.	Amt.	%	No.	Amt.	No.	Amt.	%
Example	2	2,3	1	2	50	3	\$600,000.00	1	\$200,000.00	33.3	1	\$15,000.00	1	\$15,000.00	100
Professionals:															
Office/Clerical:															
Construction/Trade:															
Other:															
Totals															

Racial/Ethnic (R/E) Codes: 1-White American 2-Black American 3-Native American 4-Hispanic American 5-Asian Pacific American 6-Hasidic Jews