Section 3
Technical Assistance
Training for Contractors

City of Houston
Sylvester Turner, Mayor

Housing and Community Development Department
Tom McCasland, Director
DIVISION CONTACT INFORMATION

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Division Manager: Chrystal Boyce
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Houston, TX 77002

http://www.houstontx.gov/housing/
Our Team Members

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Professionals committed to providing resources that enable exceptional program compliance.
Section 3 is a program implemented by HUD to ensure to the greatest extent feasible that employment and economic opportunities generated by HUD financial assistance will be directed to low- and very low income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low and very low-income persons. (24 CFR 135.1)
Section 3 Benefits

• Contracting, employment and training opportunities generated for low and very low income persons and businesses that employ such individuals.
• Helps businesses and residents foster relationships on community development projects.
• Provides preference to certified business concerns and residents when opportunities arise.
Section 3 Definitions
Commonly Used Section 3 Terms

• **Section 3 Business Concern**: Meets one of the following conditions: (1) Owned 51 percent or more by Section 3 residents; or (2) permanent, full-time employees include persons, at least 30 percent of whom are currently section 3 residents, or within three years of the date of first employment with the business concern were section 3 residents; or (3) Provides written commitment to subcontract more than 25 percent of the dollar value of its subcontracts to Section 3 businesses.

• **Section 3 Resident**: Low-income individuals (including public housing residents and day-laborers) living in the metro area or non-metro county in which the project resides.

• **New Hire**: A new hire means a full-time employee for a new permanent, temporary, or seasonal position that is created as a direct result of the expenditure of Section 3 covered financial assistance.
Commonly Used Section 3 Terms

• **Section 3 Covered Contract**: Any contract or subcontract (including contracts for professional services) awarded to a recipient or contractor for work generated by a Section 3 covered project. These do not include contracts for the purchase of supplies and materials.

• **Section 3 Covered Project**: A section 3 covered project involves the construction, reconstruction, or rehabilitation of housing (including reduction of lead-based paint hazards), or other public construction such as street repair, sewage line repair or installation, updates to building facades, etc.

• **Low-Income**: gross household income 80% or less of HUD area median income. “Low-income persons” and “very low-income persons” ([Visit http://www.huduser.org/portal/datasets/il.html](http://www.huduser.org/portal/datasets/il.html))
Thresholds Triggers
Threshold Requirements

Who should comply with Section 3 requirements?

All contractors or subcontractors that receive covered contracts in excess of $100,000 for housing construction, rehabilitation, or public construction are required to comply with Section 3.
Numerical Goal Requirements
Contracting & Employment Goals

**Contracting Goal(s)**
- **10%** of the dollar amount of contracts for construction must be directed to Section 3 Business Concerns, and
- **3%** of the dollar amount of contracts for non-construction related activities should be directed to Section 3 Business Concerns.

**Employment Goal(s)**
- **30%** of the total number of new hires must be Section 3 Residents.

If the business cannot meet numerical goals, it must document attempts to comply with regulations and explain what happened. Such justification must include impediments encountered and actions taken.
Contracting
Section 3/MWSBE Businesses

**Question:** Can contracting with an MBE be used to meet numerical goal requirements?

**Answer:** Only MBEs/WBEs that meet the eligibility criteria set forth in the regulation can be counted towards the minimum goals for Section 3 contracting opportunities.

**Question:** Can dual credit be received if a contractor is Section 3/MBE certified.

**Answer:** Yes, if a contractor is certified through City of Houston MWSBE and Section 3 program requirements, dual credit may be received.
Section 3 Preferences
Priority Consideration

- **First Priority:** Section 3 Residents residing in the service area or neighborhood in which the section covered project is located.
- **Second Priority:** Participants in HUD Youth build programs in which the Section 3 covered assistance work is performed.
- **Third Priority:** Where the Section 3 project is assisted under the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11301 et seq), homeless persons residing in the service area or neighborhood in which the section 3 covered project is located shall be given the highest priority.
- **Fourth Priority:** Other persons from the metropolitan area who meet the definition of Section 3 Resident contained in §135.5 of 24 CFR Part 135.
Section 3 Directories
Section 3
Business & Resident Directories

• To receive credit towards numerical goal requirements, businesses, and residents must be certified through the Housing and Community Development Dept (HCDD).

• We maintain a list of eligible residents and businesses by skill and notify them on a periodic basis when employment, and contracting opportunities are available.

• For access to HCDD Section 3 Business Concerns and Resident Directories, visit:
  Business: hcdsection3@houstontx.gov
  Resident: https://www.houstontx.gov/housing/compliance.html#sec3

• We also encourage self-certification through HUD Section 3 Business Registry, however; certification through HUD registry is not acceptable to meet numerical goals on HCDD awarded contracts.
NEW APPLICATION PROCESS

Effective, October 1st, 2019, Section 3 Business applications will only be accepted through B2G Now.

To access the application portal or the Section 3 Business directory visit: https://hcddsection3.gob2g.com/

Section 3 Residents applications will only be accepted via email to: hcdsection3@houstontx.gov
Pre-Award Activities
Pre-Award Prime Contractor Requirements

• A Prime contractor must submit a plan that demonstrates Section 3 Businesses and Residents with commitments to achieve numerical goal requirements “Greatest Extent Feasible”.

• A Letter of Explanation (LOE) must be submitted regarding the Prime Contractor efforts to direct opportunities to Section 3 Businesses.

• Prior to executing a contract on a covered project, bids should be solicited from all businesses (Section 3 Business Concerns, and non-Section 3 Business Concerns).

• An award shall be made to the qualified Section 3 Business Concern with the highest priority ranking and with the lowest responsive bid.
E-BID Requirements

Contractors shall submit an **E-Bid Announcement** that list(s) scope of work, minimum qualifications, contact information and a bid due date (minimum is two weeks). Subcontractors should submit the E-Bid directly to the general contractor.

The E-Bid should be sent to the Section 3 Coordinator for dissemination to Section 3 Businesses in HCDD Section 3 Directory.

The contractor will review all bids received and should award contracts based on the Section 3 procurement guidelines, depending if bid was construction or non-construction.

The contractor will submit a **Bid Tabulation** after all bids are received. The bid tabulation should indicate which awarded contracts were to a Section 3 Business, if any, or indicate Section 3 bids were not received.

If a contractor fails to meet numerical goal requirements, records that demonstrate efforts to comply with Section 3 goal requirements should remain readily available for reporting and auditing purposes.
Section 3 EBID Announcement

Date:  

To: Section 3 Contractors, Labor Force, and Materials Vendors

Project Name: 

Address, City, State, Zip: 

From:

Summary of Work: 

This project is (name of project) ______________________ As a General Contractor/Subcontractor, we are hiring Section 3 companies/residents that can perform the following scope of work:

(description and minimum qualifications)

If interested, please contact me as soon as possible to schedule an appointment to look at the scope of services. This project is funded through a federal grant; therefore, we encourage all qualified Section 3 Business Concerns/Residents to respond to this E-Bid for employment and Contracting Opportunities.

Contact Information:
Please email this form to __________________________. Should you have any questions contact: __________________________

Bidder Information:

☐ Yes, I will be bidding on the project  ☐ No, I will not be bidding on this project

Contract Name: __________________________

Company: __________________________

Address: __________________________ Phone __________________________

Number __________________________

Email: __________________________

Trade/Specialty: __________________________

HCDD contractors are committed to “ensure employment and economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible and consistent with existing federal, state and local laws and regulations, be directed to low and very low-income persons.” If your company is interested in certifying as a Section 3 Business Concern complete the application process here: https://hcddsection3.gob2g.com/

This form must be completed and submitted to HCDD Section 3 and MWSBE Compliance Coordinators for all contracting opportunities.
## Sample Bid Tabulation

<table>
<thead>
<tr>
<th>COST CODE:</th>
<th>Projected Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBCONTRACTORS</th>
<th>BID AMOUNT</th>
<th>COST BREAKDOWN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
<td>per unit</td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>per square foot</td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>per unit</td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>per square foot</td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>per unit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Labor</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material</td>
<td>$</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>$</td>
</tr>
</tbody>
</table>

PM: ____________________

SPM: ____________________

CONTRACT: ( )
P.O.: ( )

VP: ____________________

Date: ____________________
For any “New” employment opportunities, an Employment Opportunity Announcement should be directed to Section 3 Residents.

The Section 3 Coordinator should be notified of the results of the successful candidate.

Results should include:
- (1) Name of the New Hire;
- (2) Section 3 Classification;
- (3) Explanation if opportunity did not result in a selection of a Section 3 Resident.

If the employee is not a Section 3 Resident and is not eligible for certification, a letter of explanation should be submitted to the Section 3 Coordinator detailing the reason for not directing opportunities to a Section 3 Resident.
Section 3 Employment Opportunity Announcement (EOA) for procuring Labor for Section 3 Residents

DATE: ___________________________ APPLICATION DEADLINE: ___________________________

TO: Section 3 Residents

PROJECT: ___________________________

FROM: ___________________________

POSITION NEEDED/DESCRIPTION: ___________________________

CONTACT INFORMATION: ___________________________

Section 3 Residents: Include this cover sheet with your application

☐ Yes, I am interested in this position ☐ No, I am not interested in this position

Contact Name: ___________________________

Address: ___________________________

Phone: ___________________________ Email: ___________________________

Job: ___________________________

Job Skills: ___________________________

Federal Labor Standard Provisions including the Davis-Bacon and Related Acts may be applicable to the construction of this project.

If you know someone interested to become a certified Section 3 Resident, the guidelines and application are available online at http://www.houstontx.gov/housing/compliance.html

The Housing and Community Development Department (HCDD) Section 3 Program is committed to ensure that employment and economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible and consistent with securing federal, state and local laws and regulations, be directed to low- and very low-income persons.
Post Award Activities
Post Award
Prime Contractor Requirements

The “Initial” **Utilization Plan** must be submitted prior to the scheduling of a pre-construction meeting that lists all subcontractors to be utilized to meet numerical goal requirements.

A meeting will be held with the Owner Developer and Prime Contractor to discuss program rules and compliance expectations.

It is highly encouraged for subcontractors to attend to ensure compliance requirements are clear before project activity commences.
Post Award
Prime Contractor Requirements Cont’d

To the “Greatest Extent Feasible” covered contractors should comply with the following requirements:

- **Include the Section 3 clause verbatim in every covered contract.** See Compliance Regulations Packet.
- Meet Section 3 numerical goal(s) and reporting requirements (i.e. compliance packet, monthly report);
- Ensure subcontractors comply with numerical goals and reporting requirements, as applicable (Compliance forms packet, contract agreement w/ regulations. Monthly report(s) and re-occurring document submissions);
- Submit a SAMS.gov verification for each contractor regardless of contract amount. A search should be conducted under the name of the company, any and all principals/owners, and EIN number;
- Review subcontractors documents prior to submittal to ensure accuracy of compliance requirements are met;
- Report any contract changes and/or change orders in LCP Tracker.
- **Section 3 Signage is required to be posted onsite in a size visible to the public.**
Signage Template

Housing and Community Development Department

In partnership with the U.S. Department of Housing and Urban Development, and [Project Name]

Acknowledge that the Construction of this project is subject to the Section 3 plan of the U.S. Department of Housing and Urban Development. This program is designed to generate various Employment and Contracting Opportunities.

Please inquire within:
Contractor name and contact number/Email:

[INSERT NAME AND CONTACT INFORMATION]
Subcontractor
Post Award Requirements

Contractors are highly encouraged to attend post award meetings to ensure program rules and compliance expectations are clear at the earliest phase.

Subcontractors that receive covered contracts in excess of $100,000 for housing construction, rehabilitation, or public construction are subject to comply with Section 3 requirements.

A compliance forms packet must be submitted within **5 business days** of receiving an NOIA or execution of subcontract agreement, to include, said contract agreement w/regulations.

When contracting opportunities arise throughout the duration of the project, an E-bid announcement must be submitted for dissemination to Section 3 Business Concerns in HCDD online directory.

Should there be a need for new hires, an Employment Opportunity Announcement (EOA) that lists positions needed, minimum qualifications, contact information, and application deadline. Subcontractors should submit EOA directly to Prime Contractor, and forward to HCDD for dissemination.
Subcontractor
Post Award Requirements Cont’d

All questions or concerns should be directed to the Prime Contractor unless directed otherwise.

30% New Hire Goal: Subcontractors will conduct the interview process and will incorporate the 30% New Hire performance goal when deciding on which applicant to hire.

30% of New Hires should be selected from the Section 3 Resident Directory or the applicant should be eligible to qualify based on HUD published income limits.

Subcontractors will submit a decision letter that states which applicants was/were selected and if the 30% New Hire Goal was met.

Subcontractors will be required to submit a Monthly Activity Report that captures hours worked by both Section 3 and Non-Section 3 Employees.
Compliance Forms Packet for contracts greater than $100,000.00
Compliance Forms Packet

Requirements

The following Compliance Forms should be submitted by the General Contractor and subcontractors with contracts greater than $100,000 no later than five (5) business days from notice of contract award and/or execution of contract agreement unless otherwise specified:

Sam’s Results: Must ensure contractor/subcontractors are not included on the Excluded Parties List. [www.sam.gov](http://www.sam.gov)

Request for Contractor/Subcontractor Clearance - Verification that contractor is eligible to perform on federally funded projects.

Compliance Cover Page: Captures the contractor information needed to proceed with contractor set-up on LCP Tracker.

Start of Work Notice: Must be submitted when work commences.

Contractor’s Section 3 Compliance Certification: Must be completed by contractor/subcontractor acknowledging to abide with Section 3 regulations. (Section 3 Clause)

Permanent Employee List: List of all employees that were employed prior to start of work regardless if working on particular project or not. Submit once unless a change occurs.
## Compliance Forms Packet Requirements Cont’d

<table>
<thead>
<tr>
<th><strong>First Source Hiring Agreement:</strong></th>
<th>Agreement to adhere to Section 3 policies when hiring individuals.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monthly Utilization Plan:</strong></td>
<td>Lists the subcontractors and suppliers utilized during the entire duration of the project. Must be submitted <strong>monthly</strong> and whenever a change occurs, including contractual amounts.</td>
</tr>
<tr>
<td><strong>Monthly Activity Report:</strong></td>
<td>Captures hours worked by both Section 3 and Non-Section 3 Employees for the length of the project. Must be submitted <strong>monthly</strong> unless Internal capacity is claimed.</td>
</tr>
<tr>
<td><strong>Workforce Analysis Form:</strong></td>
<td>Indicates the need or no need for new hires. (Forecast)</td>
</tr>
<tr>
<td><strong>Internal Capacity Form:</strong></td>
<td>Only submit form if sub/contractor does not have a need for lower-tier subs or new hires for the duration of the project. Affidavit should be submitted <strong>once</strong>, and thereafter, a monthly verification form is required. Should status change, subcontractor is responsible for informing GC. GC to inform HCDD of change.</td>
</tr>
<tr>
<td><strong>Termination of Work Notice:</strong></td>
<td>Must be submitted when work specified in agreement terms has been completed and no further performance is required.</td>
</tr>
</tbody>
</table>
Compliance Forms Packet for contracts less than $100,000.00
Compliance Forms Packet for contracts less than $100,000.00

If your contract remains under $100,000 at the start of work, you are not required to comply with Section 3 requirements.

Contractors with contracts less than $100,000 are only required to submit the following documents:

- Confirmation of Subcontractor Contract Amount Form (COSCA);
- Subcontract Agreement and/or Purchase Order.

Should your contract increase to $100,000.00 or above, compliance with Section 3 requirements will be enforced. This includes meeting numerical goal requirements (10% Hard Cost, 3% Soft Cost, 30% New Hires) and submitting compliance forms that demonstrate compliance with program rules.
Section 3 Confirmation of Subcontract Amount

Project Name: ________________________________

Subcontractor Name: __________________________

Executed Contract With: ________________________

Original Contract Amount: ______________________

Start of Work Date: ____________________________

Contract Amount at Start of Work: ______________

Please complete one (1) of the following that applies:

A. Contract Amount Has Remained Less Than $100,000

If the contract amount is below $100,000 prior to the start of work date, the Subcontractor is not required to comply with Section 3 due established minimum threshold. Sign below and submit form.

I, hereby, confirm that the above Subcontractor’s contract amount has stayed below the $100,000 threshold by the start of work date stated above.

Print Name ___________________________ Title/Company ___________________________ Signature ___________________________ Date ___________________________

B. Contract Amount Has Increased to Equal to or Greater Than $100,000

If the contract amount is now in excess of $100,000, the Subcontractor is required to comply with the Section 3 federal regulations and the HCDD’s Section 3 policy and procedures set forth in the Section 3 Contractor Orientation Guide.

I, hereby, acknowledge that the above Subcontractor’s met the minimum threshold and I understand that the Subcontractor is now required to comply with the Section 3 requirements set forth in the Section 3 Contractor Orientation Guide.

Print Name ___________________________ Title/Company ___________________________ Signature ___________________________ Date ___________________________
Single Family Requirements

- Subcontract Agreements will be required for every subcontractor on **every project**. A Master Contract Agreement with Purchase Orders is acceptable;

- General Contractor must submit a First Source Hiring Agreement, Section 3 Compliance Certification, Permanent Employee List (PEL), Workforce Analysis Form **one time only**; however if there are any changes in employment, you are required to revise the PEL;

- General Contractor will submit a Contract Cover Sheet, Utilization Plan (UP), Start of Work Notice and Termination of Work Notice for **every project** assigned;

- General Contractor is required to submit a UP at initiation of **every project** and thirty (30) days after reflecting any changes in subcontractors and/or contract amounts;

- General Contractor is required to submit Monthly Reports following the month after their start of work date for **each project**;

- General Contractor is to ensure that all subcontractors submit a Confirmation of Subcontractor Contract Amount Form for **each project** (home);

- General Contractor must conduct a SAMS.gov search on each contractor that performs on the project (Company Name, EIN # and Principal Owners; and

- General Contractor is to inform our office of any subcontracting or employment opportunities prior to awarding or hiring by forwarding an Ebid Announcement or Employment Opportunity Announcement Form to our office for dissemination to our certified Section 3 Residents and Section 3 Business Concerns.

- General Contractor will attempt to achieve their performance goals to the “greatest extent feasible” and will be evaluated for **each project** (home), in part, and as a Prime, in whole.
LCP Tracker
Auditing System
Following a Pre-Construction and/or Kick Off Meeting, a Compliance Monitor will create a project profile and assign the Prime Contractor as the Prime Approver.

The Prime Contractor will be responsible for setting up and assigning each subcontractor to a project in LCP Tracker.

Subcontractors are responsible for setting up their own subs.

The system requires the Prime Contractor to review for approval, each document submitted by subcontractors.

Critical information such as the compliance contact and company information is required to set up a contractor assignment. This information should included on the Compliance Cover Sheet.

Each contractor must be assigned to a project before any Section 3 documents are submitted.
Prime Contractor Steps to Assign a Contractor to Project

Step 1
- Log in https://prod.lcptracker.net/WebForms/Login.aspx

Step 2
- Select "Set Up" from the toolbar tab. Then, click Add/Edit Contractors.

Step 3
- To add a "New" contractor, enter the contractor information and click save. If the contractor already has an account, and you experience difficulty locating the contractor profile, add the contractor and enter the "Contractor ID" as shown on the contractor cover sheet.

Step 4
- Go to "Set Up" and click "Contractor Assignment"

Step 5
- Click "Add New Assignment", select project and contractor adding.

Step 6
- Select project, enter field info and press save.
Contractor Set Up is a two-step process:

**Step 1: Contractor Setup > Add/Edit Contractor**
Steps to Upload Documents

Step 1: Have document available on your computer. The document can be almost any type that can be viewed by internet browser: txt, pdf, xls, doc, tif, etc.

Step 2: Go to Set Up and select Add/Edit Document.

Step 3: Enter Required Fields.

Step 4: Upload Document under appropriate filename.
* Req’d: N = "No", Y = "Yes - Must be Uploaded before Final CPR Submission", R = "Required before CPR can be submitted". ** Access: U = "Upload", V = "View"

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Req’d</th>
<th>Expire Freq (month)</th>
<th>Document Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apprentice Certification</td>
<td>Y</td>
<td>0</td>
<td>This document must be uploaded by all contractors who have apprentices.</td>
</tr>
<tr>
<td>Apprentice Documentation</td>
<td>Y</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Authorization for other to sign CPRs</td>
<td>R</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>CAC 2</td>
<td>N</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Check Stubs</td>
<td>Y</td>
<td>0</td>
<td>Please upload paycheck stubs.</td>
</tr>
<tr>
<td>DAS 140</td>
<td>R</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Fringe Benefit Statement 1234</td>
<td>N</td>
<td>3</td>
<td>Must be submitted by all contractors.</td>
</tr>
</tbody>
</table>
Contractors Performance
Ongoing Monitoring

Random site visits will be conducted to monitor project activities and contractors participation.

Compliance documents will be compared with information gathered from interviewing employees and site action.

Documents submitted for reporting and monitoring purposes by all contractors will be reviewed for accuracy and compliance with requirements.

The Prime Contractor will be notified of any items identified as non-compliant with a timeframe for correction by the 5th of every month.

HCDD monitors are required to submit reports to the General Land Office and HUD quarterly and annually that captures new hires, executed contracts and Section 3 Businesses with construction and non-construction related contracts.

Submission of required compliance documents in a timely manner is critical to ensure accurate and reliable reporting.
## Compliance Red Flags

- Failure to submit change orders.
- **Prime Contractor** fails to meet numerical goal requirements and does not demonstrate acceptable Good Faith Efforts.
- **Prime Contractor** fails to submit required compliance documents.
- **Prime Contractor** fails to review and/or submit accurate compliance documents for subcontractors and suppliers.
- **Prime Contractor** fails to submit compliance documents for active contractors.
- Compliance Monitor conducts site visit and observes contractors performing that are not including on a Utilization Plan and/or have not submitted required compliance documents.
- Documents not uploaded properly document types in LCP Tracker.
- Contractors don’t submit timely corrective actions.
Substantial Non-Compliance

**Payment Withholding**
- If contractors fail to comply with program requirements, the Compliance Monitor may recommend withholding of payment draws.

**Termination of Contract**
- If Contractor(s) fails to comply with the terms of the contract documents, HCDD may temporarily suspend/terminate the contract at any time.

**Suspension, Debarment, Suspension or Limited Denial of Participation**
- Upon termination, HCDD may also include Contractor(s) on Nationwide Debarred and Suspended List of Contractors.
Closeout Evaluation

Subcontractors compliance with program requirements will be included in the Prime Contractor evaluation ratings.

Deficiencies may be corrected within thirty (30) days of notice following a closeout evaluation.

Any inaction will be deemed as a contractor’s inability or unwillingness to correct any deficiencies.
Resource Links

- [https://www.hud.gov/section3](https://www.hud.gov/section3)
- [https://www.hudexchange.info/resources/documents/24-Cfr-Part-135-Section-3-Regulations.pdf](https://www.hudexchange.info/resources/documents/24-Cfr-Part-135-Section-3-Regulations.pdf)
- [https://www.houstontx.gov/housing/section3documents/Section_3_FAQs.pdf](https://www.houstontx.gov/housing/section3documents/Section_3_FAQs.pdf)
Section 3 Utilization Plan is now separate from MWSBE.

Effective, October 1, 2019, Section 3 Business Applications must be completed online through B2G Now.

Section 3 Café’s will be held the 1st Wednesday of each month for assistance with the certification process and connection with contractors/residents.
QUESTIONS