



STATE OF CONNECTICUT
DEPARTMENT OF HOUSING



CDBG Small Cities Bulletin

Bulletin Number: 2021-004

To: Small Cities Grantees and Interested Parties
Date: July 1, 2021
From: Miguel A. Rivera, Director, Housing and Community Development
Subject: New Section 3 Reporting Form

The Department of Housing (DOH) is announcing its new Section 3 Reporting Form, which has been incorporated into the existing Semi-Annual Report Form (attached). Section 3 requires that recipients of certain HUD funds make economic opportunities available for low- and very low-income individuals, especially recipients of government assistance for housing, living in the areas where HUD funds are spent. Back on April 1, 2021, the new Section 3 Final Rule was announced with Bulletin 2021-002. This new form will help our recipients comply with the new Section 3 reporting requirements.

In order to comply with the new Section 3 Final Rule, please keep these best practices in mind:

1. Conduct mandatory pre-bid meetings
2. Organize Section 3 workshops for contractors
3. Certify receipt of Section 3 Plan by contractors
4. Require contractors to submit new hires to state unemployment office
5. Assess hiring needs at the time of bid and/or contract award. This can include assessing the list of employees at the time of bid and after contract award
6. Work with unions to find Section 3 workers
7. Review payroll data to verify new hires

Please review these revisions and adjust your program accordingly. Should you have any questions concerning this bulletin, please contact your appropriate Small Cities project manager.

Reminder: Semi-Annual reports are to be submitted electronically in PDF with signatures in blue ink and a copy in Microsoft Word.

Attachment: Semi-Annual Report Form (Rev. 06/21)