

**NEW HAMPSHIRE HOUSING FINANCE AUTHORITY
DETERMINED THRESHOLD REQUIREMENTS CHECKLIST**

The New Hampshire Housing Finance Authority (the “Authority”) shall require recipients of HOME project-specific assistance in the amount of \$200,000.00 or more to Undertake threshold efforts to demonstrate compliance with Section 3. The Authority shall also require that the recipient impose these requirements on all contractors and subcontractors engaged in contracts of \$100,000.00 or more.

Section 3 Resident Outreach and Employment

Recipients, contractors and subcontractors shall undertake all of the following efforts to employ Section 3 residents and track their employment over the duration of the project. For Section 3 purposes, the project duration ends upon final disbursement of HOME funds by the Authority. Recipients, contractors and subcontractors are encouraged to undertake additional efforts to meet Section 3 goals. Where goals are not met, the Authority shall provide technical assistance to assist in the development of additional strategies.

- ___ 1. Advertise all temporary, permanent, full-time and part-time training and employment opportunities in news and/or other publication ensuring coverage of the entire metropolitan area or county. Language must be included in all such advertising to specifically encourage low-income and unemployed individuals to apply and to indicate that the project is covered by Section 3 of the Housing and Urban Development Act of 1968, as amended.
- ___ 2. Provide information about available employment and training opportunities directly to local public housing authorities, local community action outreach centers, Youthbuild participants, community welfare offices and regional unemployment offices.
- ___ 3. Make available to all interested parties information describing the preferences provided by Section 3 and qualifications of Section 3 residents.
- ___ 4. Provide preference to Section 3 residents according to the order of priority established by HUD.
- ___ 5. Request self-certifications of Section 3 residents hired.
- ___ 6. Include the “Section 3 clause” in all Section 3 covered contracts and subcontracts.
- ___ 7. Document in the above efforts, the number of positions generated by the project over the duration, the number of Section 3 residents receiving those positions, and the category of their qualifications on an annual basis.
- ___ 8. Recipients must collect information on Section 3 residents employed by all covered contractors and subcontractors and report summary information about Section 3 efforts and goals to the Authority once annually over the duration of the project. Tracking and reporting shall follow the federal fiscal year or the 12-month period covered by the Consolidated Plan as determined by the Authority. Reporting shall follow a format prescribed by the Authority.

Section 3 Business Concern Outreach and Contracting

Recipients, contractors and subcontractors shall undertake all of the following efforts to contract and otherwise utilize the services of Section 3 business concerns and track their participation over the duration of the project. For Section 3 purposes, the project duration ends upon final disbursement of HOME funds by the Authority. Recipients, contractors and subcontractors are encouraged to undertake additional efforts to meet Section 3 goals. Where goals are not met, the Authority shall provide technical assistance to assist in the development of additional strategies.

- ___ 1. In the bidding process, advertisements and notices shall include language to specifically encourage firms that are owned or controlled by low-income persons, which employ low-income persons or formerly unemployed or low-income person or respond.
- ___ 2. Provide information about available construction, service and other needs directly to businesses engaged in providing such services that are located within the metropolitan area or county. The Authority shall provide the HOME recipient with a list of businesses for such outreach.
- ___ 3. Make available to all interested parties information describing the preferences provided by Section 3 and qualifications of Section 3 business concern.
- ___ 4. Provide preference to Section 3 business concern according to the order of priority established by HUD.
- ___ 5. Request certifications of Section 3 business concerns that have not been previously certified. (The Authority's Section 3 list will indicate businesses that have made certifications).
- ___ 6. Include the "Section 3 clause" in all Section 3 covered contracts and subcontracts.
- ___ 7. Document in the above efforts, the number of contracts awarded over its duration, the number of contracts awarded to Section 3 business concerns, and the category of their qualifications on an annual basis.
- ___ 8. Recipients must collect information on Section 3 business concerns participating in the project and report summary information about Section 3 efforts and goals to the Authority once annually over the duration of the project. Tracking and reporting shall follow the federal fiscal year or the 12-month period covered by the Consolidated Plan as determined by the Authority. Reporting shall follow a format prescribed by the Authority.