

## SECTION 3

# Hours Worked Reporting Form

IN COMPLIANCE WITH SECTION 3 OF THE HUD ACT OF 1968 UPDATED 24 CFR PART 75 11/30/2020

The purpose of this form is to comply with Section 3 of the HUD Act of 1968 tracking hours worked by all persons employed by \_\_\_\_\_ (company name) on the \_\_\_\_\_ contract (contract name) including those meeting the Section 3 income requirements as low- or very low-income.

Section 3 Employees are now defined as:

**Section 3 Workers** - Section 3 income-qualified workers who are low-income and reside in the Metropolitan Statistical Area.

**Targeted Section 3 Workers** - Section 3 income-qualified workers who are low-income and reside in public housing, Section 8 or YouthBuild.

If your company employs any person you believe is low income now or was when they were hired within the past five years, please have them complete the SECTION 3 INDIVIDUAL LOW-INCOME PERSON SELF-CERTIFICATION FORM" and return it immediately.

All hours worked by everyone on the project must be reported monthly to:

Section 3 Compliance Consultant:

Motivation, Inc.

J. Keith Swiney, President/CEO

[Keiths@motivation-inc.com](mailto:Keiths@motivation-inc.com)

678-794-3066

Total Hours Worked by non-Section 3 staff:

Total Hours Worked by all **Non-targeted** Section 3 employees:

Total Hours Worked by all **Targeted** Section 3 employees:

Please list the names and hours worked by each Section 3 Worker individually below or on a separate sheet.

First Name	Last Name	Total Hours This Period

Are You Attaching any New Contractor or Resident Self-Certification Forms to this month's report? \_\_\_\_ Yes or \_\_\_\_ No