



Oklahoma City Housing Authority Section 3 - Frequently Asked Questions

What is Section 3?

Section 3 is a program design to help low-income persons break the cycle of poverty through employment. The program requires the Housing Authority their Contractors and Subcontractors to utilize the funds received from HUD to provide jobs for Public Housing residents, low-income persons and businesses that are owned by residents or employs a large portion of their staff with residents and/or low-income persons.

How does this affect me?

As the owner of a business receiving money from the Authority under a contract you must, to the greatest extent feasible, consider a Section 3 resident or a Section 3 business for any new position available in the performance of your contract. You will also be required to sign a Section 3 Agreement with each contract you execute with the Authority and document your efforts to hire Section 3 residents or a Section 3 businesses.

What is a Section 3 Resident?

1. A Housing Authority resident;
2. A participant in Department of Labor (DOL) YouthBuild program;
3. A member of a family that receives federal housing assistance;
4. An individual who meets the HUD income limits for determining the eligibility of low- and very low-income persons for HUD assisted housing programs within the metropolitan area.

What is a Section 3 Business?

1. A business that is located in the Section 3 Area (Oklahoma City/Oklahoma County);
2. A resident owned business. (A business at least 51 percent owned by one or more public housing residents. A business whose management and daily business operations are controlled by one or more such individuals.);
3. The permanent full-time employees of the business include persons, at least 30 percent of whom are Section 3 residents;
4. A business where at least 20% of its permanent full-time employees are Section 3 residents; sponsored a minimum of 10% to attend DOL recognized State-Apprenticeship Agency approved registered training programs; or 10% of its employees are participants or graduates of a DOL YouthBuild program.

How can I hire a Section 3 resident or business?

When you have a position to fill or require a subcontractor you can:

1. Post your position announcement at all Authority management offices;
2. Contract local community agencies;



3. Post signs;
4. Place an add in local newspaper or on the internet;
5. Contact CareerOneStop (<http://www.careeronestop.org/>).
6. The Oklahoma City Housing Authority is working on a Job Bank for contractors. This is in process. Please contact our Human Resources Dept. at (405) 239-7551 for further information.

You mention that some Section 3 residents must meet the HUD income limits for determining the eligibility of low- and very low-income persons for HUD assisted housing programs within the metropolitan area. How do I know these limits?

1. Contact the Oklahoma City Housing Authority;
2. Visit the following web-site, <http://www.huduser.org/portal/datasets/il/il15/index.html>.

Will the Oklahoma City Housing Authority require compliance?

Yes. HUD also monitors our compliance with Section 3 along with all of our Contractors and their Subcontractors. The Authority is required to report yearly on our compliance and ability to reach certain thresholds for Section 3. The thresholds for the Authority and their Contractors is 30% of new hires must be Section 3 resident. Failure to meet these thresholds could result in sanctions (loss of funding) for the Housing Authority.

How will I report to the Oklahoma City Housing Authority?

We have prepared a Compliance Report to assist our Contractors in the reporting on their new hires. This form shall be completed and submitted by the Contractor and their Subcontractors on a monthly basis. Failure to complete the report will delay the payment on your contract. Even if you do not hire anyone you must submit the Compliance Report.

What is the new Section 3 Agreement that I must sign?

This is a requirement by HUD on all contracts that the Authority executes. It outlines your responsibility under the Section 3 program.

The Oklahoma City Housing Authority personnel are available to answer your questions regarding Section 3. In addition, you may visit the web-site sponsored by HUD at:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/section3/section3.