

**CITY OF DEARBORN**  
**ECONOMIC DEVELOPMENT DEPARTMENT**  
**Section 3 Information and Guide for Contractors**

**Section 3 Requirements**

Section 3 Final Rule and Addendum to Contract Documents. This is a (6) page document and it will walk you through what Section 3 is and its purpose.

**Section 3 Basics**

<https://www.hudexchange.info/programs/section-3/section-3-guidebook/welcome/section-3-basics/>

**Contracting with Eligible Businesses**

<https://www.hudexchange.info/programs/section-3/section-3-guidebook/section-3-in-action/contracting-with-eligible-businesses/>

**Hiring Eligible and Qualified Workers (attached to this sheet will be a list of Section 3 recruiting resources for you to utilize)**

<https://www.hudexchange.info/programs/section-3/section-3-guidebook/section-3-in-action/contracting-with-eligible-businesses/>

**Benchmarks**

<https://www.hudexchange.info/programs/section-3/section-3-guidebook/section-3-in-action/safe-harbor-benchmarks/>

**Section 3 Required Forms**

**1. Section 3 Recruiting Summary**

Contractors are required to fill out and sign the Section 3 Recruiting Summary document. Each Contractor bidding on this Section 3 project is required to identify and submit a listing “to the greatest extent feasible” what measures they took to recruit and hire “qualified” Section 3 Workers and Targeted Section 3 Workers.

**2. Section 3 Worker and Targeted Section 3 Worker Self-Certification Form.**

This is a (2) page document that will serve as an application to potential Section 3 and Targeted Section 3 Workers. The applicant will complete this document and self-certify eligibility as a Section 3 Worker.

### **3. Section 3 Business Concern Certification for Contracting.**

This is a (2) page document the contractor will fill out self-certifying that they are an eligible Section 3 Business Concern.

### **Section 3 One Mile Radius Map to Identify Section 3 Workers (Provided by Dearborn Economic Development Department)**

#### **List of Identified Workforce Recruitment Agencies**

##### **ACCESS**

Zeina Saleh

Business Services Representative

[ZeinaSaleh@accesscommunity.org](mailto:ZeinaSaleh@accesscommunity.org)

##### **LAHC**

LaKena Horhn

Manager of Education & Workforce Development

[lhorn@lahc.org](mailto:lhorn@lahc.org)

##### **SER Metro-Detroit, Jobs for Progress, Inc.**

9301 Michigan Ave, Detroit, MI 48210

(313) 846-2240

##### **SEMCA Michigan Works!**

6451 Schaefer, Dearborn

(313) 203-3366

Jennifer Tucker

Workforce Business Liaison

[jennifer.tucker@semca.org](mailto:jennifer.tucker@semca.org)

##### **Pure Michigan Talent Connect**

<https://www.mitalent.org/about-us>

1-888-522-0103

**Contractors can use this list of workforce recruitment agencies to complete the Section 3 Recruiting Summary Form. You must identify and list a contact (person) and their name and title in the organization.**