

# South Central Ozark Council of Governments (SCOCOG)

## Executive Summary – Section 3 Plan

**Organization:** South Central Ozark Council of Governments (SCOCOG)

**Prepared by:** Trent Courtney, Executive Director

**Date:** October 2025

### Purpose

This Section 3 Plan establishes how SCOCOG and its local partners will ensure compliance with the U.S. Department of Housing and Urban Development (HUD) Section 3 regulations (24 CFR Part 75). The plan ensures that employment, training, and contracting opportunities generated by HUD-assisted projects are directed, to the greatest extent feasible, to low and very low-income residents and business concerns that employ them.

### Applicability

The Plan applies to housing rehabilitation, housing construction, or public construction projects administered by SCOCOG using HUD CDBG, HOME, or related funding that exceed \$200,000, or \$100,000 for Lead Hazard Control and Healthy Homes programs.

### Key Benchmarks and Requirements

- 25% of total labor hours must be performed by Section 3 Workers.
- 5% of total labor hours must be performed by Targeted Section 3 Workers.
- Contractors and subrecipients must document efforts to recruit, train, and subcontract with eligible individuals and businesses.

### Implementation

**Coordinator:** Trent Courtney, Executive Director (tcourtney@scocog.org).

**Reporting:** SCOCOG submits Section 3 data through the State of Missouri's CDBG/HOME online portal.

**Complaint Procedure:** Complaints must be filed within 45 days; written findings issued within 45 days.

**Certification Validity:** Business certifications valid for 12 months.

### Supporting Documents

- SCOCOG Section 3 Plan (2025 Edition)
- Section 3 Worker Certification Form
- Section 3 Business Concern Certification Form

### Commitment

SCOCOG and its partners affirm their commitment to HUD's mission of expanding economic opportunity by promoting employment and business participation for low-income residents across the Ozark region.

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## Section 3 Plan

### 1. Overview of Section 3 Requirements

Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) requires that employment and other economic opportunities generated by HUD-funded projects, to the greatest extent feasible, be directed to low and very low-income persons and to businesses that provide economic opportunities to such persons. SCOCOG is committed to ensuring compliance with HUD's Section 3 regulations under 24 CFR Part 75. This plan provides guidance to SCOCOG, its subrecipients, contractors, and subcontractors on implementing Section 3 requirements for projects utilizing HUD Community Development Block Grant (CDBG), HOME, or related funding sources within the seven-county SCOCOG region.

#### Applicability

This plan applies to housing rehabilitation, housing construction, and other public construction projects exceeding \$200,000 in HUD housing and community development assistance, or \$100,000 for Lead Hazard Control and Healthy Homes Program assistance. SCOCOG will ensure that all applicable projects follow Section 3 benchmarks and prioritization of effort in accordance with 24 CFR Part 75.

### 2. Section 3 Coordinator

SCOCOG's Executive Director serves as the central point of contact for Section 3 compliance. All contractors, subrecipients, and subcontractors should direct Section 3-related questions to:

Trent Courtney

Executive Director

South Central Ozark Council of Governments (SCOCOG)

Email: [tcourtney@scocog.org](mailto:tcourtney@scocog.org)

### 3. Employment, Training, and Contracting Goals

SCOCOG adopts HUD's Safe Harbor Benchmarks: • 25% of total labor hours worked by all workers on a Section 3 project are Section 3 workers; and • 5% of total labor hours worked are Targeted Section 3 workers. Contractors must certify compliance with prioritization of effort requirements before and after project completion. If benchmarks are not met, contractors must demonstrate qualitative efforts to recruit and train low-income persons or Section 3 businesses.

### 4. Section 3 Eligibility and Certifications

Section 3 Workers, Targeted Section 3 Workers, and Section 3 Business Concerns may self-certify eligibility. SCOCOG will maintain a database of certified workers and businesses. Certifications are valid for twelve (12) months. Misrepresentation of eligibility may result in contract termination or debarment.

## **5. Assisting Contractors with Achieving Section 3 Goals**

SCOCOG will provide technical assistance, host pre-bid meetings, and coordinate with local job centers to help contractors meet Section 3 benchmarks. Contractors must submit estimated labor hours and available job positions at the time of bid submission.

## **6. Section 3 Outreach**

SCOCOG will disseminate employment and contracting opportunities through local media, city halls, workforce boards, and chambers of commerce. All job postings will include the statement: "This job is a Section 3 eligible opportunity. We encourage applications from low-income individuals and public housing residents."

## **7. Section 3 Contracting Policy and Procedure**

SCOCOG will integrate Section 3 requirements into its procurement policies. Contractors must complete a Section 3 Business Certification Form prior to bid submission. The certification will remain valid for twelve (12) months.

## **8. Reporting Requirements**

Contractors must submit monthly Section 3 reports to SCOCOG's Section 3 Coordinator by the 15th day of each month and a final cumulative report at project completion. SCOCOG will report all Section 3 activity through the State of Missouri's CDBG/HOME online reporting portal.

## **9. Internal Section 3 Complaint Procedure**

Complaints alleging non-compliance must be submitted in writing within forty-five (45) calendar days of the alleged violation to SCOCOG's Section 3 Coordinator. SCOCOG will conduct an informal investigation and issue written findings within forty-five (45) days of receipt. If not resolved, complaints may be escalated to the HUD Kansas City Field Office.

## **10. Implementation and Updates**

SCOCOG will review and update this Section 3 Plan every three years or as needed to reflect HUD guidance. SCOCOG is committed to promoting equitable access to employment and contracting opportunities that strengthen communities and support economic mobility for low and very low-income residents across the seven-county region.

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## Section 3 Certification Forms

### Section 3 Worker Certification Form

This form is used to determine if an individual qualifies as a Section 3 Worker or Targeted Section 3 Worker under HUD regulations (24 CFR Part 75). Complete all applicable sections and provide supporting documentation if required.

Name:	
Address:	
City/State/ZIP:	
Phone Number:	
Email Address:	
Employer (if applicable):	
Position Title:	
Date of Hire:	

**Section 3 Worker Eligibility:** (Check all that apply)

- My income for the previous or annualized calendar year is below HUD's income limit for low or very low-income persons.
- I am employed by a Section 3 Business Concern.
- I am a current or recent participant (within 5 years) in a YouthBuild Program.

**Targeted Section 3 Worker Eligibility:** (Check all that apply)

- I live within the service area or neighborhood of the project.
- I am employed by a Section 3 Business Concern.
- I am a participant (or recent participant) in a YouthBuild Program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 3 Business Concern Certification Form

This form certifies that a business qualifies as a Section 3 Business Concern in accordance with HUD regulations (24 CFR Part 75). Businesses must re-certify annually.

Business Name:	
Business Address:	
City/State/ZIP:	
Phone Number:	
Email Address:	
Type of Business:	
Owner(s) Name(s):	
Total Number of Employees:	

**Qualification Category (Check One or More):**

- At least 51% of the business is owned and controlled by low or very low-income persons.
- At least 51% of the business is owned and controlled by current public housing residents or Section 8-assisted residents.
- Over 75% of the total labor hours performed for the business over the prior three-month period were performed by Section 3 Workers.

Authorized Representative:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Certification Validity: 12 Months from Date of Approval