

Owner/Developer Packet Requirements

Project Name: _____

PHFA #: _____

Owner/Developer - Must complete the following form(s) one time at the beginning of the project:

- Section 3 Certification Letter
 - Exhibit 1 - Certification of Contracts Awards
 - Exhibit 2 - Section 3 Workforce/Training Needs Table (for contracts of \$100,000 or above)
 - Anti-Lobbying Certificate (for contracts of \$100,000 or above)
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Owner/Developer - Must complete the following form(s) one time at the beginning of the project and then where applicable after that:

- Exhibit 3 - MBE/WBE/Section 3 Contact/Solicitation and Commitment Statement
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Owner/Developer - Must complete the following form(s) monthly:

- Exhibit 9 - Monthly Section 3, MBE, WBE Business Utilization Report
 - Exhibit 12 - Monthly Section 3 Employment & Training Report
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Owner/Developer - Must complete the following form(s) one time at the end of the project:

- Contractor & Subcontractor Activity Form (HUD 2516)
- Section 3 Summary Report (HUD 60002)