

**SECTION 3 COMPLIANCE QUICK REFERENCE**  
 COMMUNITY HOUSING AND GRANTS MANAGEMENT DIVISION  
 (07/24)

**What are the Recipient, Contractor and Subcontractors' Responsibilities?**

	Upon Contract Execution	Each Draw
<b>Recipient</b> (developer, owner, or sponsor)	Entity Profile Package <ul style="list-style-type: none"> <li>• Section 3 Acknowledgement</li> <li>• Business Concern Certification</li> <li>• Certification of Non-Debarment or Suspension</li> <li>• Section 3 Clause</li> </ul>	Recipient should coordinate the collection of the items listed below, ensure they are fully completed, then compile and submit as a package to NDHFA.
<b>General Contractor</b>	<ul style="list-style-type: none"> <li>• Entity Profile Package</li> <li>• Schedule of Contracts</li> <li>• Contract with required Clause(s)</li> </ul>	If paid by the current draw request, regardless of source of funds: <ul style="list-style-type: none"> <li>• Attachment C for the period since the last Attachment C</li> <li>• Attachment D for any employee listed on Attachment C in which an Attachment D has not already been submitted</li> </ul>
<b>Subcontractors</b>	<ul style="list-style-type: none"> <li>• Entity Profile Package</li> <li>• Schedule of Contracts (if applicable)</li> <li>• Contract with required Clause(s)</li> </ul>	If paid by the current draw request, regardless of source of funds: <ul style="list-style-type: none"> <li>• Attachment C for the period since the last Attachment C</li> <li>• Attachment D for any employee listed on Attachment C in which an Attachment D has not already been submitted</li> </ul>

\*Proof of all efforts to identify and provide training and employment opportunities to Section 3 Workers and Section 3 Business Concerns should be sent to NDHFA as soon as it is available. Examples include, but are not limited to, advertisements in media, flyers, signs, contact with employment agencies, housing authorities or local community development agencies.