

**SAMPLE – Section 3**  
**NOTICE TO CITIZENS IN THE CITY/COUNTY OF \_\_\_\_\_**

**OPPORTUNITY FOR WORK**

The City/County of \_\_\_\_\_ has received a \$\_\_\_\_\_ Community Development Block Grant from the Kansas Department of Commerce to \_\_\_\_\_ (type of project) in the City/County of \_\_\_\_\_.

This grant will provide the City/County of \_\_\_\_\_ the opportunity to search for eligible local citizens interested in participating in the project. Section 3 of the Housing and Urban Development Act of 1968, as amended through 1994, provides that to the greatest extent feasible, preference for economic opportunities will be given to citizens in \_\_\_\_\_ City/County who are determined to be low- to moderate- income individuals. A low- to moderate- income individual can be calculated by documenting household income of less than 80 percent of the county median income. Opportunities such as job training and employment that arise through this Community Development Block Grant project will be directed toward City/County residents. Contractors can be eligible for a Section 3 contract as awarded in connection with CDBG projects if they meet one of the following definitions:

- Business is owned by 51 percent or more Section 3 residents;
- Business employs Section 3 residents in full-time positions;
- Businesses who subcontracts with other businesses that provide economic opportunity to Section 3 residents.

Section 3 requirements apply to the City/County as a grantee, if the project activity is \$200,000 or more, and to all contractors and subcontracts \$100,000 or more if the \$200,000 threshold is met.

If you wish to determine if you qualify or have an interest in serving as a subcontractor for this project, please contact \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (Name), (Address), (Phone number).

If you are interested in job training or other employment resources, please contact:

**KANSASWORKS** services at 1-877-509-6757

[www.kansasworks.com](http://www.kansasworks.com)