

## EXAMPLE

### **OUTREACH LETTER CONTRACTING OPPORTUNITIES**

Mr. Robert Bell, Section 3 Compliance Coordinator  
Cincinnati Metropolitan Housing Authority  
16 West Central Parkway  
Cincinnati, OH 45202

Subject: Section 3 Recruitment

Dear Mr. Bell:

Our firm is a contractor on a HUD financed project in the City of Cincinnati covered by Section 3 of the Housing and Trade & Development Act of 1968, as amended. Under this law we are required to ensure that the employment and other opportunities be directed to low- and very low- income persons in the order specified on the attached Notice. Additionally, we are required to notify Section 3 business concerns\* about contracting opportunities generated by Section 3 covered assistance.

Our firm is committed to complying with Section 3 and action steps necessary to achieve the goals of the Act. Accordingly, this letter is to request your assistance in notifying and referring qualified Section 3 business concerns for the contracting opportunities listed on the attached Notice. Interested persons should contact:

Mr. John Smith  
567 South Street  
Cincinnati, OH 45222

Thank you for your assistance in this matter. Should you need additional information, please call Mr. Smith at 513-555-4444.

Sincerely,

\*A Section 3 business means a business concern (1) that is 51 percent or more owned by Section 3 residents; or (2) whose permanent full time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or (3) that provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in sections (1) and (2) or this paragraph.