

## FAIRFAX COUNTY SECTION 3 PROCEDURES FOR BUSINESSES

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In order that your company may achieve *minimal* compliance with Section 3 Regulations:

1. Make multiple copies of the Fairfax County Section 3 Certification Form and give it to **ALL** new hires. The questions on the form pertain to the income of the individual *prior to* employment with your company. Please retain the original form for your records and send a copy to the Section 3 Coordinator (see contact information below).
2. The Section 3 Coordinator maintains a weekly employment public listserv. If your business has any job openings, please inform the Section 3 Coordinator. Your job opening can be advertised free of charge on the listserv and in our affordable housing communities.
3. Make sure that any subcontractors you have are aware of the Section 3 requirements.
4. With each invoice for payment, you will need to submit the Section 3 Summary Report (Form HUD-60002).
5. Send documents to:
6. **Attention: Lura Bratcher**  
**Department of Housing and Community Development**  
**3700 Pender Drive**  
**Fairfax, VA 22030**

You may email or fax the forms: [Lura.Bratcher@fairfaxcounty.gov](mailto:Lura.Bratcher@fairfaxcounty.gov) or 703-653-1382

If you have any questions, please call Lura Bratcher at 703-246-5073.