

**KAY IVEY**  
GOVERNOR



**KENNETH W. BOSWELL**  
DIRECTOR

**STATE OF ALABAMA**

February 20, 2024

MEMORANDUM

TO: All Interested Parties

FROM: Kathleen A. Rasmussen, Ph.D.  
CED Division Chief

A handwritten signature in blue ink, appearing to read "Kathleen A. Rasmussen".

SUBJECT: Section 3 Reporting for April 1, 2023 – March 31, 2024

Pursuant to the U.S. Department of Housing and Urban Development's (HUD) rule published at 24 CFR Part 75, this is a reminder that beginning on July 2, 2021, any grant that was open on that date and afterwards is no longer required to submit Section 3 reports annually to ADECA. Such open grants are subject to Section 3 reporting only at the time of grant monitoring and at the time of grant closeout. Please do not send any Section 3 reports to ADECA unless (i) the grant was open as of July 1, 2021 and prior to that date, or (ii) you are closing out the grant.

Currently, the ADECA CED Division is in the process of preparing the Section 3 report for submittal to HUD, and ADECA's Section 3 report is subject to HUD's rule at 24 CFR Part 75. Therefore, all subrecipients must submit the completed **HUD Form 60002** for all CDBG, CDBG-DR (Disaster), CDBG-CV (CARES Act), ESG, ESG-CV (CARES Act), HOPWA, HOPWA-CV (CARES Act), and NSP grants **that were open on or before July 1, 2021, or if you are closing out the grant**. On your Section 3 reports, please report only the dollar amounts received of all grant contracts. These reports are to be sent to the ADECA CED Division by the close of business on **Friday, April 12, 2024**.

Please note that for any grants that are closing out prior to or on **March 31, 2024**, the Section 3 report is to be received by the ADECA CED Division with the respective grant's closeout paperwork on or before **March 31, 2024**.

Please **email** the completed Section 3 report form(s) to Ms. Teresa Nobles in the ADECA CED Division at [Teresa.nobles@adeca.alabama.gov](mailto:Teresa.nobles@adeca.alabama.gov). If you have any questions concerning this matter, please do not hesitate to contact Teresa by email or by telephone at (334) 353-2010. Thank you for your attention to this matter.

KAR:TMN:cdm