

Section 3 Reporting

Department of Community Affairs
Division of Disaster Recovery and Mitigation
Last Updated: July 2024

Getting Started

To complete your Section 3 report, you will need the following information:

- Your organization's license number
- A list of the application IDs (ex., HARP012345) assigned to your organization
- For each application ID, the **Total Hours** worked in the quarter, the **Section 3 Hours** worked in the quarter, and the **Section 3 Targeted Hours** for the quarter
- A brief description of the Section 3 efforts made during the quarter
- Supporting documentation

NJ DCA Section 3 Site

Access the Section 3 Vendor Portal from the NJ DCA [Section 3 webpage](#).

Section 3 Vendor Portal Login

- Login by entering your organization's **License Number** and clicking **Enter**.

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DCA Department of Community Affairs
Community Affairs

Vendor Portal

Vendor License Number..

Enter

If you require further assistance, please contact Section3Reporting@dca.nj.gov

Submitting the Section 3 Report

- At the top left of the page, enter:
 1. **Contractor Section 3 Contact** (first and last name);
 2. **Phone**; and
 3. **Email**

DCA Department of Community Affairs

Section 3 Compliance Reporting

Contractor Section 3 Contact*	Contractor
John Doe ①	Section 3 Vendor ?
Phone*	Reporting Period Start Date
(555) 555-5555 ②	04/01/24
Email*	Reporting Period End Date
DCAsection3vendor@gmail.com ③	06/30/24

- On the top right, the following read-only information will display:
 - **Contractor** – your organization’s name
 - **Reporting Period Start Date/Reporting Period End Date** – the quarter being reported
 - **? button** – pdf help guide

Submitting the Section 3 Report

4. Click the **Add** button and a row will be added to the grid
5. Enter an **Applicant ID**. The **Address** and **City** will automatically display
6. Confirm the **Reporting Type**
 - If you are still working with the applicant, leave this field set to **Quarterly** but if this is your last report, change the selection to **Final**

Please click Add to enter a valid Applicant ID below to begin this report

Add 4

Applicant ID*	Address	City	Reporting Type*	Total Hours*		Section 3 Total Hours*		Section 3 Targeted Hours*		Describe all efforts made for Section 3 reporting this quarter i	Supporting Documentation
				QTR	CUM	QTR	CUM	QTR	CUM		
X HARP012875	407 Dunellen Av	Dunellen Boroug	Quarterly v	250	250	100	100	100	100	Ran weekly ads on local trade sites for 3 we	

5

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Submitting the Section 3 Report

7. Enter the **Total Hours QTR**, **Section 3 Total Hours QTR**, and **Section 3 Targeted Hours QTR**

- Cumulative (CUM) values will automatically calculate and add your current amount to previously reported amounts. To reduce overall hours for an applicant, a negative value can be entered

8. Describe all efforts made for Section 3 reporting this quarter

- This is required only when **Section 3 Total Hours (QTR)** is less than 25% of **Total Hours (QTR)** OR **Section 3 Targeted Hours (QTR)** is less than 5% of **Total Hours (QTR)**

9. Add **Supporting Documentation** by clicking the paperclip, selecting the file, completing all required information and clicking **Save and Close**

Please click Add to enter a valid Applicant ID below to begin this report

Add

Applicant ID*	Address	City	Reporting Type*	Total Hours*		Section 3 Total Hours*		Section 3 Targeted Hours*		Describe all efforts made for Section 3 reporting this quarter	Supporting Documentation
				QTR	CUM	QTR	CUM	QTR	CUM		
HARP012875	407 Dunellen Av	Dunellen Boroug	Quarterly	250	250	100	100	100	100	Ran weekly ads on local trade sites for 3 we	

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Submitting the Section 3 Report

10. Below the grid, enter **Comments** to provide additional information to DCA (optional)
11. Once completed, review the **Acknowledgement** and enter your **Signature** (first and last name)
12. Enter your **Title**
 - Date will automatically display
13. Click **Submit** to send your entry to DCA
 - If your submission was error free, you will receive a message that says: *Thank you for your submission.*

Comments

Timesheets for this project attached 10

Acknowledgement

I declare that all statements contained in this form and any accompanying documents are true and correct, and made with full knowledge that all statements given are subject to investigation.

Signature*

John Doe 11

Title*

Owner 12

Date

07/01/24

Please confirm all data prior to submitting. You will not be able to edit this information once submitted.

Submit 13

Success

Thank you for your submission.

Ok

Emails

- Upon each submission, you will receive an email confirming the information you submitted
 - If anyone else from your organization has submitted a report in the last 12 months, they will also receive a copy of this email

From: noreply@njdrm.us <noreply@njdrm.us>
Sent: Monday, July 1, 2024 5:09 PM
To: DCASection3vendor@gmail.com
Cc: DRM.Section3@dca.nj.gov
Subject: Quarterly Section 3 Reporting - Q2 2024

Below is the status of your projects as of **Q2 2024**:

Applicant ID	Current Quarter Status	Last Submitted Quarter	Address	City	Reporting Type	Total Hours		Section 3 Total Hours		Section 3 Targeted Hours		Describe all efforts made for Section 3 reporting this quarter	Supporting Documentation
						QTR	CUM	QTR	CUM	QTR	CUM		
HARP012875	Submitted	Q2 2024	407 Dunellen Avenue	Dunellen Borough	Quarterly	250	250	100	100	100	100	Ran weekly ads on local trade sites for 3 weeks	timesheets.pdf

As a reminder, you must submit quarterly Section 3 reporting until project completion. To update existing projects or add new projects, [Click Here for DCA Section 3 Reporting](#)

All reporting for **Q2 2024** must be completed by **07/07/2024**

If you have any questions, please email DRM.Section3@dca.nj.gov

This is an automated email. Do not reply.

- You, and anyone else from your organization that has submitted a report in the last 12 months, will receive a reminder email with your previously submitted information 7 and 14 days prior to the end of the reporting quarter
 - Note that any applicant for which you submitted a Final report in a previous quarter will no longer display in emails

Troubleshooting

- Please consult the table below if you encounter any issues submitting

Page	Error Message	Action
Login Page	Incorrect information provided – please try again	<ul style="list-style-type: none"> • Try to re-enter your license number • Confirm you have application IDs associated with your license number; contact a program representative if you are unsure
Section 3 Compliance Reporting	This is not a valid Applicant ID for your organization. Please enter a different Applicant ID. Please contact your Program Representative if you believe there has been an error.	<ul style="list-style-type: none"> • Re-enter the Applicant ID, making sure it is a valid ID that your organization is working with
	Cumulative Section 3 Total Hours cannot exceed Cumulative Total Hours	<ul style="list-style-type: none"> • Update hours so that Section 3 Total Hours CUM are less than Total Hours CUM
	Cumulative Section 3 Targeted Hours cannot exceed Cumulative Section 3 Total Hours	<ul style="list-style-type: none"> • Update hours so that Section 3 Targeted Hours CUM are less than Section 3 Total Hours CUM
	Are you sure you want to delete this row?	<ul style="list-style-type: none"> • Click OK to proceed with the cancellation or click No to retain the information you have entered
	Please ensure all questions are answered before submitting	<ul style="list-style-type: none"> • Confirm all required fields are populated. All fields are required except: Supporting Documentation, Comments and Describe all efforts made for Section 3 reporting this quarter <ul style="list-style-type: none"> • Note Describe all efforts made for Section 3 reporting this quarter becomes required if 1. Section 3 Total Hours (QTR) is < 25% of Total Hours (QTR) OR 2. Section 3 Targeted Hours (QTR) is < 5% of Total Hours (QTR)

Additional Questions

If you require further assistance:

- Email us at Section3Reporting@dca.nj.gov; or
- Call Sylvia Johnston, Grant Management Supervisor, at 609-913-4247