



STARK COUNTY, OHIO SECTION 3 UNDERSTANDING

The U.S. Department of Housing and Urban Development (HUD) issued regulations that provide the directive to create job opportunities for low-income persons when HUD funds are expended on a construction project. These regulations are known as Section 3 policy. The purpose of the Section 3 policy is to ensure that the employment and other economic opportunities generated by Federal financial assistance for housing and community development programs shall, to the greatest extent feasible be directed toward low-income and very low-income persons.

Section 3 covered projects are construction, reconstruction, conversion or rehabilitation of housing, including reduction and abatement of lead based paint hazards, or other public construction which includes building and improvements assisted with HUD housing and community development assistance. Section 3 covered contracts do not include contracts for purchase of supplies and materials. However, whenever a contract for materials includes the installation of materials, the contract constitutes a Section 3 covered contract.

Fund recipients and contractors must show compliance with the numerical goals set forth by the regulations. The numerical goals for new hires apply only to the number of new hires generated because of the financial assistance of the HUD programs. The numerical goals are not absolute numerical requirements. They are goals that each recipient and contractor should try to reach. The goals, if not met, do not trigger sanctions against the recipient or contractor. However, if challenged on the issue of compliance with Section 3, the recipient or contractor should be ready to demonstrate that they tried to reach these goals. The goals are as follows:

- 10% of all covered new hires for the year beginning FY 1995
- 20% of all covered new hires for the year beginning FY 1996
- 30% of all covered new hires for the year beginning FY 1997

In addition, recipients and contractors are required to show compliance with the goal that at least 10% of any building trade activity which is subcontracted, and 3% of non building trade activity (construction management, etc) is awarded to eligible Section 3 business concerns.

Further information regarding these requirements may be found in the Federal Regulations at 24 CFR 135, and the Stark County Section 3 Plan.

I certify that I have read the information above and understand the Section 3 requirements and numerical goals.

Sign, Title, Date

TRAINING PLAN

Will there be any training opportunities on this project?

YES _____ NO _____

If the response to the above was yes, please complete the attached form.

INSTRUCTIONS FOR COMPLETION OF TRAINING PLAN

- (A) Areas of anticipated training in connection with this project: please list.
- (B) Number of expected training hours available by training area category: please list
- (C) Type of training available: self explanatory
- (D) Opportunities available by training area to Section 3 residents: please respond with either a "yes" or "no" to indicate whether training will be available for low and very low-income individuals (Section 3 residents) by training area category.
- (E) Comments: self explanatory.

SUBCONTRACTOR ACTIVITY REPORT

This form must be submitted prior to final contract payment

INSTRUCTIONS FOR COMPLETION OF SUBCONTRACTOR ACTIVITY REPORT

- (A) Project Number: List number of project.
- (B) HUD Source: List HUD source of funds (Examples include: Community Development Block Grant (CDBG), Housing Opportunities for People with AIDS (HOPWA), Emergency Shelter Grants (ESG) and HOME).
- (C) Date: List completion date.
- (D) Contractor: Write name of general contractor
- (E) State contractor's mailing address
- (F) List the name of the project and the location of the project.
- (G) Actual Construction Start: State the date the construction began.
- (H) Name of subcontractor: List the names of subcontractors separately. State their address and their Tax I.D. Number.
- (I) Amount of Contract: State dollar amount of the contract with each subcontractor.
- (J) Ethnic/Racial Code: Using the Ethnic/Racial Code listed at the bottom of the page, please indicate the ethnic/racial composition of each subcontractor.
- (K) Gender Code: Using the Gender Code listed at the bottom of the page, please indicate the gender of each subcontractor.
- (L) Section 3 Business Concern: For each subcontractor, indicate whether the subcontractor is a Section 3 Business Concern. Each contractor or subcontractor identified and documented as a Section 3 Business Concern will be counted towards your numerical goals.
- (M) Types of Services Provided: For each subcontractor, indicate the type(s) of services provided by your subcontractors.
- (N) Start Date: Indicate the start and completion date of each subcontract.

***If, after the submission of this form and prior to contract completion, the contractor should subcontract out some portion of the work, this form must be updated prior to final payment.**

SUBCONTRACTOR ACTIVITY REPORT

Project Number:		HUD Source	Date:			
Contractor:				Address:		
Name of Subcontractor Complete Address and Tax I.D. Number	Amount of Contract	Ethnic/Racial Code	Gender Code	Section 3 Business Concern (Y/N)	Type(s) of Services Provided (Including Construction Supplies)	Start and Completion Dates
	\$					From: To:
	\$					From: To:
	\$					From: To:
	\$					From: To:
	\$					From: To:

STARK COUNTY, OHIO
SECTION 3 RESIDENT AFFIDAVIT – 2010

The undersigned represents, and says, under penalty of law, as follows:

1. My current address is (give street address, village, state and zip code)

2. I am _____ am not _____ a resident of public housing.
3. The total number of individuals in my family (including all family members currently living in my household including myself, or those related by blood, marriage, adoption or guardianship) is _____.
4. Last year, the annual income for my family was less than the amount listed on the table below for my family size: Yes _____ No _____

FAMILY SIZE	INCOME
1	\$32,300
2	\$36,900
3	\$41,550
4	\$46,150
5	\$49,850
6	\$53,550
7	\$57,250
8	\$60,900

If the total number of individuals in your family is over eight, please state the annual income for your family during the last year: \$ _____ number in house _____

5. I understand that the information above relating to the size and annual income of my family may require verification.

I agree to provide, upon request, documents verifying this information and I authorize my employer to release information required for the United States Department of Housing and Urban Development or their designee to verify my status as a 'Section 3 Resident' under Section 3 of the Housing and Urban Development Act of 1968 (and related regulations).

Name: (Signature) _____
 Name: (Printed) _____
 Date: _____

SECTION 3 RESIDENT AFFIDAVIT

For any new hires on a covered project the information on the attached Section 3 Resident Affidavit Form must be obtained if the person is to be claimed as an eligible Section resident new hire.

INSTRUCTIONS FOR COMPLETION

1. Provide employee's current address.
2. Indicate whether the employee is a resident of public housing
3. Indicate the total number of individuals in the employee's family.
4. By using the table, indicate whether the annual income for the employee's family for the last year was less than the amount specified on the table. If the family size is over 8, list the annual income for the family.
5. The form should be signed by the employee.

After the form is completed by an employee, his or her employer is responsible for collecting the form and delivering the form to the County. The form for any employee must be delivered to the County prior to the receipt of final payment under any covered contract. Each person who fills out this form must be able to verify the information if requested.

SAMPLE RECORD KEEPING FORMAT

Applicant and Hiring Flow Data

Contractor:			Federal ID:	Time Period	
Prime Recipient:			Contract Award/Project No.		
Contact Person:					
(1) Date	(2) Name	(3) Position Applying For	(4) Referral Source	(5) Section 3 Preference	(6) Status
4/30	Jane Q. Public 1234 Job Street Section 3, 1156789 (321)321-7654	Carpenter	Walk-in	1-11 F/N	2 (5/5)
*Preference Order 1. Section 3 residents residing in the service area of neighborhood in which the Section 3 covered project is located. 2. Participants in HUD Youthbuild programs. 3. Homeless persons residing in the service area or neighborhood in which the Section 3 covered project is located. 4. Other low and very low income persons (Section 3) residents residing in the metropolitan area.			**Status Code 1=Interviewed – not hired 2=Interviewed – hired 3=Interviewed – offered – rejected Race of Head of Household Code 11=White 12=Black 13=Asian 14=American/Alaska Native 15=Native Hawaiian/Other Pacific Islander 16=American Indian/Alaska Native & White 17=Asian & White 18=Black/African American & White 19=American Indian/Alaska Native & Black/African American 20=Other Multi Racial Hispanic Code Y=yes N=no		
NOTE: Entries in Columns 5 and 6 means that the applicant was a Black, non Hispanic female who is a resident of the service area in which the covered project is located on May 5.					

RECORD KEEPING FORMAT

Applicant and Hiring Flow Data

Contractor:			Federal ID:	Time Period	
Prime Recipient:			Contract Award/Project No.		
Contact Person:					
(1) Date	(2) Name	(3) Position Applying For	(4) Referral Source	(5) Section 3 Preference	(6) Status
*Preference Order 1. Section 3 residents residing in the service area of neighborhood in which the Section 3 covered project is located. 5. Participants in HUD Youthbuild programs. 6. Homeless persons residing in the service area or neighborhood in which the Section 3 covered project is located. 7. Other low and very low income persons (Section 3) residents residing in the metropolitan area.			**Status Code 1=Interviewed – not hired 2=Interviewed – hired 3=Interviewed – offered – rejected Race of Head of Household Code 11=White 12=Black 13=Asian 14=American/Alaska Native 15=Native Hawaiian/Other Pacific Islander 16=American Indian/Alaska Native & White 17=Asian & White 18=Black/African American & White 19=American Indian/Alaska Native & Black/African American 20=Other Multi Racial Hispanic Code Y=yes N=no		
NOTE: Entries in Columns 5 and 6 means that the applicant was a Black, non Hispanic female who is a resident of the service area in which the covered project is located on May 5.					

EXAMPLE

OUTREACH-RECRUITMENT LETTER EMPLOYMENT AND TRAINING POSITIONS

Ms. Jane Doe
Northside Community Organization
123 First Street
Canton, Ohio 44702

Subject: Section 3 Recruitment

Dear Ms. Doe:

Our firm is a contractor on a HUD financed project in Stark County covered by Section 3 of the Housing and Community Development Act of 1968, as amended. Under this law we are required to ensure that 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 residents about training and employment 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 residents for the job openings listed on the attached Section 3 Notice. Interested persons should contact:

Mr. John Smith
567 South Street
Canton, Ohio 44702

Thank you for your assistance in this matter. Should you need additional information please contact Mr. Smith at (330) 438-1234.

Sincerely,

SECTION 3 NOTICE – HOUSING AND COMMUNITY DEVELOPMENT PROJECTS

PURPOSE OF NOTICE: To comply with Section 3 of the Housing and Urban Development Act of 1968, as amended.

PREFERENCE REQUIREMENTS – EMPLOYMENT AND TRAINING

The statute requires that any new hires for this project be directed to qualified Section 3 residents in the following order of priority:

- 1 Section 3 residents residing in the service area or neighborhood in which the Section 3 covered project is located.
- 2 Participants in HUD Youthbuild programs.
- 3 Homeless persons residing in the service area or neighborhood in which the Section 3 covered project is located.
- 4 Other Section 3 residents.

POSITIONS SUBJECT TO HIRE FOR THIS PROJECT				
Position Title	Qualifications	Estimated Salary	Estimated Start Date	Estimated Completion Date
Contact Person's Name, Address and Phone Number:				
Prime Contractor's Name, Address and Phone Number:				
Recipient's Name, Address and Phone Number:				

CURRENT WORKFORCE PROFILE AND HIRING PLAN

Job Category (A)	Total # of expected positions needed for this project (B)	Total # of positions filled by existing EMPLOYEES in each category (C)	Total # of expected NEW HIRES in each category (D)	Total # of expected SECTION 3 NEW HIRES in each category (E)	Expected HIRE DATE (s) or new hires by category (note: there could be more than one date in each category) (F)
Professionals*					
Technicians**					
Office/Clerical					
Construction Work By Trade					
Trade:					
Trade:					
Trade:					
Other:					
Other:					
Totals (G)					
<p>*Professionals are defined as people who have special knowledge of an occupation (i.e. supervisors, surveyors, planners, and computer programmers) **Technicians are defined as people who work in direct support of engineers or scientists, utilizing theoretical knowledge of fundamental scientific, engineering, mathematical, or draft design principles. +Must be submitted with bid proposal</p>					

OUTREACH LETTER CONTRACTING OPPORTUNITIES

Ms. Jane Doe
Northside Community Organization
123 First Street
Canton, Ohio 44702

Subject: Section 3 Recruitment

Dear Ms. Doe:

Our firm is a contractor on a HUD finances project in Stark County covered by Section 3 of the Housing and Community Development Act of 1968, as amended. Under this law we are required to ensure that 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 contracting opportunities listed on the attached Notice. Interested persons should contact:

Mr. John Smith
567 South Street
Canton, Ohio 44702

Thank you for your assistance in this matter. Should you need additional information, please call Mr. Smith at (330) 451-1234.

Sincerely,

*A Section 3 business means a business concern (1) that is 51% or more owned by Section 3 residents; or (2) whose permanent full time employees include persons at least 30% of whom are currently Section 3 residents, or within the 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% of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in sections (1) and (2) of this paragraph.

SECTION 3

NOTICE OF CONTRACTING OPPORTUNITIES

Prime Recipient	Prime Contractor
Location of Work	Contact Person
Scope of Work	
Estimated Start Date	Estimated Completion Date
Special Requirements	

SECTION 3 BUSINESS UTILIZATION PLAN

Will there be any other contracts or subcontracts on this project?

Yes _____ No _____

If yes, complete the attached Section 3 Business Utilization Form.

- | | |
|------------|---|
| COLUMN (1) | Enter type of contract (e.g. excavating, paving, etc.) |
| COLUMN (2) | Enter the number of proposed contracts by category |
| COLUMN (3) | Enter the estimated dollar amount of the contracts by category |
| COLUMN (4) | Enter the number of contracts estimated to go to a qualified Section 3 business (see bottom form) |
| COLUMN (5) | Enter estimated dollar value of contracts to go to eligible Section 3 business |

If the contractor decides later to subcontract some portion of the project a Subcontractor Activity Form may be required.

SECTION 3 BUSINESS CONCERN AFFIDAVIT

I. Basic Information

The following information is true and correct:

1. Name of Company _____
2. Company Address _____
3. Type of business (corporation, partnership, sole proprietorship)

4. Project Name and Address (es) _____

5. Name/type of contract _____
6. Name of contracting unit _____

II. Type of Section 3 Business Concern

A Section 3 business means a business concern

- (1) that is 51% or more owned by Section 3 residents; or
- (2) whose permanent full time employees include persons at least 30% of whom are currently Section 3 residents, or within the 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% of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in sections (1) and (2) of this paragraph

The Company qualifies as a Section 3 business under category _____

III. Verification

The Company hereby agrees to provide upon request documents verifying the information provided above.

The applicant acknowledges that the information provided on this form may be disclosed to the public in response to requests made under the Freedom of Information Act. This applicant waives and releases any rights or claims it may have against the release of such information.

Under penalty of perjury, I certify that I am the _____ (title) of the Company, that I am authorized by the Company to execute this affidavit on its behalf, that I have personal knowledge of the certifications made in this affidavit and that the same are true.

Name (signature) _____

Name (printed) _____

Date _____