



Section 3 Opportunities Plan and Certification

Purpose of this form:

The Department of Housing and Community Development (DHCD) requires this plan and certification from those who receive Federal and/or District funding for housing projects. The plan outlines how jobs and other economic opportunities generated by these funds will be directed to low- and very low-income residents and businesses that provide them with jobs, training and contracts.*

DHCD and/or the developer may also require a *Section 3 Opportunities Plan and Certification* from the general contractor (GC) and/or subcontractors.

PART 1: PROJECT INFORMATION

_____	_____
Project name	Business name
_____	_____
Primary contact name	Phone
Grant/Contract/Loan amount _____	Total cost _____

PART 2: PLAN GOALS

A. Section 3 requirements. The project developer will:

1. Provide meaningful jobs and/or training for the District's Section 3 residents who work on the funded project named in Part 1.
 - Section 3 workers will complete at least 25% of the project's total labor hours.
 - Targeted Section 3 workers will complete at least 5% of the total labor hours.
2. Contract with Section 3 businesses when possible.
3. Require all subcontractors to submit a *Section 3 Opportunities Plan and Certification* to DHCD.
4. Document efforts and activities used to fulfill Section 3 goals.
5. Incur all costs required to comply with Section 3 and DHCD requirements.

B. DHCD requirements. In addition to Federal Section 3 law, you must:

1. Identify a Section 3 point of contact for each plan or subcontract, or require the GC to do so.
2. Require the GC to submit a *Section 3 Opportunities Plan and Certification*.
3. Document Section 3 workers by having each one complete a DHCD *Section 3 Resident Worksheet*.

*For details: Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u)(24CFR part 75)

4. Maintain records (correspondence, memos etc.) to document your process and activities. They must show how you encouraged residents and businesses to take advantage of your project's Section 3 job training, employment and contracting opportunities.
5. Submit quarterly reports to DHCD with a list of all subcontracts and positions filled during the reporting period.
6. Allow DHCD to monitor your project or program for compliance, and accept penalties for noncompliance, if necessary.

PART 3: YOUR ACTION PLAN

Use the space below to describe how you'll achieve your Section 3 goals. Be sure to identify any of the Part 2 requirements that you won't meet and explain why. Provide specifics on how and when you'll hire Section 3 residents **and/or** contract with Section 3 businesses. If you'll have multiple subcontractors, identify who/what they will be.

The **Section 3 Best Practices** at the end of this document and the appendix to the Code of Federal Regulations (24 CFR 75) provide information that may help with your plan.

PART 4: CONFIRMATION AND SIGNATURE

I certify that I have read, understand and will comply with my obligations under Section 3 (in 24 CFR 75) and in accordance with DHCD's Section 3 requirements. I understand that DHCD:

- Can consider me non-compliant if I don't make bona fide attempts to comply with the plan outlined in Part 3.
- May rely on this certification when it reviews and approves my funding proposals.
- Could penalize me if I misrepresent information or fail to comply with conditions of this certification. Penalties can include temporary or permanent exclusion from all DHCD administered programs.

Recipient/Developer signature

Date (mm/dd/yy)

General contractor/Subcontractor signature

Date (mm/dd/yy)

Use this email opm.questions@dc.gov to send your signed and dated plan to DHCD's:
Section 3 Coordinator
Office of Program Monitoring, Fair Housing Division



DHCD treats everyone the same. We don't look at race, ethnicity, religion or where you were born. We don't treat you differently based on your family status, sex, sexual or gender identity or expression. Where you live, what you do for work, your education or your political beliefs don't affect how we treat you. This is also true for victims of threats or crimes by someone you're related to by blood, adoption, custody or marriage, or someone you live with or share a child with. We don't allow harassment or discrimination of any kind based on these differences. We will discipline violators.

Section 3 Best Practices

This information is for you only. **Do not return it to DHCD.** It includes steps you can take to make Section 3 workers and businesses aware of opportunities. It also has tips for completing your action plan. Be sure your plan outlines the steps you will take to use Section 3 residents or businesses. If you aren't using them, explain why.

Tactics for reaching Section 3 workers and businesses

We recommend that you appoint a company or agency executive as Equal Opportunity Officer. They implement and coordinate all Section 3 activities to maximize opportunities and ensure compliance with Federal and local Section 3 requirements.

Hiring tactics for Section 3 workers

1. Advertise jobs and training programs in media that reach the general public, Section 3 audiences, minorities and/or women.
2. Target YouthBuild programs that provide disadvantaged youth with opportunities for employment, education, leadership development and training.
3. Post signs at project sites and send jobs and training notices to residents in the neighborhood or service area. List specific opportunities they're likely to succeed at.
4. Require the minimum job qualifications for your job descriptions.
5. Ask resident councils and community organizations to help you identify and notify residents who reside in your project or its service area.

Contracting tactics for Section 3 certified businesses

1. Coordinate pre-bid meetings with local subcontractors in the project area.
2. Advertise contracting opportunities in community publications and with community organizations.
3. Require subcontractors you work with regularly to become Section 3 certified.
4. Create joint venture agreements or secure contracts with negotiations instead of bids.
5. Include your Section 3 plan in your bid documents or contract solicitations.
6. Help eligible businesses meet insurance, bonding and other contracting requirements.
7. Work with the Chamber of Commerce Small Business Service Center to help Section 3 businesses with their profiles and other administrative activities.

Tips for your action plan

Include the who, what, when, where and how of your plan to solicit and hire Section 3 residents and businesses. Answer key questions and tell how you'll follow the hiring and contracting preferences required by DHCD.

A. Hiring

Preferences and priorities

Employment and Training Preferences

Priority 1:*	Workers with income below HUD's established annual income limit for the previous or annualized calendar year
Priority 2:	Workers employed by a Section 3 business
Priority 3:	Workers participating in YouthBuild
Priority 4:	Other Section 3 residents

*Homeless people living in the Section 3 project neighborhood or service area have top priority for projects assisted by the Stewart B. McKinney Homeless Assistance Act.

Key questions

1. When do you anticipate hiring?
2. Where and when will you advertise the Section 3 jobs – outside of the District's Department of Employment Services (DOES)? List the publications and dates.
3. If you hold a job fair, when and where will it be? How will you market it?
4. What community organizations will you contact for help finding applicants? List their names.

B. Contracting

Preferences and priorities

Contracting Preferences

Priority 1:	51% or more owned and controlled by low- or very low-income people
Priority 2:	75% or more of the business' labor hours in the prior 3 months are performed by Section 3 workers
Priority 3:	51% or more owned and controlled by residents living in public or Section 8-assisted housing

Key questions

1. When will the GC put the work out to bid?
2. What marketing or outreach will you or the GC use to target businesses that are or might qualify as Section 3 certified? Describe what they are and when they will occur.
3. Describe how you'll break up the Section 3 contracting – how much goes to housing and building trades work and how much to other types of contracts?
4. What will you or the developer do to ensure that the GC you hire is complying with Section 3?