



Department of Housing and Community Development

Section 3 Opportunities Plan

Section A. Project Information

Project Name:	Business Name:
Grant/Contract Amount:	Developer:
Principal Contact Name:	Principal Contact Telephone:
Subcontractor: Yes <input type="checkbox"/> or No <input type="checkbox"/>	Certified Section 3 Business Concern: Yes <input type="checkbox"/> or No <input type="checkbox"/>

Section B. Plan Goals:

I intend to comply with the requirements of SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968:

A. The Subrecipient (Developer/Contractor) has committed to **employ** or **train** District of Columbia public housing residents and/or low and very low-income area residents in order to comply with its Section 3 requirements. (15% or more, or at least one new employee) of its new hires during the term of the contract will be Section 3 residents. The Developer affirms that the jobs identified by staff or contractor shall be for meaningful employment that may or may not be related to the scope of services covered under the contract.

And

B. The Subrecipient (Developer/Contractor) has identified certified Section 3 business (es) to comply with its Section 3 requirements under the contract. Contractor/Developer agrees to contract _____ of _____ (total contract award) its work to be let to Section 3 Business Concerns. Ten percent may be awarded for building trades work and three percent of all other Section 3 covered contracts.

The Developer/Contractor hereby agrees to comply with all the provisions of Section 3 as set forth in 24 CFR 135.1 et seq. and DHCD resolutions implementing Section 3 requirements. The Contractor/Developer commits to conduct aggressive outreach and notification to potential Section 3 Residents and Section 3 Business Concerns of hiring opportunities and contracting opportunities.

Developer/Contractor agrees to include the 'Section 3 clause' in all its contracts in connection with work to be performed in Section 3 covered contracts. Developer/Contractor agrees to require all subcontractors to submit a Section 3 Opportunities Plan including goals and the specific steps planned to accomplish those goals.

Section C. Action Plan

Please list on the following page a description of the methods to be used to achieve your Section 3 goals. This narrative must include your (1) plan for hiring Section 3 Residents or (2) plan for contracting with Section 3 Business Concerns and the date you intend to start your plan.

The failure of the contractor to comply with the above-approved plan shall be a material breach of the contract.

Developer's Signature

Date:

Contractor's Signature

Date:

Section 3 Coordinator Signature (DHCD)

Date:

INSTRUCTIONS FOR COMPLETING THE SECTION 3 OPPORTUNITIES PLAN

(Do not return to DHCD)

The purpose of this plan is to ensure jobs and economic opportunities generated by DHCD and HUD financial assistance for housing and community development programs are directed to low and very low income persons, and to business concerns which provide economic opportunities to low and very low income persons.

This plan is to be completed for all DHCD projects over \$200,000, and contracts or subcontracts over \$100,000 awarded from these projects. Subcontracts and contracts also include service and professional contracts. If a receipt (in particular subcontractors) are unable to satisfy Section 3 goals, they must state so in the narrative portion of the plan.

- I. In Section A, enter (type or write) information requested in the text boxes.
- II. In Section B enter a check in the corresponding box. For Goal A, you must enter the numerical amount of new hires or trainees you will commit to hire. At least fifteen percent (or at least one person) or more of the aggregate new hires to be employed. If training is chosen evidence that the program is approved by the US Department of Labor or DC Office of Apprenticeship and Training is also required. Please use the attached Section 3 Resident Worksheet to determine applicant eligibility for Section 3 for each new hire or trainee.

For Goal B, contracting, you must enter the dollar amount you will be contracting to Section 3 business concerns and the total contract amount into the form in the corresponding text boxes. If you will be subcontracting multiple contracts to Section 3 business concerns you must indicate this in the narrative in Section C (action plan), and list the number of contracts and dollar amounts.

*You will submit quarterly reports using the forms supplied by **DHCD** which will list all subcontracts and positions filled during the project.*

- III. In the Action Plan in Section C, you must write a narrative describing how you will achieve your Section 3 goals. Attached to this plan is a list of **Best Practices and Techniques** to assist you with developing your plan and suggestions for helping you draft your narrative. You may also consult the appendix to the Code of Federal Regulations at 24 C.F.R. 135 for other examples.
- IV. Lastly you are to sign and date the plan and submit any supporting documents that are requested. Please submit the form to:

*Section 3 Coordinator
D.C. Department of Housing & Community Development
Office of Program Monitoring, Fair Housing Division
1800 Martin Luther King, Jr. Ave., SE
Washington, DC 20020*

- V. No later than 30 days prior to the start of the plan must a notice (Notice to Implement) be submitted to DHCD of intent to begin activities.

Section 3 Best Practices & Techniques

(Do not return to DHCD)

1. Advertisement of opportunities in general circulation media, Section 3 targeted median and minority and women focused media; HUD Youthbuild program, to provide disadvantaged youth opportunities for employment, education, leadership development, and training.
2. Directing written solicitations to Section 3 Residents and Section 3 Business Concerns for specific contracting opportunities whenever possible;
3. Identifying portions of work where Section 3 Residents or Section 3 Business Concerns are likely to be successful;
4. Providing specific reasons for non-utilization of unsuccessful Section 3 Residents or Section 3 Business Concerns;
5. Establishing programs to assist Section 3 Residents or Section 3 Business Concerns to meet insurance, bonding and other contracting requirements;
6. Employing joint venture agreements whenever feasible;
7. Erection of signage at project sites soliciting Section 3 Residents and Section 3 Business Concerns;
8. Maintain records(including copies of correspondence, memoranda) that document the process and steps followed to encourage utilization of Section 3 job training, employment, contracting and economic opportunities by Section 3 Residents and Section 3 Business Concerns;
9. Inclusion of Section 3 Plans of the Recipient and its Contractors and Subcontractors in bid documents or other contract solicitations;
10. Contact resident councils and community organizations in the housing development or developments where Section 3 residents reside to request assistance in notifying residents of the employment and training positions to be filled.
11. Entering contracts on a negotiated rather than a bid basis whenever possible.
12. Maintain assistance to the Chamber of Commerce Small Business Service Center to assist Section 3 businesses with the development of a business profile and other administrative activities.
13. When feasible, holding job information meetings and workshops to assist Section 3 residents in completing applications.
14. Arranging to conduct interviews in the housing development or developments or the neighborhood service area of a project.
15. Appoint or recruit an executive official of the company or agency as Equal Opportunity Officer to coordinate the implementation of the Section 3 plan.

Narrative Suggestions

(Do not return to DHCD)

The narrative in the Action Plan, Section C should have detailed information; it should address who, what, when, where and how. Below are some questions and suggestions to develop the plan in your narrative.

Hiring suggestions:

Attend community meetings in the project development area.

Host a job fair in the community.

Post notices in the community of the jobs available.

Require the minimum job qualifications for job descriptions.

Questions:

When do you anticipate hiring?

What publications will you advertise the Section 3 jobs in (outside of DOES system)?

(List the publications) When will this occur?

If you hold a job fair, when do you anticipate having it and where will it be hosted? How will you market the job fair?

What community organizations will you contact to notify them of the Section 3 jobs in?

(List the names of groups)

Contracting suggestions:

- Coordinate pre-bid meetings with local subcontractors in the project area.
- Contact community organizations in the project area regarding the Section 3 contracting opportunity.
- Require the GC to submit a Section 3 Opportunities Plan once selected.
- Advertise contracting opportunities in local community publications
- Require subcontractors that you regularly work with to become certified Section 3 Business Concerns.

Questions:

When will the general contractor (GC) anticipate putting the work out to bid?

What marketing or outreach will the developer or the GC engage in with businesses that might qualify or are certified Section 3 Business Concerns? (Describe)

Explain and discuss the break out of the Section 3 contracting: how much will go to housing and building trades work and how much will go to other types of contracts?

What will the developer do to ensure that the GC is meeting Section 3 (once a GC has been identified)?

For all projects:

- Identify a point of contact for Section 3 for each plan or subcontract or require the GC to identify a Section 3 contact.
- No later than 30 days prior to the start of your Section 3 plan you must submit a notice to DHCD of your intent to begin activities pursuant to your plan.
- Any subcontract over \$100,000 in a Section 3 covered project, requires a Section 3 Opportunities plan.

Please contact the Section 3 Coordinator if you have questions about this document at Section3@dc.gov or 202-442-7182.



Department of Housing and Community Development

SECTION 3 RESIDENT WORKSHEET Eligibility for Preference

A Section 3 Resident seeking the preference in training and employment provided by Section 3 shall certify, or submit evidence to the recipient contractor or subcontractor, that the person is a Section 3 Resident, as defined in 24 CFR 135.5. See the reverse side for income limits.

A. Are you a legal resident of the District of Columbia? Yes No

If yes, please go to the next section (B) and answer these questions:

B. Category determination:

- a. Are you a public housing resident or do you receive DCHA housing assistance? Yes No Or
- b. Are you a Section 8 voucher holder? Yes No Or
- c. Are you a HUD Youthbuild program participant? Yes No Or
- d. Do you meet the income guidelines on the back of this form? Yes No

If you meet the conditions of both question A and one of the categories of question B then you are a Section 3 resident. You must submit the documentation discussed in question C to the employer.

C. Do you have proof of residency, assistance or income? (Check the corresponding box)

Proof of Income	Proof of Residency
<input type="checkbox"/> Copy of evidence of participation in a public assistance program	<input type="checkbox"/> Driver's license or state ID
<input type="checkbox"/> Tax Return	<input type="checkbox"/> Proof of residency (lease)
<input type="checkbox"/> Pay Stub	<input type="checkbox"/> Other evidence:

D. Applicant Information

1. Applicant Name:	2. Date:
3. Applicant Address:	4. Applicant Phone Number:
5. Applicant Email address:	6. Best time to contact:
7. Annual Family Income: \$	8. Family Size:
9. Signature:	

I understand this worksheet is to determine eligibility for Section 3 residency. I understand that I may be asked to provide documentation regarding my income or residence in public housing or receipt of public assistance.

1800 Martin Luther King, Jr. Ave, SE, Washington, DC 20020; 202-442-7200

2009 DC FAMILY INCOME GUIDELINES*

Family Size	Low (80% of Median)	Very Low Income (50% of Median)
1	\$44800	\$35950
2	\$51200	\$41100
3	\$57600	\$46200
4	\$64000	\$51350
5	\$69100	\$55450
6	\$74250	\$59550
7	\$79350	\$63650
8	\$84500	\$67800