



SECTION 3 PLAN
FOR
THE CITY OF MAUSTON HOUSING AUTHORITY
WISCONSIN

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RESOLUTION 09.29.2016.01

**A RESOLUTION TO ADOPT THE SECTION 3 PLAN
TO COMPLY WITH 24 CFR, PART 135 OF THE
UNITED STATES DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT SECTION 3**

WHEREAS, the United States Congress passed Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u)(Section 3) to further the goal of ensuring that federal funds benefit the residents of projects funded wholly or in part by those funds, and

WHEREAS, Part 135 of Section 3 to establish the standards and procedures to be followed to ensure that the objectives of Section 3 are met; and

WHEREAS, the City of Mauston Housing Authority (MHA) staff has developed a Section 3 Plan in adherence to 24 CFR, Part 135 that more comprehensively addresses the standards and procedures prescribed in the Act; and

WHEREAS, the Section 3 Plan has been reviewed by the City of Mauston Housing Authority's staff members and their comments incorporated into the Plan.

NOW, THEREFORE, BE IT RESOLVED THAT the City of Mauston Housing Authority Board of Commissioners authorizes the City of Mauston Housing Authority to adopt and implement the revised Section 3 Plan to ensure compliance with Federal Law.

APPROVED AND ADOPTED this _____ day of _____, 2015

Chairperson

Executive Director

STATEMENT OF PURPOSE

The purpose of Section 3 of the Housing and Urban Development Act of 1968, as amended by Section 915 of the Housing and Community Development Act of 1992, is to “ensure that employment and training opportunities generated by covered HUD assistance be directed, to the greatest extent feasible, to public housing residents and to low and very-low income residents of the metropolitan area or county where the assistance is expended (Section 3 residents) and that contracting opportunities generated by this assistance be directed to businesses that are owned by or provide economic opportunities to Section 3 residents (Section 3 businesses).”

These requirements also apply to employment, training, and subcontracting conducted by contractors working on covered projects whose contracts are over \$100,000. Other housing and community development recipients below the threshold (and their contractors) are also encouraged to direct economic opportunities to Section 3 residents and businesses to the greatest extent feasible.

The 1992 Act sets forth:

The types of HUD financial assistance, activities, and recipients subject to the requirements of Section 3;

The specific individuals and business concerns who are the intended beneficiaries of the economic opportunities generated from HUD-assisted activities; and

The order of priority in which these individuals and business concerns should be recruited and solicited for the employment and other economic opportunities generated from HUD-assisted activities.

The City of Mauston Housing Authority’s Section 3 policy is expressed in this statement, the goal statement, and the preference tiers. Implementation procedures may be amended periodically by the Executive Director or their designee to ensure that the policy requirements are being met or to bring about efficiencies in the implementation of the program based on the practice and experience of running the program.

DEFINITIONS

Applicant— Any entity which makes an application for Section 3 covered assistance, and includes, but is not limited to, any State, unit of local government, public housing agency or other public body, public or private nonprofit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association.

Assistant—the Assistant Secretary for Fair Housing and Equal Opportunity.

Business Concern—A business entity formed in accordance with State law, and which is licensed under State, county or municipal law to engage in the type of business activity for which it was formed.

Contractor—Any entity which contracts to perform work generated the expenditure of Section 3 covered assistance, or for work in connection with a Section 3 covered project.

Employment Opportunities Generated by Section 3 Covered Assistance—All employment opportunities generated by the expenditure of Section 3 covered public assistance (i.e., operating assistance, development assistance and modernization assistance, (as described in Section 135.3(a)(1)). With respect to Section 3 covered housing and community development assistance, this term means all employment opportunities arising in connection with Section 3 covered projects (as described in Section 135.3(a)(2)), including management and administrative jobs. Management and administrative jobs include architectural, engineering or related professional services required to prepare plans, drawings, specifications, or work write-ups; and jobs directly related to administrative support of these activities, e.g., construction manager, relocation specialist, payroll clerk, etc.

Housing Authority (HA) —Public housing agency.

Housing Development—Low-income housing owned, developed, or operated by public housing agencies in accordance with HUD's public housing program regulations codified in 24 CFR Chapter IX.

HUD Youth Build Programs—programs that receive assistance under subtitle D of Title IV of the National Affordable Housing Act, as amended by the Housing and Community Development Act of 1992 (42 U.S.C. 12899), and provide disadvantaged youth with opportunities for employment, education, leadership development, and training in the construction or rehabilitation of housing for homeless individuals and members of low- and very low-income families.

JTPA—the Job Training Partnership Act (29 U.S.C. 1579 (a)).

Low-Income Person—Families (including single persons) whose incomes do not exceed 80% of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80% of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families.

Metropolitan Area—A metropolitan statistical area (MSA), as established by the Office of Management and budget.

New Hires—Full-time employees for permanent, temporary or seasonal employment opportunities.

Recipient—Any entity which receives Section 3 covered assistance, directly from HUD or from another recipient and includes, but is not limited to, any state unit of Local government, PHA, or other public body, public or private nonprofit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association. Recipient also includes any successor, assignee or transferee of any such entity, but does not include any ultimate beneficiary under the HUD program to which Section 3 applies and does not include contractors.

Resident Owned Business (ROB) —A ROB is a business concern owned or controlled by public housing residents, that is: (a) at least 51% owned by one or more public housing residents; and (b) whose management and daily business operations are controlled by one or more such individuals. For purposes of Section 3 compliance, a ROB must also meet the City of Mauston Housing Authority's definitions of a Section 3 business concern as described below.

Section 3—Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

Section 3 Business Concern—A business concern, that is 51% or more owned by a Section 3 resident; or

Whose permanent, full-time employees includes persons, at least 30% of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or

That provides evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontractors to be awarded to business concerns that meet the qualifications set forth in paragraphs 1 or 2 above.

Section 3 Clause—The contract provisions set forth in Section 135.38.

Section 3 Covered Activity—Any activity that is funded by Section 3 covered assistance including Public Housing assistance.

Section 3 Covered Assistance—Public housing development assistance provided pursuant to Section 5 of the 1937 Act;

Public housing operating assistance provided pursuant to Section 9 of the 1937 Act;

Public housing modernization assistance provided pursuant to Section 14 of the 1937 Act;

Assistance provided under any HUD housing or community development program that is expended for work arising in connection with housing rehabilitation, construction, or other public construction project (which includes other buildings or improvements, regardless of ownership).

Section 3 Covered Contracts—A contract or subcontract, including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of Section 3 covered assistance, or for work arising in connection with a Section 3 covered project.

Section 3 covered contracts do not include contracts awarded under HUD's procurement program, which are governed by the Federal Acquisition regulation (FAR). Section 3 covered contracts also do not include contracts for the purchase of supplies and materials. However, whenever a contract for materials includes the installation of the materials, the contract constitutes a Section 3 covered contract.

Section 3 Covered Project—The construction, reconstruction, conversion, or rehabilitation of housing (including reduction and abatement of lead-based paint hazards), other public construction which includes buildings or improvements (regardless of ownership) assisted with housing or community development assistance.

Section 3 Joint Venture—An association of business concerns, one of which qualifies as a Section 3 business concern, formed by written joint venture agreement to engage in or carry out a specific business venture for which purpose the business concerns combine their efforts, resources, and skills for joint profit, but not necessarily on a continuing or permanent basis for conducting business generally, and for which the Section 3 business concern:

Is responsible for a clearly defined portion of the work to be performed and holds management responsibilities in the joint venture; and

Performs at least 25% of the work and is contractually entitled to compensation proportional to its work.

Section 3 Resident—a public housing resident or an individual who resides in the County of Juneau and who meets the following criteria:

Low-Income Persons—families (or single persons) whose incomes do not exceed 80% of the median income for the area.

Very Low-Income Persons—families (or single persons) whose incomes do not exceed 50% of the median income for the area.

Subcontractor—Any entity (other than a person who is an employee of the contractor) which has a contract with a contractor to undertake a portion of the contractor's obligation for the performance of work generated by the expenditure of Section 3 covered assistance, or arising in connection with a Section 3 covered project.

Very Low-Income Person—Families (including single persons) whose income do not exceed 50% of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50% of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

SECTION 3 COMPLIANCE REQUIREMENTS

HIRING

A. Background

1. The Section 3 regulations provide that recipients, their contractors, and any subcontractors demonstrate compliance by employing Section 3 residents as 30% of the aggregate number of new hires.
2. A vendor is required to hire only when a new hire is needed to perform the work. In the event that no new hires are needed, vendors must pursue other avenues of compliance and set forth in the preference tier structure.
3. The Section 3 regulations, at 24 CFR, Part 135, require that in public housing program, compliance efforts shall be directed to provide training and employment opportunities to Section 3 residents in the following order of priority.
 - a. Residents of the development or developments where the covered assistance is expended.
 - b. Residents of other developments managed by the City of Mauston Housing Authority that is expending the covered assistance.
 - c. Participants in HUD Youth Build programs in the metropolitan area or nonmetropolitan county in which covered assistance are expended.
 - d. All other low- and very low-income persons within the Juneau County and surrounding area.
4. In situations where a new hire is needed, a vendor will not be required to hire persons who are not qualified.
5. If a new hire is needed and a Section 3 resident is identified, that Section 3 resident will be required to submit evidence of Section 3 status to the recipient, contractor, or subcontractor.
6. The City of Mauston Housing Authority requires a preference for hiring from the development where work is being performed. However, the City of Mauston Housing Authority will not require a vendor to hire from the development at the work site if:
 - a. A pre-identified list of Section 3 residents from a job site contains no persons qualified to perform the work. Qualified residents from other developments shall then be considered.
 - b. The vendor's workforce is adequate to do the job and no new hiring is needed.

B. Compliance

1. If the new hire is being requested by the City of Mauston Housing Authority, the City of Mauston Housing Authority will post, in a conspicuous place in each office, a posting of the available positions for hire.
2. As part of each bid or proposal submitted, the respondent must document their workforce by position. Such information will be re-verified at the commencement of the contract.
3. Vendors will be required to submit documentation in the form of payroll forms submitted weekly that clearly identify the Section 3 hires. The vendor must comply with the Section 3 requirement throughout the life of the contract. The City of Mauston Housing Authority will periodically audit this information. Failure to comply with the weekly submittal of payroll shall result in the delay of payment.
4. City of Mauston Housing Authority residents by virtue of their income are Section 3 residents. Contractors employing City of Mauston Housing Authority residents must retain documentation that demonstrates any City of Mauston Housing Authority residents hired to meet Section 3 employment goals are:
 - a. Identified on the lease of household; and
 - b. Able to provide to the contractor or subcontractor the client number for the household where the City of Mauston Housing Authority residency is claimed. This client number must appear on the certified payrolls submitted by the vendor to verify a Section 3 hire.
5. In the event a Section 3 resident is employed for less than the duration of the job commitment (as indicated on the approved utilization plan), vendors must contribute to a fund which provides other economic opportunities in the lesser of the following amounts:
 - a. The amount of money which the Section 3 resident would have received if employed for the duration of the contract, or
 - b. 5% of the actual contract amount if a construction contract; 1.5% for other contracts.
6. Non- City of Mauston Housing Authority households claiming Section 3 status must be prepared to submit evidence of income and residency in the Juneau County and surrounding area at the time of hire. As part of the Section 3 compliance process, vendors will be required to document that employees hired meet the residency and income requirements.

CONTRACTING

A. Background

1. The Section 3 regulations, at 24 CFR, Part 135, provide that the City of Mauston Housing Authority, their contractors and subcontractors, may demonstrate compliance by awarding contracts to Section 3 business concerns or to vendors who contract with such firms.
2. The City of Mauston Housing Authority's contracting goals require that Section 3 firms receive at least:
 - a. 10% of the total dollar amount of all Section 3 covered contracts for building trades work for maintenance, repair, modernization or development of public or Indian housing; or
 - b. 10% of the total dollar amount of all Section 3 covered contracts for building trades work arising in connection with housing rehabilitation, housing construction, and other public construction; and
 - c. 3% of the total dollar amount of all other Section 3 covered contracts.
3. Goals apply to the entire amount of Section 3 covered assistance awarded to a recipient in any federal fiscal year (FY), October 1 through September 30. Correspondingly, the City of Mauston Housing Authority's goals shall apply to the total dollar amount of each contract or purchase order.
4. Recipients that award contracts to contractors that will provide training or hiring, must ensure that contractors provide training, employment and contracting opportunities to Section 3 residents and Section 3 business concerns.

GOAL STATEMENT

It is the policy of the City of Mauston Housing Authority to require its contractors to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, disability, veteran's or marital status, or economic status and to take affirmative action to ensure that both job applicants and existing employees are given fair and equal treatment.

The Housing Authority of the City of Mauston implements this policy through the awarding of contracts to contractors, vendors, and suppliers, to create employment and business opportunities for the residents of the City of Mauston Housing Authority and other qualified low- and very low-income persons residing in Juneau County and the surrounding area

It is the City of Mauston Housing Authority's policy to achieve Section 3 goals through the following means:

HIRING

At least 30% of the aggregate number of full-time new hires must be Section 3 residents, with a preference for residents at the development where the work is being performed.

CONTRACTS

Contractors may demonstrate Section 3 compliance by providing a notarized statement committing to award to Section 3 business concerns:

At least 10% of the total dollar amount of all Section 3 covered contracts for building trades work for maintenance, repair, modernization, or development of public housing, or for building trades work arising in connection with housing rehabilitation, housing construction and other public construction.

At least 3% of the total dollar amount of all other Section 3 covered contracts.

The preference is to contract directly with a Section 3 business or contract with vendors that subcontract to a Section 3 business. In either case, the preference is further defined as prioritizing business concerns that employ City of Mauston Housing Authority residents from the property where the work is being performed.

OTHER ECONOMIC OPPORTUNITIES

Providing other economic opportunities to train and employ Section 3 residents or contributing to a Section 3 compliance fund which provides other economic opportunities.

The policy shall result in a reasonable level of success in recruitment, employment, and utilization of City of Mauston Housing Authority residents and other eligible persons and business by City Mauston Housing Authority contractors working on contracts partially or wholly funded with the United States Department of Housing and Urban Development monies. The City of Mauston Housing Authority shall examine and consider a contractor's or vendor's potential for success by providing employment and business opportunities to City of Mauston Housing Authority residents prior to acting on any proposed contract award.

PREFERENCES FOR CONTRACTING WITH SECTION 3 BUSINESS CONCERNS

The City of Mauston Housing Authority, in compliance with Section 3 regulations, will require contractors and subcontractors (including professional service contractors) to direct their efforts towards contracts to Section 3 business concerns in the following order to priority:

Category 1: Business concerns that are 51% or more owned by residents of the housing development for which the work is performed, or whose full-time, permanent workforce includes 30% of these persons as employees.

Category 2: Business concerns that are 51% or more owned by residents of the Authority's public housing development(s) other than the housing development where the work is to be performed; or whose full-time permanent workforce includes 30% of these persons as employees.

Category 3: HUD Youth Build programs being carried out in Juneau County and the surrounding area in which Section 3 covered assistance is expended.

Category 4: Business concerns that are 51% or more owned by a Section 3 resident(s), or whose permanent, full-time workforce includes no less than 30% of Section 3 residents (category 4 business); or that subcontracts in excess of 25% of the total amount of subcontracts to Section 3 business concerns.

Contractors and subcontractors are expected to extend, to the greatest extent feasible, efforts to achieve the numerical goals established by the City of Mauston Housing Authority.

EVIDENCE OF SECTION 3 CERTIFICATION

The Section 3 Business Registry is a registry of firms that have self-certified their status as Section 3 Businesses. Businesses who self-certify that they meet one of the regulatory definitions of a Section 3 business will be included in a searchable online database. The database can be used by agencies that receive HUD funds, developers, contractors, and others to facilitate the award of covered construction and non-construction contracts to Section 3 businesses. Section 3 residents are also encouraged to use the registry to identify businesses that may have HUD-funded employment opportunities.

Any business seeking Section 3 preference in the awarding of contracts or purchase agreements with the City of Mauston Housing Authority shall complete an online application for inclusion in the Section 3 registry at: www.hud.gov/Sec3Biz.

For inclusion in the registry, businesses must submit the online application and are not initially required to submit any additional documentation to HUD. Additional documentation may be requested if HUD receives complaints alleging that any business in its registry has misrepresented their firm's status to the Department. Businesses may also be required to submit supporting documentation as evidence of their eligibility to recipients prior to the award of the HUD-funded contract.

While HUD maintains the Business Registry database, it has not verified information submitted by the businesses and does not endorse the services they provide. Accordingly, it is recommended that the City of Mauston Housing Authority perform due diligence before awarding contracts to firms that have self-certified their status as a Section 3 business. Certifications for Section 3 preference for business concerns must be submitted to the City of Mauston Housing Authority prior to the submission of bids for approval. If the City of Mauston Housing Authority previously approved the business concern to be Section 3 certified, then the certification can be submitted along with the bid.

**CONTRACTOR'S REQUIREMENTS IN EMPLOYING SECTION 3 PARTICIPANTS FOR THE
City of Mauston Housing Authority**

Under the City of Mauston Housing Authority's Section 3 Program, contractors and subcontractors are required to:

- Provide employment opportunities to Section 3 residents/participants in the priority order listed below:

Category 1: Section 3 Resident

Residents of the housing development or developments for which the contract shall be expended

Category 2: Section 3 Resident

Residents of other housing developments managed by the Housing Authority

Category 3: Section 3 Resident

Participants in HUD Youth Build program being carried out in the project boundary area

Category 4: Section 3 Resident

Residents of the Section 8 of the City of Mauston Housing Authority as well as all other residents residing in the Juneau county and surrounding area who meet the income guidelines for Section 3 preference (refer to Section 3 Income Limits).

- After the award of contracts, the contractor must, prior to beginning work, inform Section 3 participants of the development at which the work will be performed, by providing the following:

Names of the Section 3 business concerns to be utilized;

Estimates of the number of employees to be utilized for contract;

Projected number of available positions, to include job descriptions and wage rates (construction wage rates consistent with Davis Bacon);

Efforts that will be utilized to seek Section 3 participants (see Exhibit 2)

- Contractors must notify the City of Mauston Housing Authority of their interests regarding the employment of Section 3 participants prior to hiring. The City of Mauston Housing Authority will ensure that the participant is Section 3 eligible, by assessing the Section 3 database to ensure job readiness. Additionally, the legal department will be contacted to ensure that the individuals are not involved in any legal proceedings against/with the City of Mauston Housing Authority
- Immediately notify the City of Mauston Housing Authority of any problems experienced due to the employment of Section 3 participants.

- Immediately notify the City of Mauston Housing Authority if a participant quits, walks off, or is terminated for any reason. The contractor must provide written documentation of all such incidents to support such decisions to the City of Mauston Housing Authority to determine if an investigation is warranted.

Section 3 Complaint Procedure

In an effort to resolve complaints generated due to non-compliance through an internal process, the City of Mauston Housing Authority encourage submittal of such complaints to the City of Mauston Housing Authority as follows:

- Complaints of non-compliance should be filed in writing and must contain the name of the complainant and brief description of the alleged violation of 24 CFR, Part 135.
- Complaints must be filed within thirty (30) calendar days after the complainant becomes aware of the alleged violation.
- An investigation will be conducted if complaint is found to be valid. The City of Mauston Housing Authority will conduct an informal, but thorough, investigation affording all interested parties, if any, an opportunity to submit testimony and/or evidence pertinent to the complaint.
- The City of Mauston Housing Authority will provide written documentation detailing the findings of the investigation done by the City of Mauston Housing Authority. The Authority will review the findings for accuracy and completeness before it is released to complainants. The findings will be made available no later than thirty (30) days after the filing of the complaint.
- If complainants wish to have their concerns considered outside of the City of Mauston Housing Authority, a complaint may be filed with:

Assistant Secretary for Fair Housing and Equal Opportunity
United States Department of Housing and Urban Development
451 Seventh Street, SW
Washington, DC 20410

The complaint must be received no later than 180 days from the date of the action or omission upon which the complaint is based, unless the time for filing is extended by the Assistant Secretary for good cause shown.

SECTION 3 CLAUSE (24 CFR, PART 135)

All Section 3 contracts shall include the following clause (referred to as the Section 3 Clause):

A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR, part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.

C. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR, part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR, part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR, Part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR, Part 135, require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR, Part 135.

F. Noncompliance with HUD's regulations in 24 CFR, Part 135, may result in sanctions, termination of this contract for default, or debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

SECTION 3 COMPLIANCE PLAN (COMPLETED BY THE GENERAL CONTRACTOR WITH THE BID)

Project Name _____ Date _____

Company Name _____

Contact _____ Phone Number _____ Email _____

This Compliance Plan is to be completed by the General Contractor as a part of the bid process.

The general contractor and each subcontractor will be required before the final payment is disbursed to complete a *Section 3 Employment & Contracting Report* for any contract that is a) over \$100,000 or b) for a project at one of the Authority's public housing properties.

Purpose. Section 3 is a clause in the Housing and Urban Development Act of 1968. Its intent is to provide job training and employment opportunities from programs that receive HUD funding to local low-income residents and the businesses they own or that employ them.

Goals. Section 3 residents will comprise 30% of new hires and Section 3 business concern contracts will comprise 10% of construction contract dollar amounts, and *3% of non-construction contract dollar amounts. The contractor must provide documentation of how new employment and business opportunities were directed to the greatest extent feasible to Section 3 residents and business concerns to achieve these goals.

Contractor Responsibilities

- The General Contractor is to ensure their subcontractors are aware of and follow their Section 3 responsibilities.
- Document attempts by all contractors to recruit potential Section 3 residents for employment opportunities and Section 3 business concerns for any subcontracting opportunities through methods such as: job center website posting, local advertising, mailings, signs placed at the project site, and local community organizations.
- Complete the *Section 3 Employment & Contracting Report*

New Hires

- Any new full-time employment opportunity must be directed to Section 3 residents
 - A Section 3 resident is defined as 1) a public housing resident; or 2) a HUD defined low- or very low-income person residing in the City of Mauston Housing Authority area. For current fiscal year income limits, see HUD Program Income Limits at: <http://www.huduser.org/portal/datasets/il.html>
 - To be qualified as a Section 3 resident, an applicant must complete a *Section 3 Resident Certification* form.
- Contractors will inform the City of Mauston Housing Authority of any new employment opportunities so that the Authority has the opportunity to post these positions.
- Maintain a list of all qualified Section 3 residents who apply for employment and a copy of their completed Section 3 Resident Certification form(s).
- When considering employment of a Section 3 resident, to use the order of priority that gives preference to residents at Authority properties and is available on the City of Mauston Housing Authority's website.

- Properly document any new hires to complete Section 3 Employment & Contracting Report.
- Total Number of New Hires _____ x 30% = Section 3 Goal _____
*Note: if number equals 1, then the goal should be 1
- Describe in the space below the strategies you will implement to hire Section 3 residents.

Sub-Contracting Opportunities

- Any subcontracting opportunity must be directed to local Section 3 business concerns.
 - Section 3 business concerns are businesses that can provide evidence that they meet one of the following:
 - 51% or more owned by Section 3 residents; or
 - At least 30% of its full-time employees include persons that are currently Section 3 residents, or within 3 years of the date of first employment with the business concern were Section 3 residents; or
 - Provides evidence, as required, of a commitment to a subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications in either paragraph above.
 - To be qualified as a Section 3 business concern, a contractor must complete the attached *Section 3 Business Concern Certification* form.
- Document any Section 3 business concerns that expressed interest in the sub-contracting opportunity and a copy of their completed Section 3 Business Concern Certification form.
- When considering the award of contracts to business concerns, to use the order of priority as outlined in the Authority’s Section 3 Plan that gives preference to businesses that are owned or employ Section 3 residents.
- To use the Section 3 Clause on any subcontract.
- Properly document any subcontractor bids to complete Section 3 Employment Compliance Report.
- Construction subcontract total \$ _____ x 10% = Section 3 Goal \$ _____
- *Non-Construction contract total \$ _____ x 3% = Section 3 Goal \$ _____
- Describe in the space below the strategies you will implement to hire Section 3 business concerns.

I certify that I have read this Section 3 Compliance Plan and will work to implement all aspects of this program.

Signature: _____

Print Name: _____

Date: _____

SECTION 3 RESIDENT CERTIFICATION (COMPLETED BY THE RESIDENT)

A Section 3 resident seeking preference in training and employment provided by this part shall certify and submit evidence to the City of Mauston Housing Authority, recipient contractor, or subcontractor, as requested, that the person is a Section 3 resident, as defined in Section 135.5. (An example of evidence of eligibility for the preference is evidence of receipt of public assistance, or evidence of participation in a public assistance program.)

General Information

Name _____

Address _____

Telephone Number _____ Email _____

Certification

- 1. I am a City of Mauston Housing Authority public housing resident Yes
- 2. I participate in a federal, state, or local public assistance program Yes No
- 3. I participate in a local Youthbuild Program Yes No
- 4. My total annual family income meets the income eligibility guidelines Yes No

My total annual income is: _____

The total number of family who live in my household is: _____

2016 Area Median Income Limits

Family Size	1	2	3	4	5	6	7	8
Low Income (80%)	\$33,750	\$38,550	\$43,350	\$48,150	\$52,050	\$55,900	\$59,750	\$63,600

I, _____, am a legal resident of the City of Mauston Housing Authority and qualify as a Section 3 resident because I meet the income eligibility guidelines for a low- or very low-income person as published above.

I understand that the information above may require verification. I agree to provide documents verifying this information if request and authorize my employer, if applicable, to release information required by the City of Mauston Housing Authority to verify my status as a "Section 3 Resident". I certify that the above statements are true, complete, and correct to the best of my knowledge and belief.

Print Name

Signature

Date

SECTION 3 BUSINESS CONCERN CERTIFICATION

General Information

Name of Business _____

Address of Business _____

Telephone Number _____ Email _____

- Type of Business:
- | | |
|--|--|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Joint Venture |

Types of Section 3 Business Concerns

Check Yes or No for each type. If you check "Yes" to one or more of the following types, you may designate your business as a Section 3 Business Concern.

1. 51% of more of your business is owned by Section 3 residents. For each owner claiming Section 3 resident status, attach a completed Section 3 resident certification form and indicate the percentage of ownership in the business.
 YES NO
2. At least 30% of your full-time employees include persons that are currently Section 3 residents or within three (3) years of the date of first employment with the business concern were Section 3 residents. Provide a list of all employees and indicate which ones are Section 3 residents. For each Section 3 resident, attach a completed Section 3 resident certification form.
 YES NO
3. The business can provide evidence as required of a commitment to subcontract 25% or more of all subcontract dollars to a certified and qualified Section 3 business concern.
 YES NO

Verification and Certification

Verification: This business hereby agrees to provide, upon request, documentation verifying the information provided above. Further, you authorize the City of Mauston Housing Authority to share information about your company to facilitate Section 3 contracting opportunities.

I declare and affirm, under penalty of prosecution for perjury, that the statements made herein are true and accurate to the best of my knowledge. I understand that falsifying information and incomplete statements will disqualify certification status.

_____ Title _____
Print Name of Business Owner or Authorized Representative

_____ Signature _____