General Conditions:

This project is funded by the United States Department of Housing and Urban Development through San Francisco’s Mayor’s Office of Housing. Federal rules and regulations require that contracts and opportunities for job training and employment be given to low and very low income residents in connection with projects in their neighborhoods to the greatest extent feasible. The Federal statute, commonly referred to as "Section 3", seeks to foster local economic development, neighborhood economic improvement and individual self-sufficiency.

The successful bidder for contracts over $100,000 and their respective subcontractors (collectively, the "Contractors") will be required to comply with all Federal regulations relating to providing employment opportunities for businesses and individuals as set forth in Section 3 (as implemented by 24 CFR 135). A summary of Section 3 requirements is attached as Exhibit A (“Federal Requirements for the Training and Employment of Low-Income Residents and for the Utilization of Resident Businesses”).

Specific Requirements:

The Contractors (including professional services consultants) must assure that lower income project area residents have the maximum opportunity for employment and training on this project; and that small businesses located in the project area, or owned in substantial part by or which employ lower income persons/residents in the project area, will be utilized to the fullest extent possible as recipients of contracts. Section 3 requires that certain minimum numerical goals for hiring "Section 3 residents" and "Section 3 business concerns" as explained in Exhibit A. The Contractors will be required to certify their understanding of and intention to comply with these requirements as indicated on the “Section 3 Assurance” attached as Exhibit B (with Attachment 1) and the “Section 3 Affirmative Action Plan" attached as Exhibit C. The Mayor’s Office of Housing will provide technical assistance and monitoring of each Contractor's compliance with Section 3 requirements.

Contract Terms

All grant and loan agreements entered into by the HUD grantee or HUD funds recipient, and all qualifying contracts and subcontracts entered into by the Contractors shall incorporate verbatim the required “Section 3 Clause” (24 CFR 135.38) attached as Exhibit D.

HUD Fund Recipient and Contractor Reporting Requirements

Following award of the contract, the Contractor must submit to MOH the following documents:

A. “Section 3 Hire Report,” attached as Exhibit E, to be submitted with payroll form WH347.

B. “Section 3 Employee Eligibility Certification,” attached as Exhibit F, to be completed by each Section 3 resident and submitted upon receipt by the Contractor with Exhibit E; and

C. “Section 3 Hire Summary Report,” attached as Exhibit G, indicating the number of projected Section 3 worker would be hired and what was actually accomplished, to be submitted prior to final contract payment.

Non-compliance with these regulations may result in sanctions, termination of the contract for default, and debarment, suspension or denial of participation from future HUD-assisted contracts.

**NOTE: The following forms must be submitted with your construction contract documents:**

**Section 3 Assurance (Exhibit B; with Attachment1)**

**Affirmative Action Plan (Exhibit C)**

**Exhibits**

Exhibit A - Federal Requirements for Training and Employment

Exhibit B - Section 3 Assurance

Exhibit C - Section 3 Affirmative Action Plan

Exhibit D - Section 3 Clause

Exhibit E - Section 3 Hire Report

Exhibit F - Section 3 Eligibility Certification

Exhibit G - Section 3 Hire Summary Report

**EXHIBIT A**

**FEDERAL REQUIREMENTS FOR THE TRAINING**

**AND EMPLOYMENT OF LOW-INCOME RESIDENTS**

**AND FOR THE UTILIZATION OF RESIDENT BUSINESSES**

In accordance with Section 3 of the

Housing and Urban Development Act of 1968

(12 U.S.C. 1701u) as established in 24 CFR 135

**I. INTRODUCTION**

This project is funded by the United States Department of Housing and Urban Development (the "Department") in conjunction with the Mayor’s Office of Housing (“MOH”). Federal rules and regulations require that contracts and opportunities for job training and employment be given to low and very low-income residents in connection with projects in their neighborhoods to the greatest extent feasible. The Federal statute, commonly referred to as Section 3, seeks to foster local economic development, neighborhood economic improvement and individual self-sufficiency.

The successful bidder or qualifying professional services firm and their respective subcontractors (collectively referred to as the "Contractor") will be required to comply with all Federal regulations relating to providing employment opportunities for resident businesses and individuals (Section 3, as implemented by 24 CFR 135). Contractors and subcontractors (including professional services consultants) must assure that:

\* Lower income project area residents have the maximum opportunity for employment and training on this project; and

\* Small businesses located in the project area, or owned in substantial part by persons residing in the project area, will be utilized to the fullest extent possible as recipients of contracts. (Note: The Section 3 businesses are not yet identified, therefore this portion is not applicable at this time.)

Noncompliance with these regulations may result in sanctions, termination of this contract for default, and debarment, suspension or denial of participation from future HUD-assisted contracts.

**II. SPECIFIC REQUIREMENTS**

**A.** ***Section 3 Assurance:*** Prior to award of the contract, the Contractor must provide assurance that Section 3 residents and Section 3 business concerns will be utilized for the project to the greatest extent feasible (see attached Section 3 Assurance Form).

**B.** ***Section 3 Affirmative Action Plan:*** The Contractor must certify that it has or will take specific steps toward meeting the greatest extent feasible requirement (see attached Section 3 Affirmative Action Plan Form).

**C.** ***No Circumvention:*** The Contractor will certify that any vacant employment or 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 135 require employment opportunities to be directed, were not filled to circumvent the Contractor's obligations under these regulations (see ¶ 9 of the attached Section 3 Affirmative Action Plan Form).

**D.** ***Contract terms:*** All contracts and subcontracts shall incorporate verbatim the required "Section 3 clause" (see attached Section 3 Clause).

**III. RECOMMENDED MINIMUM NUMERICAL GOALS**

**A.** ***Training and Employment*** ***of Section 3 residents (24 CFR 135.30(b)).*** Contractors and subcontractors may demonstrate compliance by committing to employ Section 3 residents as:

Thirty percent (30%) of aggregate new hires (full-time employees for permanent, temporary or seasonal employment) for the one-year period beginning on October 1, 1997.

\***B.** ***Contracts*** ***with Section 3 business concerns (24 CFR 135.30(c)).*** Contractors and subcontractors may demonstrate compliance with the requirements of this part by committing to award to Section 3 business concerns:

**1.** At least 10 percent (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

**2.** At least 3 percent (3%) of the total dollar amount of all other Section 3 covered contracts.

\* Note: Section B not applicable at this time.

**IV. GUIDELINES FOR ACHIEVING GOALS**

**A.** ***Notification to labor organizations.*** Send to each labor organization or representative of workers with which the Contractor has a collective bargaining agreement or other understanding a notice advising the labor organization or workers' representative of the Contractor's commitments under Section 3. 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 (see below); shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training position, the qualifications for each; shall state the name and location of the person(s) taking applications for each of the position; and shall state the anticipated date the work shall begin.

**B.** ***Examples of efforts to offer training and employment opportunities to Section 3 residents*** ***(Appendix to Part 135).***

**1.** Entering into "First Source" hiring agreements with organizations representing Section 3 residents.

**2.** Sponsoring a HUD-certified "Step-Up" employment and training program for representing Section 3 residents.

**3.** Establishing training programs, which are consistent with the requirements of the Department of Labor, for public housing residents and other Section 3 residents in the building trades.

**4.** Advertising the training and employment positions by distributing flyers (which identify the positions to be filled, the qualifications required, and where to obtain additional information about the application process) to every occupied dwelling unit in the housing development or developments where Section 3 residents reside.

**5.** Advertising the training and employment positions by posting flyers (which identify the positions to be filled, the qualifications required, and where to obtain additional information about the application process) in the common areas or other prominent areas of the housing development or developments.

**6.** Contacting resident councils, resident management corporations, or other resident organizations, where they exist, and community organizations to request the assistance of these organizations in notifying residents of the training and employment positions to be filled.

**7.** Sponsoring (scheduling, advertising, financing or providing in-kind services) a job informational meeting to be conducted by an MOH or contractor representative or representatives at a location in the housing development(s) or neighborhood or service area of the Section 3 covered project.

**8.** Arranging assistance in conducting job interviews and completing job applications for residents of the housing development(s) and in the neighborhood or service area in which the Section 3 project is located.

**9.** Arranging for a location in the housing development(s) or the neighborhood or service area of the project, where job applications may be delivered to and collected by a recipient or contractor representative or representatives.

**10.** Conducting job interviews at a location within the neighborhood or service area of the Section 3 covered project.

**11.** Contacting agencies administering HUD Youthbuild program participants for the MOH’s or contractor's training and employment positions.

**12.** Consulting with State and local agencies administering training programs funded through JTPA or JOBS, probation and parole agencies, unemployment compensation programs, community organizations and other officials or organizations to assist with recruiting Section 3 residents for the Contractor's training and employment positions.

**13.** Advertising the jobs to be filled through the local media, such as community television networks, newspapers of general circulation, and radio advertising.

**14.** Employing a job coordinator, or contracting with a business concern that is licensed in the field of job placement (preferably a Section 3 business concern), that will undertake, on behalf of the Contractor, the efforts to match eligible and qualified Section 3 residents with the training and employment positions that the Contractor intends to fill.

**15.** Where there are more qualified Section 3 residents than there are positions to be filled, maintaining a file of eligible qualified Section 3 residents for future employment positions.

**16.** Undertaking job counseling, education and related programs in association with local educational institutions.

**17.** Undertaking such continued job training efforts as may be necessary to ensure the continued employment of Section 3 residents previously hired for employment opportunities.

**18.** After selection of bidders but prior to execution of contracts, incorporating into the contract a negotiated provision for a specific number of public housing or other Section 3 residents to be trained or employed on the Section 3 covered assistance.

**19.** Coordinating plans and implementation of economic development (e.g., job training and preparation, business development assistance for residents) with the planning for housing and community development.

**C.** ***Examples of Efforts to Award Contracts to Section 3 Business Concerns*** ***(Appendix to Part 135).***

**1.** Contacting business assistance agencies, minority contractors associations and community organizations to inform them of (sub)contracting opportunities and requesting their assistance in identifying Section 3 businesses which may solicit bids or proposals for contracts for work in connection with Section 3 covered assistance.

**2.** Advertising (sub)contracting opportunities by posting notices, which provide general information about the work to be contracted and where to obtain additional information, in prominent areas of the project area.

**3.** Providing written notice to all known Section 3 business concerns of the contracting opportunities. This notice should be in sufficient time to allow the Section 3 business concerns to respond to the bid invitations or request for proposals, and following-up with any such business that responds to such notice or other advertisement..

**4.** Contacting agencies administering HUD Youthbuild programs, and notifying their agencies of the contracting opportunities.

**5.** Advertising the contracting opportunities through trade association papers and newsletters, and through the local media, such as community television networks, newspapers of general circulation, and radio advertising.

**6.** Developing a list of eligible Section 3 business concerns.

**7.** Establishing or sponsoring programs designed to assist residents of public housing in the creation and development of resident-owned businesses.

**8.** Establishing numerical goals (number of awards and dollar amount of (sub)contracts) for award of contracts to Section 3 business concerns.

**9.** Entering into joint ventures with Section 3 business concerns.

**V. PREFERENCES (24 CFR 135.34 and .36)**

**A.** ***Employment and training opportunities:***

**1.** Public housing programs. In these programs, the Contractor shall direct its efforts to provide training and employment opportunities in the following order of priority:

**a.** residents of the housing development(s) for which the Section 3 covered assistance is expended (category 1 residents);

**b.** residents of other Section 3 housing development(s) managed by the SFHA (category 2 residents);

**c.** participants in HUD Youthbuild programs being carried out in the metropolitan area (category 3 residents);

**d.** other Section 3 residents.

**2.** Housing and community development programs. In housing and community development programs, priority consideration shall be given, where feasible, to:

**a.** Section 3 residents residing in the service area or neighborhood in which the Section 3 covered project is located (category 1 residents);

**b.** participants in HUD Youthbuild programs (category 2 residents);

**c.** where the Section 3 project is assisted under the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11301, et seq.), homeless persons residing in the service area or neighborhood in which the Section 3 covered project is located shall be given the highest priority;

**d.** other Section 3 residents.

**B.** ***Contracting opportunities: (not applicable to this time)***

**1.** Public housing programs. The Contractor shall award contracts to Section 3 business concerns in the following order of priority:

**a.** business concerns that are 51 percent or more owned by residents of the housing development(s) involved in the project, or whose full-time permanent workforce includes 30 percent of such persons as employees (category 1 businesses);

**b.** business concerns that are 51 percent or more owned by residents of other housing developments managed by the SFHA, or whose full-time, permanent workforce includes 30 percent of such persons as employees (category 2 businesses);

**c.** HUD Youthbuild programs being carried out in the metropolitan area (category 3 businesses);

**d.** business concerns that are 51 percent or more owned by Section 3 residents, or whose permanent, full-time workforce includes no less than 30 percent Section 3 residents (category 4 businesses), or that subcontract in excess of 25 percent of the total amount of subcontracts to category 1 or 2 business concerns.

**2.** Housing and community development programs. In these programs, priority consideration shall be given, where feasible, to:

**a.** Section 3 business concerns that provide economic opportunities for Section 3 residents in the service area or neighborhood in which the project is located (category 1 businesses);

**b.** applicants selected to carry out HUD Youthbuild programs (category 2 businesses);

**c.** other Section 3 business concerns.

**C. *Eligibility:***

**1.** A Section 3 resident seeking the preference in training and employment provided by this part shall, if requested, certify or submit evidence that he or she is a Section 3 resident, as defined below.

**2.** A Section 3 business concern seeking a contract or subcontract shall submit evidence, if requested, sufficient to demonstrate that the business concern is responsible and has the ability to perform successfully under the terms and conditions of the proposed contract.

**VI. DEFINITIONS**

**A. *Section 3 resident:***

**1.** A public housing resident; or

**2.** An individual who resides in the metropolitan area in which the Section 3 covered assistance is expended, and who is:

**a.** a low-income person, whose income does not exceed 80% of the median income for the area; or

**b.** a very low-income person, whose income does not exceed 50% of the median for the area;

and

**3.** One who can provide evidence/documentation that he or she is eligible for the Section 3 resident preference.

**B.** ***Section 3 business concern:*** a business concern, (not applicable at this time)

**1.** That is 51 percent or more owned by Section 3 residents; or

**2.** Whose permanent, full-time employees include persons, at least 30 percent 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

**3.** That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraph (1).

**EXHIBIT B**

NOTE: This document must be submitted with construction contract documents.

**SECTION 3 ASSURANCE**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Representative], the official representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Contractor], agree to comply with Section 3 requirements for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Project]. I understand that failure to comply may result in the following sanctions: cancellation, termination of this contract for default, and debarment, suspension or denial of participation from future HUD assisted contracts.

1. How many new positions will be created by work on this project? \_\_\_\_\_\_\_\_\_\_\_ .

(provide job category breakdown in Attachment 1 for general contractor and subcontractors)

2. How many of these positions will be filled by Section 3 residents? \_\_\_\_\_\_\_\_\_\_\_.

3. How do you propose to recruit Section 3 residents?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. How many subcontractors will be utilized for this project? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .
2. Of these subcontractors, how many must meet Section 3 requirements ($100,000 or over)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: Submit Attachment 1 with this form.

**ATTACHMENT 1**

ESTIMATED PROJECT WORK FORCE BREAKDOWN

FOR CONTRACTOR AND SUBCONTRACTORS

|  |  |  |
| --- | --- | --- |
| **Job Category** | **Total Estimated New Positions Needed for Project** | **Number of Positions to be filled with Section 3 residents** |
| Supervisor |  |  |
| Professional |  |  |
| Technical |  |  |
| Office/Clerical |  |  |
| Others |  |  |
| TRADE: |  |  |
| Journeyman |  |  |
| Apprentices |  |  |
|  |  |  |
| Others |  |  |
| TRADE: |  |  |
| Journeyman |  |  |
| Apprentices |  |  |
|  |  |  |
| Others |  |  |

|  |  |
| --- | --- |
| Section 3 Resident  Individual residing within the Section 3 Area whose family income does not exceed 80% of the median income in the metropolitan Statistical Area.  NOTE: This document must be submitted with construction contract documents.  DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Project Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Project Number  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Person Completing Form |

**EXHIBIT C**

**SECTION 3 AFFIRMATIVE ACTION PLAN**

In accordance with Section 3 of the Housing and Urban Development Act of 1968, and the regulations pursuant to that Act,

(Contractor)

agrees to comply with Section 3 of the Act by assuring that to the greatest extent feasible:

• Training and employment opportunities will be given to lower income residents of the project; and

• Contracts for work in connection with the project will be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of the project.

The Contractor will initiate the following actions to insure utilization of low and very low ­income project residents as employees or trainees and to incorporate project area small business as subcontractors and suppliers:

1. The Contractor will establish and maintain a directory of service organizations, job referral agencies and manpower training programs operating within, or observing, project area residents.

2. Prior to the award of a contract, the Contractor will submit a signed assurance to comply with Section 3 regulations and requirements.

3. Prior to the award of a contract, the Contractor will provide a statement of new work force needs.

4. The Contractor will notify Community based organizations of available employment opportunities and shall maintain records of response from such organizations.

5. The Contractor will undertake personal recruitment efforts directed to such service organizations and to schools with lower income resident training programs.

6. The Contractor will maintain a file of the names and addresses of each low-income resident worker referred and what action was taken with respect to each referred worker (see Employee Eligibility Form attached).

7. The Contractor will include the Section 3 clause in every subcontract for work in connection with HUD-assisted projects.

8. For each subcontract over $100,000, the prime Contractor will submit, prior to Contract award, the Section 3 Affirmative Action Plans of its subcontractors.

9. The Contractor will not attempt to circumvent Section 3 Provisions.

10. The Contractor will, to the greatest extent feasible, attempt to employ or fill training positions with lower income project area residents and will, as a minimum, provide evidence of the following:

(a) Attempts to recruit from the project area through local advertising media, community organizations, public and private agencies operating within or serving the project area, such as the State Employment Department and the Private Industry Council; and

(b) Notification to labor organizations with which the Contractor has a collective bargaining agreement or other understanding; and

(c) Maintain a list of all lower income area residents who have applied either on their own or referral from any source, and if such persons, if otherwise qualified, have been employed.

11. The Contractor will, to the greatest extent feasible, attempt to incorporate project area businesses as subcontractors and suppliers.(Not Applicable at this time)

12. The Contractor will provide the Section 3 workforce utilization reports required under this contract.

                                  fully realizes that failure or refusal to comply and give satisfactory assurances of future compliance with the requirements of this Affirmative Action Plan shall be proper basis for any or all of the following actions: Cancellation, termination or suspension in whole or in part of the contract; a determination of ineligibility or debarment from any further contracts under any federal program with respect to which the failure or refusal occurred until satisfactory assurances of future compliance have been received.

Authorized Signature                                            \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:                      \_\_\_\_\_\_\_\_\_\_\_\_\_

**EXHIBIT D**

**Section 3 Clause (24 CFR 135.38)**

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-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.

1. The parties to this contract agree to comply with HUD's regulations 24 CFR part 135 (the “Part 135 Regulations”), which implement Section 3. As evidenced by their execution of this contract, the parties hereto certify that they are under no contractual obligation and they have no other impediment that would prevent them for complying with the Part 135 Regulations.

C. The Contractor agrees to send to each labor organization or representative of workers with which the Corporation has a collective bargaining agreement or other similar understanding, if any, a notice advising the labor organization or other workers representative of the Corporation'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, the availability of apprenticeship and training positions and the qualifications for each, 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 the Part 135 Regulations, and to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 Clause, upon finding that a subcontractor is in violation of the Part 135 Regulations. The Contractor shall not subcontract with any subcontractor where the Contractor has notice or knowledge that the subcontractor has been found in violation of the Part 135 Regulations.

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

F. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and 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 Indians owned Economic Enterprises. Parties to this contract that are subject to the provision of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

**EXHIBIT E**

**SECTION 3 HIRE REPORT**

**CONTRACTOR MUST SUBMIT TO MOH WITH PAYROLL FORM WH347.**

CONTRACTOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REPORTING PERIOD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **EMPLOYEE NAME** | **CLASSIFICATION** | **HOURS**  **WORKED** | **SECT 3** | **GC or SUB** |
| 1. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ |
| 2. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ |
| 3. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ |
| 4. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ |
| 5. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ |
| 6. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ |
| 7. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ |
| 8. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ |
| 9. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| **TOTAL CONTRACTOR AND SUBCONTRACTOR HOURS WORKED DURING PERIOD:** | | \_\_\_\_\_\_\_\_\_ |
| Note: This document should include all Section 3 hires on the project and indicate who worked for which subcontractor. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Person Completing Form  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | |

**EXHIBIT F**

**“SECTION 3” EMPLOYEE ELIGIBILITY CERTIFICATION**

The United States Department of Housing and Urban Development (HUD) monitors our hiring practices on “Section 3” funded projects. It is important, therefore, that the information below be provided. Please be aware that your response, though needed, is voluntary and has no affect on your employment status.

Because these questions are personal in nature, your answers will be treated with confidentiality. Thank you for assisting us.

Sincerely,

San Francisco Mayor’s Office of

Housing

|  |
| --- |
|  |

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Number of individuals living in your household (include yourself) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Total annual household income (please check one):

|  |  |
| --- | --- |
| \_\_\_\_\_ Less than $32,200 | \_\_\_\_\_ Between $46,000 - 49,700 |
| \_\_\_\_\_ Between $32,200 - 36,800 | \_\_\_\_\_ Between $49,700 - 53,350 |
| \_\_\_\_\_ Between $36,800 - 41,400  \_\_\_\_\_ Between $41,400 - 46,000 | \_\_\_\_\_ Between $53,350 - 57,050  \_\_\_\_\_ Between $57,050 - 60,700 |
|  | \_\_\_\_\_ Above $60,700 |

4. Are you currently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No

I certify that the statements made on this sheet are true, complete and correct to the best knowledge and belief, and made in good faith.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certified low income resident \_\_\_\_\_ Yes \_\_\_\_\_ No: Check One Only

|  |  |
| --- | --- |
| 1. | \_\_\_\_ Public Housing Resident of San Francisco |
| 2. | \_\_\_\_ Resides in Metropolitan Area of San Francisco |
| 3. | \_\_\_\_ Provided Evidence for Preference |

Date**:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organization:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXHIBIT G**

**SECTION 3 HIRE SUMMARY REPORT**

CONTRACTOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **GENERAL OR SUB NAMES** | **HIRING GOALS** | **ACTUAL HIRES** | **REASONS FOR VARIANCE** |
|  |  |  |  |  |
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| **TOTAL** |  |  |  |  |

NOTE: This document must be submitted at the end of project, prior to final contract payment.

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERSON COMPLETING FORM