

# SECTION 23 – SECTION 3 COMPLIANCE



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### **Section 3 Compliance Packet Overview**

Contractors, subcontractors, developers, and sub-recipients interested in participating in a City of Modesto housing or community development project that utilizes HUD administered Federal financial assistance must first read through this packet in its entirety.

**A completed (and certified if deemed necessary) copy of this packet must be submitted along with each new bid or Request for Qualifications response to specific City of Modesto projects or programs.** For information specific to the designated project, primarily project scope of work, deadlines, and funds available please refer to the application for that specific project.

City of Modesto project bids and RFQ's can be found at the following link:  
<http://home.planetbids.com/vendors/>

Any additional questions or information can be directed to:

Division Main Line: **(209) 577-5211**

Division E-mail: [\*\*Housing@modestogov.com\*\*](mailto:Housing@modestogov.com)

Mailing Address: **City of Modesto  
Community and Economic Development Department  
Suite 3100  
PO Box 642  
Modesto, CA. 95353**

### **City of Modesto Urban Development and the Purpose of Section 3:**

Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u) (Section 3) requires that the City of Modesto ensure that employment and other economic/business opportunities generated by HUD financial assistance “**to the greatest extent feasible**” are directed to public housing residents and other low-income persons, particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low-and very-low income persons.

The City of Modesto Housing Division currently administers several sources of federal financial assistance including Federal Block Grants, as well as both AARA and HERA funds. Each of these funding sources are administered through the United States Department of Housing and Urban Development (HUD) and are allocated to the City of Modesto through HOME funds, Community Development Block Grants (CDBG), and the Neighborhood Stabilization Program (NSP) funding rounds 1-3.

Section 3 applies to specific activities being funded through the above mentioned financial assistance programs including housing rehabilitation (including the reduction and abatement of lead-based paint hazards, but excluding routine maintenance, repair, and replacement), housing construction, and other public construction projects.

### **Section 3 Beneficiaries:**

Section 3 directly benefits the following:

- **Section 3 Resident:** A public housing resident/resident of the City of Modesto who qualifies as a low-income person. Based on HUD definitions a low-income person is one whose household does not exceed 80% of the Area Median Income (AMI) for Stanislaus County. These numbers are based on a fiscal year breakdown and are updated annually. Refer to Exhibit E for the current HUD AMI breakdown for Stanislaus County.
- **Section 3 Business Concern:** Any business that is
  - 51% or more owned by City of Modesto Section 3 Residents; or
  - Whose permanent full-time employees consist of at least 30% current City of Modesto Section 3 residents, or were Section 3 residents within the first 3 years of employment with said company; or
  - Able to provide evidence of a commitment to subcontract in excess of 25% of the dollar award for all subcontracts to business concerns that meet the two previous conditions/requirements in this paragraph.

Section 3 employment opportunities generated by HUD financial assistance for community development projects may include, but are not limited to, management and administrative jobs, 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.), in addition to both general and specialized labor duties. In some cases workplace training on general skills and procedures may be available.

- A **New Hire** under Section 3 is considered any Section 3 Resident hired as a full-time employee for permanent, temporary, or seasonal employment opportunities.

### **Section 3 Thresholds:**

Section 3 opportunities are triggered once specific monetary thresholds are met:

1. A direct recipient of HUD administered funds, in this case the City of Modesto, has designated or invested a minimum of **\$200,000** for an eligible activity or project involving housing construction, rehabilitation, or other public construction.
  - a. If this allocation or investment results in the City of Modesto needing “new hires” for this specific activity, to the greatest extent feasible a minimum of 30% of these new hires must be “Section 3 Residents”.
  - b. 10% of the total dollar amount of all Section 3 covered contracts for construction/rehabilitation work to the greatest extent feasible shall be awarded by the City of Modesto to “Section 3 Businesses Concerns”
  - c. 3% of the total dollar amount of all non-construction Section 3 covered contracts to the greatest extent feasible will be awarded by the City of Modesto to “Section 3 Business Concerns”.
2. A general contractor or subcontractor who enters into a construction/rehabilitation agreement with the City of Modesto in excess of **\$100,000** to complete a specific project must comply with Section 3 requirements
  - a. If a contract results in the contractor/subcontractor needing “new hires” for this specific project, to the greatest extent feasible a minimum of 30% of these new hires must be “Section 3 Residents”.
  - b. Section 3 covered contracts DO NOT include contracts issued for the purchase or materials, supplies, or equipment, unless installation is involved.
  - c. Multiple contracts awarded to one contractor/subcontractor under and eligible activity for separate and distinct projects are not cumulative.

### **Section 3 Contracting Policy and Procedure:**

In compliance with the Section 3 requirement the City of Modesto has amended its existing Procurement Policy and adopted a Section 3 Contracting Policy/Procedure that is included in all procurements generated for use with HUD funding.

All contractors, business concerns, developers, and sub-recipients seeking to work on or within programs being funded by HUD are required to complete certifications as acknowledgment of the Section 3 contracting and employment provisions prior to submitting bids/proposals to the City of Modesto. Such certifications shall be adequately supported with appropriate documentation as referenced in the required form.

- Approved contractors are required to notify sub-contractors of their responsibilities under Section 3 including, but not limited to, incorporating the Section 3 clause into their subcontracting agreements.
- Approved contractors are required to maintain proper records/documentation to show that they have to the greatest extent feasible tried to utilize area Section 3 residents as trainees and employees
  - Examples of Records/Reports
    - Copies of advertisements for training/employment

- Lists of Section 3 Residents who applied or otherwise expressed an interest in training/employment
- Copies of solicitations or Requests for Proposals (RFP)
- Documentation of pre-construction conferences
- Records of bid evaluations and selections
- Correspondence or other documentation related to Section 3 grievances
- Photographic evidence of displayed signs
- Copies of letters to community organizations
- Copies of notifications of awards to grantees and contractors
- Copies of business affirmative action plans, including records of solicitation mailing lists, direct solicitation of bids or proposals
- Evidence of affirmative steps to include Section 3 business concerns; such as dividing total work requirements into small sub-tasks, joint ventures between a large business and a Section 3 business concern, and limiting competition to Section 3 business concerns pursuant to HUD regulations at 24 CFR Part 963.

**Accepted Forms of Outreach:**

All Section 3 contractors are expected to utilize the following approaches in an effort to recruit Section 3 residents or business concerns.

- Advertising in local media
- Prominently placing a notice of Section 3 commitments under Section 3 at the project site or other places where applications for training and employment are taken
- Contacting local job training centers, employment service agencies, and community organizations,
- Developing on-the-job training opportunities or participating in job training programs

It is recommended that contractors keep a list of Section 3 residents who apply on their own or by referral for available positions.

- The City of Modesto will work with approved developers, contractors, and sub-recipients to maintain an accessible list of qualified Section 3 residents and business concerns for future projects.

EXHIBIT A  
**SECTION 3 FAQ**

**1. What is Section 3?**

Section 3 is a provision of the Housing and Urban Development Act of 1968, which recognizes that HUD funds are typically one of the largest sources of federal funding expended in communities through the form of grants, loans, entitlement allocations and other forms of financial assistance. Section 3 is intended to ensure that when employment or contracting opportunities are generated because a covered project or activity necessitates the employment of additional persons or the awarding of contracts for work, preference must be given to low- and very low-income persons or business concerns residing in the community where the project is located.

**2. What does the term “Section 3 resident” mean?**

A “section 3 resident” is: 1) a public housing resident; or 2) a low- or very low-income person residing in the metropolitan area or Non-metropolitan County in which the Section 3 covered assistance is expended.

**3. What does the term Section 3 Business Concern mean?**

Section 3 business concerns are businesses that can provide evidence that they meet one of the following:

- a. 51 percent or more owned by Section 3 residents; **or**
- b. At least 30 percent of its fully time employees include persons that are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; **or**
- c. Provides evidence, as required, 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 in the above two paragraphs.

**4. How does Section 3 differ from the Minority Business Enterprise/Women Business Enterprise programs?**

Section 3 is both race and gender neutral. The preferences provided under this regulation are based on income-level and location. The Section 3 regulations were designed to encourage recipients of HUD funding to direct new employment and contracting opportunities to low-income residents, and the businesses that employ these persons, within their community regardless of race and/or gender.

Please contact HUD’s Office of Small and Disadvantaged Business Utilization at 202-708-1428, to learn more about these programs.

**5. How is “low-income” determined?**

The term “low-income” is used in the Section 3 regulation to include both low- and very low-income individuals. Local income levels can be obtained online at:  
<http://www.huduser.org/DATASETS/il.html>.

**6. What is a “new hire”?**

A new hire means a full-time employee for a new permanent, temporary, or seasonal position that is created during the expenditure of Section 3 covered financial assistance.

**7. What is a Section 3 covered project?**

A Section 3 covered project involves the construction or rehabilitation of housing

(including reduction of lead-based paint hazards), or other public construction such as street repair, sewage line repair or installation, updates to building facades, etc.

**8. Who is considered a recipient of Section 3 funding?**

A recipient is any entity which receives Section 3 covered assistance, directly from HUD or from another recipient. It does not include contractors or any ultimate beneficiary under the HUD program to which Section 3 applies.

**9. Is a non-profit organization considered a “business” for the purposes of Section 3?**

Yes. A non-profit organization is a legitimate business. The non-profit organization must meet the criteria of a Section 3 business concern as defined in 24 CFR Part 135.5 in order to receive Section 3 preference.

**10. What is a Service Area?**

The Service area is the geographical area in which the persons benefiting from the Section 3 covered project reside. The Service Area shall not extend beyond the unit of local government (the City of Modesto) in which the Section 3 covered financial assistance is expended.

**11. What are funding thresholds and how do they apply to Section 3 covered financial assistance?**

Funding thresholds are minimum dollar amounts that trigger Section 3 requirements. There are **no thresholds for Public Housing Authorities (PHAs)**. The requirements of Section 3 apply to all PHAs regardless of the amount of assistance received from HUD.

The requirements of Section 3 apply to recipients of Housing and Community Development assistance that invest \$200,000 or more into projects/activities involving housing construction, rehabilitation, or other public construction.

**12. What dollar threshold amounts apply to contractors/subcontractors?**

All contracts (or subcontracts) funded with Public and Indian Housing assistance (regardless of the dollar amount or the type of contract) is subject to the requirements of Section 3.

With respect to recipients of Housing and/or Community Development funding, all contractors (or subcontractors) receiving covered funds in excess of \$100,000 to complete projects involving housing construction, rehabilitation, or other public construction are required to comply with the requirements of Section 3.

**13. Does Section 3 apply to other State/local laws?**

Compliance with Section 3 shall be achieved to the greatest extent feasible, and consistent with local laws and regulations.

**14. Does Section 3 require that the expenditure of HUD financial assistance result in the creation of training, employment, and contracting opportunities?**

Recipient agencies are not required to create jobs or contracts for Section 3 residents and business concerns simply for the sake of creating them. Section 3 requires that **when** employment or contracting opportunities are generated because a project or activity undertaken by a recipient of covered HUD financial assistance necessitates the employment of additional personnel through individual hiring or the awarding of contracts, the recipient must give preference in hiring to low- and very low- income persons and/or businesses owned by these persons or



that substantially employ these persons.

**15. Are Section 3 residents or business concerns guaranteed employment or contracting opportunities under Section 3?**

No. Section 3 residents must demonstrate that they meet the qualifications for new employment opportunities created as a result of the expenditure of covered assistance.

Section 3 business concerns must submit evidence to the satisfaction of the party awarding the contract to demonstrate that they are responsible firms and have the ability to perform successfully under the terms and conditions of the proposed contract.

**16. Are recipients and contractors required to provide long- term employment opportunities, and not simply seasonal or temporary employment?**

Recipients and contractors are required, to the extent feasible, to direct all employment opportunities to low- and very low-income persons- including seasonal and temporary employment opportunities.

Employment goals are based on “new hires”, which is defined as full-time employees for permanent, temporary or seasonal employment opportunities.

Recipients and contractors are encouraged to provide long-term employment. They may count a Section 3 resident employee for three years to meet the business criterion that at least 30 percent of the permanent, full-time employees are Section 3 residents.

**17. When might a recipient agency be exempt from the requirements of Section 3?**

If Section 3 covered assistance is awarded and the recipient has no need for additional employees or trainees, or the recipient has no need to contract for work, then the Section 3 requirements are not triggered. However, the recipient agency must still submit a Section 3 Annual Summary report (HUD form 60002), in accordance with 24 CFR § 135.90.

**18. Does preference to a Section 3 business mean that the business should be selected if it meets the technical requirements of the bid, regardless of bid price?**

No. As provided in 24 CFR 85.36(b) (8), contract awards shall only be made to responsible contractors possessing the ability to perform under the terms and conditions of the proposed contract. The determination that a prospective contractor is responsible must include consideration of the firm’s compliance with technical and public policy requirements.

Preference to Section 3 business concerns means that a recipient’s or contractor’s procurement procedures include methods to provide preference to Section 3 business concerns. Accordingly, if a Section 3 business concern is a responsible bidder, but their bid price is slightly higher than a non-Section 3 firm, the recipient agency can give preference to the Section 3 business in an effort to meet its numerical goals annually.

**19. What types of new employment opportunities are covered by Section 3?**

For Public and Indian Housing (PIH) Programs, all employment opportunities generated by the expenditure of development, operating, and modernization assistance, including management and administrative jobs, technical, professional, construction and maintenance jobs; and jobs at all levels.

For Housing and Community Development Programs, all employment opportunities arising in connection with housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project (i.e., management and administrative jobs, technical, professional, and construction and non-construction jobs; and jobs at all levels).

**20. Who is required to submit Section 3 reports?**

Each recipient of Section 3 covered HUD financial assistance shall submit an annual report to the Assistant Secretary for the purpose of determining the effectiveness of Section 3 (HUD form 60002). Section 3 summary reports are required even if the recipient agency did not undertake any activities that triggered the requirements.

**21. Who can file a complaint when the requirements of Section 3 are not met?**

Any Section 3 resident or Section 3 business (or authorized representative) seeking employment, training or contracting opportunities generated by Section 3 covered assistance may file a complaint using *form HUD 958*.

**22. Where are Section 3 complaints filed?**

Effective November 2007, Section 3 complaints must be filed at the appropriate FHEO Regional Office in which the violation occurred. Please visit [www.hud.gov/offices/fheo](http://www.hud.gov/offices/fheo) to obtain the address and telephone number for FHEO regional offices.

**23. Is there a time limit for filing a Section 3 complaint?**

Yes. Section 3 complaints must be filed no later than 180 days from the date of the action or omission upon which the complaint is based.

## EXHIBIT B

### **Section 3 Contract Clause:**

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 worker's 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 locations 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 the 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, where not filed to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR 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 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).

**EXHIBIT C**



**Bidder/Contractor's Confirmation**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Primary Contact: \_\_\_\_\_  
\_\_\_\_\_ Contact # : \_\_\_\_\_

Project Title: \_\_\_\_\_ Proj. #: \_\_\_\_\_

Federal Funding Source: \_\_\_\_\_

I \_\_\_\_\_, as an official representative of \_\_\_\_\_  
(designated representative) (Company Name)

Do hereby certify that I have read and understand the Section 3 compliance guide and clearly understand the utilization requirements to the above cited project. I agree to comply with all said Section 3 requirements and understand that failure to comply will be clearly documented and may result in the following sanctions: cancellation, termination, or suspension in whole or in part of this contract at the sole discretion of the City of Modesto. I have read and understand the portion of this document designated as the Section 3 Clause (also found in 24 CFR 135) and neither the project nor the company are under any contractual restrictions or other disabilities which would prevent the company from complying with said requirements.

Signature of Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_





EXHIBIT D

**SECTION 3: ESTIMATED WORKFORCE BREAKDOWN**

*This form is to be completed by the contractor during the bidding/RFQ process*

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Primary Contact: \_\_\_\_\_

\_\_\_\_\_ Contact # : \_\_\_\_\_

Project Title: \_\_\_\_\_ Proj. #: \_\_\_\_\_

JOB CATEGORY	TOTAL ESTIMATED POSITIONS NEEDED FOR PROJECT	TOTAL POSITIONS OCCUPIED BY PERMANENT EMPLOYEES	NUMBER OF POSITIONS NOT OCCUPIED	NUMBER OF POSITIONS TO BE FILLED WITH SECTION 3 RESIDENTS
<b>Administrative Staff:</b>				
- Professionals				
- Technicians				
- Office/Clerical				
- Other Admin Staff				
<b>Construction by Trade:</b>				
-				
-				
-				
-				
-				
-				
- Trainees				
- Other				

\* **Section 3 Resident:** Public housing resident of the City of Modesto who qualifies as a low-income person. HUD defines a low-income person as one whose household income does not exceed 80% of the median income for the region, with adjustments for family size.



EXHIBIT E  
**SECTION 3: ACTUAL WORKFORCE BREAKDOWN**

*This form is to be completed by the contractor at the completion of the reporting period or the completion of the project (whichever comes first).*

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Primary Contact: \_\_\_\_\_

\_\_\_\_\_ Contact # : \_\_\_\_\_

Project Title: \_\_\_\_\_ Proj. #: \_\_\_\_\_

**PART I: EMPLOYMENT AND TRAINING**

JOB CATEGORY	TOTAL ESTIMATED POSITIONS NEEDED FOR PROJECT	TOTAL POSITIONS OCCUPIED BY PERMANENT EMPLOYEES	ACTUAL NUMBER OF NEW HIRES	ACTUAL NUMBER OF POSITIONS FILLED WITH SECTION 3 RESIDENTS
<b>Administrative Staff:</b>				
- Professionals				
- Technicians				
- Office/Clerical				
- Other Admin Staff				
<b>Construction by Trade:</b>				
-				
-				
-				
-				
-				
-				
-				
- Trainees				
- Other				

\* **Section 3 Resident:** Public housing resident of the City of Modesto who qualifies as a low-income person. HUD defines a low-income person as one whose household income does not exceed 80% of the median income for the region, with adjustments for family size.

**PART II: CONTRACTS AWARDED**

TYPE OF CONTRACT	TOTAL NUMBER OF THIS TYPE OF CONTRACT	TOTAL APPROX. DOLLAR AMOUNT	TOTAL NUMBER OF CONTRACTS TO SECTION 3 BUSINESSES	TOTAL DOLLAR AMOUNT TO SECTION 3 BUSINESSES
				\$
				\$
				\$
				\$
				\$
				\$
				\$

**PART III: SUMMARY**

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. (check all that apply)

Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contacts with community organizations and public or private agencies operating within the City of Modesto where the project is located.

Participated in a HUD program or other program which promotes the training or employment of Section 3 Residents.

Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.

Other:

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u., mandates that the Department ensure that employment and other economic opportunities generated by its housing and community development assistance program are directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. The regulations are found in 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as a self-monitoring tool. The data is entered into a database and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808 (e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

**PART IV: CERTIFICATION**

As the designated representative of this company I hereby certify that the information provided within this document is an accurate report of this company's section 3 efforts. I acknowledge and understand that this document must be submitted as back-up documentation for each invoice supplied to the City of Modesto for all Section 3 project fund reimbursement.

Signature of Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Company Name: \_\_\_\_\_





EXHIBIT F

**CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3 PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY**

Name of Business \_\_\_\_\_

Address of Business \_\_\_\_\_

Type of Business:       Corporation                       Partnership  
                                   Sole Proprietorship               Joint Venture

Attached is the following documentation as evidence of status:

**For Business claiming status as a Section 3 resident-owned enterprise:**

- Copy of resident lease
- Copy of receipt of public assistance
- Copy of evidence of participation in a public assistance program
- Other evidence \_\_\_\_\_

**For business entity as applicable:**

- Copy of Articles of Incorporation
- Certificate of Good Standing
- Assumed Business Name Certificate
- Partnership Agreement
- List of owners/stockholders and % ownership of each
- Corporation Annual Report
- Organization chart with names and titles and brief function statement
- Latest Board minutes appointing officers
- Additional documentation

**For business claiming Section 3 status by subcontracting 25 percent of the dollar awarded to qualified Section 3 business:**

- List of subcontracted Section 3 business(es) and subcontract amount

**For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:**

- List of all current full-time employees
- List of employees claiming Section 3 status
- PHA/IHA Residential lease less than 3 years from day of employment
- Other evidence of Section 3 status less than 3 years from date of employment

Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

- Current financial statement
- Statement of ability to comply with public policy
- List of owned equipment
- List of all contracts for the past two years

\_\_\_\_\_  
 Authorizing Name and Signature (Corporate Seal)

Attested by: \_\_\_\_\_







EXHIBIT G

RESIDENT EMPLOYMENT OPPORTUNITY DATA

**CITY OF MODESTO  
ELIGIBILITY FOR PREFERENCE**

**Eligibility for Preference**

A section 3 resident seeking the preference in training and employment provided by this part shall certify, or submit evidence to the recipient contractor or subcontractor, if 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.)

**Certification for Resident Seeking Section 3 Preference in Training and Employment**

I, \_\_\_\_\_, am a legal resident of the City of Modesto and meet the income eligibility guidelines for a low- or very-low-income person as published on the reverse.

My permanent address is: \_\_\_\_\_  
\_\_\_\_\_

I have attached the following documentation as evidence of my status:

- Copy of lease
- Copy of receipt of public assistance
- Copy of Evidence of participation in a public assistance program
- Other evidence

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



### SECTION 3 INCOME LIMITS

All residents of public housing developments of the Housing Authority of Stanislaus County, located within the City of Modesto city limits qualify as Section 3 residents. Additionally, individuals residing in the City of Modesto who meet the income limits set forth below, can also qualify for Section 3 status.

A picture identification card and proof of current residency is required.

#### FY 2016-2017 Eligibility Guideline

Number in Household	Very Low Income (50% AMI)	Low Income (80% AMI)
1 individual	\$20,650	\$33,000
2 individuals	\$23,600	\$37,700
3 individuals	\$26,550	\$42,400
4 individuals	\$29,450	\$47,100
5 individuals	\$31,850	\$50,900
6 individuals	\$34,200	\$54,650
7 individuals	\$36,550	\$58,450
8 individuals	\$38,900	\$62,200

