



## **Contractor Certification of Efforts to Fully Comply with Contracting, Employment and Training Provisions of Section 3**

The bidder represents and certifies that as part of its bid/offer it:

**Is a Section 3 Business concern.**

A Section 3 Business concern means a business concern:

1. That is 51% or more owned by Section 3 Resident(s); or
2. Whose permanent, full-time employees include person at least 30% of whom are current Section 3 residents, or within the last 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% of the dollar value of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraph 1 or 2 herein.

**Is Not a Section 3 Business concern but who has and/or will continue to seek compliance with Section 3 by certifying to the following efforts as being undertaken.**

### **EFFORTS TO AWARD SUBCONTRACTS TO SECTION 3 BUSINESS CONCERNS:**

(Check all that apply)

- By contacting business assistance agencies, minority contractors associations and community organizations to inform them of the contracting opportunities and requesting their assistance in identifying Section 3 businesses which may solicit bids for a portion of the work.
- By advertising contracting opportunities by posting notices, which provide general information about the work to be contracted and where to obtain additional information, the common areas of the applicable development(s) owned and managed by the Housing Authority.
- By providing written notice to all known Section 3 business concerns of contracting opportunities. This notice should be in sufficient time to allow the Section 3 business concerns to respond to bid invitations.
- By following up with Section 3 business concerns that have expressed interest in the contracting opportunities.

By coordinating meetings at which Section 3 business concerns could be informed of specific elements of the work for which subcontract bids are being sought.

By conducting workshops on contracting procedures and specific contracting opportunities in a timely manner so that Section 3 business concerns can take advantage of contracting opportunities.

By advising Section 3 business concerns as to where they may seek assistance to overcome barriers such as inability to obtain bonding, lines of credit, financing, or insurance, and aiding Section 3 businesses in qualifying for such bonding, financing, insurance, etc.

Where appropriate, by breaking out contract work into economically feasible units to facilitate participation by Section 3 business concerns.

By developing and utilizing a list of eligible Section 3 business concerns.

By actively supporting and undertaking joint ventures with Section 3 businesses

### **EFFORTS TO PROVIDE TRAINING AND EMPLOYMENT TO SECTION 3 RESIDENTS**

(Check all that apply)

By entering into a "first source" hiring agreements with organizations representing Section 3 residents.

By establishing training programs, which are consistent with the requirements of the Department of Labor, specifically for Section 3 residents in the building trades.

By advertising employment and training positions to dwelling units occupied by Category 1 and 2 Section 3 residents.

By contacting resident councils and other resident organizations in the affected housing development to request assistance in notifying residents of the training and employment positions to be filled.

By arranging interviews and conducting interviews on the job site.

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

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Authorized Signature of the Bidder & Date



## Self-Certification of Eligibility for Section 3 Resident Status

Economic Opportunities for Low – and Very Low-Income Persons

Section 3 is a Housing and Urban Development (HUD) requirement designed to ensure that the HUD funds invested in housing and community development activities also provide employment opportunities for low-income people.

The following information is needed to determine Section 3 Resident eligibility. Please respond to the following questions.

- Yes**                      **No**

• Do you currently reside in the City of St. Petersburg?

  - My current address is (street address, city, state and zip code):

**Yes**                      **No**
- Are you a current resident of any St. Petersburg Housing Authority Property?
- If so, which one? \_\_\_\_\_
- The total number of individuals in my family (all family members currently living in my household, including myself) is \_\_\_\_\_
- Yes**                      **No**

• Is the income from all sources for your household over the last 12 months under the amounts listed below for the number of people in your household?

*FY 2019 Income Limits Summary as set by HUD for low (80%) income*

1 household member	2 household member	3 household member	4 household member	5 household member	6 household member	7 household member	8+ household member
\$37,450	\$42,800	\$48,150	\$53,500	\$57,800	\$62,100	\$62,100	\$70,650

I, \_\_\_\_\_, have answered all of the above questions truthfully. I understand that the information above may require verification. I agree to provide documents verifying this information and authorize my employer to release information required by the Housing Authority to verify my status as a "Section 3 Resident".

### ATTENTION

*Chapter 414.39 of the Florida Statutes makes it a crime, punishable by fine up to \$50,000 or imprisonment for up to five (5) years, or both, if an applicant deliberately makes a false statement about his or her income in order to gain an employment preference based on Section 3 eligibility.*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

The foregoing instrument was subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ (name of person acknowledging) who is personally known by me or who has produced \_\_\_\_\_ (type of identification) as identification.

State of Florida  
County of \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
Printed: \_\_\_\_\_  
My commission expires \_\_\_\_\_ 20\_\_\_\_\_.

Required Form

<b>SECTION 3 AND MBE PRE-AWARD COMPLIANCE CERTIFICATION</b>		Housing Authority of the City of St. Petersburg Florida 2001 Gandy Blvd N St. Petersburg, FL 33702
1. Contractor Name & Address (street, city, state, zip):	2. Contract Number and Description:	3. Dollar Amount of Contract:
	4. Contact Person:	5. Phone Number:
	6. Contracting Period:	7. Date Report Submitted:

**Part I: Employment and Training of Section 3 Residents (If Prime Contractor is Section 3 Owned Check Here)**

The employment and training component of section 3 applies to the prime contractor and all sub-contractors providing construction services and professional services to the St. Petersburg Housing Authority. It is the responsibility of the Prime Contractor to enforce these same requirements within any sub-contracts.

**Instructions: Complete items A, B and C and adjoining worksheet**

- A. Total Number of Current Employees? \_\_\_\_\_
- B. Total Number of Anticipated New Hires & Trainees? \_\_\_\_\_
- C. Total Number of Section 3 New Hires & Trainees?  
(the established goal is 30% of Line B) \_\_\_\_\_

Adjoining worksheet		
(A) Job Category	(B) Number of anticipated new hires and trainees	(C) Number of column (B) that will be Section 3 residents
Professional		
Technical		
Office/Clerical		
Construction by Trade (list)		
Other (List)		
Total		

**Part II: Subcontract awards – Section 3 and MBE (If Prime Contractor is Section 3 Owned Check Here)**

The contracting component of section 3 and minority-owned business participation apply to all prime contractors and sub-contractors providing construction services, professional services, and supplies to the St. Petersburg Housing Authority’s project. It is the responsibility of the prime contractor to enforce the same requirements within any sub-contracts.

**Instructions: All contractors must complete item D. Complete item E for construction contracts only. Complete item F for professional service and supplier contracts only. All contractors must complete item G.**

D. Total dollar amount of all sub-contracts anticipated for this project? \$ \_\_\_\_\_

**Applies to construction contracts only:**

E. Total amount of anticipated Section 3 sub-contract awards?  
(The established goal is 10% of Line D) \$ \_\_\_\_\_

**Applies to professional service contracts and suppliers:**

F. Total amount of anticipated section 3 sub-contract awards?  
(The established goal is 3% of Line D) \$ \_\_\_\_\_

**Applies to all contracts:**

G. Total amount of anticipated minority-owned business contract awards? \$ \_\_\_\_\_  
(The established goal is 20% of Line D) *A minority-owned business is an entity that is 51% owned or controlled by one or more of the following minority group members: Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans and Hasidic Jewish Americans.*

**Part III: Certification**

As a duly authorized representative of the prime contractor, it is hereby agreed that the prime contractor and all sub-contractors will make every effort to achieve at least the minimum levels for compliance with Section 3 and Minority- Owned Business participation goals. It is further understood that the undersigned will enforce and ensure compliance within all sub-contracts.

<b>Signature:</b>	<b>Print Name and Title</b>	<b>Date</b>