CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3 BUSINESS 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 ☐ Other evidence ☐ Copy of evidence of participation in a public assistance program

For the business entity as applicable:
☐ Copy of Articles of Incorporation ☐ Certificate of Good Standing
☐ Assumed Business Name Certificate ☐ Partnership Agreement
☐ List of owners/stockholder and % of each ☐ Corporation Annual Report
☐ Latest Board minutes appointing officers ☐ Additional documentation
☐ Organization chart with names and titles and brief functional statement

For business claiming Section 3 status by subcontracting 25% of the dollar awarded to qualified Section 3 business:
☐ List of subcontracted Section 3 business and subcontract amount

For business claiming Section 3 status, claiming at least 30% 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 all employees claiming Section 3 status
☐ PHA Residential lease (less than 3 years from date 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 ☐ List of owned equipment
☐ Statement of ability to comply ☐ List of all contracts for the past 2 years with public policy

Corporate Seal

Authorizing Name and Signature __________________________

Notary __________________________

My term expires: __________________________

Title __________________________

Signature __________________________ Date __________________________

Printed Name __________________________

HOUSING AUTHORITY OF THE CITY OF EVERETT (EVERETT HOUSING AUTHORITY) (EHA) (HA)
SUGGESTED AFFIRMATIVE ACTION PLAN FOR UTILIZATION OF PROJECT AREA BUSINESSES

Number Of All Contracts Proposed: 

Name Of Company: 

Dollar Value Of All Contracts Proposed: 

Project:

To The Greatest Extent Feasible, Contracts Will Be Awarded Through Negotiation Or Proposal To Qualified Project Area Businesses.

Goal Of These Contracts For Project Area Businesses:

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<tr>
<th>PROPOSED TYPE OF CONTRACT</th>
<th>APPROX. COST</th>
<th>PROPOSED TYPE OF CONTRACT</th>
<th>APPROX. COST</th>
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Outline The Program To Achieve These Goals For Economically And Socially Disadvantaged:

______________________________________________________________________________________________________________________________________________________________
______________________________________________________________________________________________________________________________________________________________
______________________________________________________________________________________________________________________________________________________________
______________________________________________________________________________________________________________________________________________________________
______________________________________________________________________________________________________________________________________________________________

NOTE: To Complete The Affirmative Action Plan, Follow Steps Outlines In Attached Exhibit.

(INsert this document in proposal documents and with proposal)

______________________________________________________________________________________________________________________________________________________________

DATE: 

Signature  Date  Printed Name

HOUSING AUTHORITY OF THE CITY OF EVERETT (EVERETT HOUSING AUTHORITY) (EHA) (HA)
SUGGESTED AFFIRMATIVE ACTION PLAN FOR UTILIZATION OF PROJECT AREA BUSINESSES

SUGGESTED SECTION 3 PRELIMINARY WORKFORCE STATEMENT UTILIZATION OF LOWER INCOME PROJECT AREA RESIDENTS AS REGULAR, PERMANENT EMPLOYEES, TRAINEES, APPRENTICES.

| COMPANY NAME: | | |
| ADDRESS: | | |
| PROJECT: | | |

| Trainees | | |
| Present Permanent Employees (At Time of Contract Signing) | | |
| Apprentices | | |
| Journeypersons | | |
| Laborers | | |
| Supervisory | | |
| Superintendent | | |
| Professional | | |
| Clerical | | |

| Total Projected Workforce Increase | | |

| Section 3 Workforce Projection (Residents) | | |

NOTE: Residents are those lower income project area residents who have been qualified as eligible.

____________________________  __________________________
Signature                     Date

____________________________
Printed Name
SECTION 3 BUSINESS PREFERENCE CLAUSE

This contract is subject to the following conditions under Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3).

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 of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor or 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 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, 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 (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 Enterprise. Parties to this contract that are subject to the provisions 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).
PREFERENCE FOR SECTION 3 BUSINESS CONCERNS IN CONTRACTING OPPORTUNITIES

The HA has established the following priority for preference when providing contracting opportunities to Section 3 Businesses:

Priority I
Category 1a Business
Business concerns that are 51 percent or more owned by residents of the housing development or developments for which the Section 3-covered assistance is expended.

Priority II
Category 1b Business
Business concerns whose workforce includes 30 percent of residents of the housing development for which the Section 3-covered assistance is expended, or within three (3) years of the date of first employment with the business concern, were residents of the Section 3-covered housing development.

Priority III
Category 2a Business
Business concerns that are 51 percent or more owned by residents of any other housing development or developments.

Priority IV
Category 2b Business
Business concerns whose workforce includes 30 percent of residents of any other public housing development or developments, or within three (3) years of the date of first employment with the business concern, were “Section 3” residents of any other public housing development.

Priority V
Category 3 Business
Business concerns participating in HUD Youth-build programs being carried out in the metropolitan area in which the Section 3-covered assistance is expended.

Priority VI
Category 4a Business
Business concerns that are 51 percent or more owned by Section 3 residents in the metropolitan area, or whose permanent, full-time workforce includes no less than 30 percent of Section 3 residents in the metropolitan area, or within three (3) years of the date of employment with the business concern, were Section 3 residents in the metropolitan area.

Priority VII
Category 4b Business
Business concerns that subcontract in excess of 25 percent of the total amount of subcontracts to Section 3 business concerns.

Eligibility for Preference
A business concern seeking to qualify for a Section 3 contracting preference shall certify or submit evidence that the business concern is a Section business concern.
HUD directs within 24 CFR 135 that the HA may make award to qualified Section 3 business concern with the highest priority ranking and with the lowest responsive proposal if that proposal is:

(a) within the maximum total contract price established by the HA; or

(b) not more than “X” higher than the total proposal price of the lowest responsive proposal from any responsible bidder. “X” is determined as follows:

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<tr>
<th>When the lowest responsive proposal is less than $100,000</th>
<th>“X” = LESSOR OF:</th>
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<td>When the lowest responsive proposal is at least:</td>
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<tr>
<td>$100,000.00, but less than $200,000.00</td>
<td>9% of that proposal, or $16,000.00</td>
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<tr>
<td>$200,000.00, but less than $300,000.00</td>
<td>8% of that proposal, or $21,000.00</td>
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<td>$300,000.00, but less than $400,000.00</td>
<td>7% of that proposal, or $24,000.00</td>
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<td>$400,000.00, but less than $500,000.00</td>
<td>6% of that proposal, or $25,000.00</td>
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<tr>
<td>$500,000.00, but less than $1,000,000.00</td>
<td>5% of that proposal, or $40,000.00</td>
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<tr>
<td>$1,000,000.00, but less than $2,000,000.00</td>
<td>4% of that proposal, or $60,000.00</td>
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<tr>
<td>$2,000,000.00, but less than $4,000,000.00</td>
<td>3% of that proposal, or $80,000.00</td>
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<tr>
<td>$4,000,000.00, but less than $7,000,000.00</td>
<td>2% of that proposal, or $105,000.00</td>
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<tr>
<td>$7,000,000.00, or more</td>
<td>1.5% of the lowest responsive and responsible proposal with no dollar limit</td>
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