

# SECTION 3: INSTRUCTIONS TO COMPLETE THE FORMS



The Housing Authority of the City of Los Angeles (HACLA) has adopted a Section 3 Guide and Compliance Plan to realize the goals and objectives of the Section 3 Regulation (24 CFR Part 135). Contractors and vendors interested in contracting with HACLA are required to complete Section 3 forms when submitting bids/offers. The contractor awarded the contract must comply with the reporting requirements and submit periodic Compliance Summary Reports. This document was prepared to assist bidder/offers in completing those forms. The forms are available in fillable PDF format at [www.hacla.org/section3](http://www.hacla.org/section3). The website provides useful information about Section 3 and additional resources. You can contact the Section 3 Compliance Administrator for general assistance and guidance to prepare Section 3 documents before you submit your bids/offers.

## Form 1: Declaration of Understanding and Intent to Comply with Section 3 Requirements

- All bidders/offers and their subcontractors must complete this form and submit in their bid package.

## Form 2: Section 3 Business Concern Certification

- All bidders/offers and their subcontractors must submit this form. Check the box that matches the eligibility criteria and **provide supporting documentation** as applicable.
- This form must be submitted for the bidder/offers and subcontractors even if they are not a Section 3 Business Concern.

## Form 3: Section 3 Resident Certification

- Both the bidder/offers and subcontractor(s) must submit this form if claiming Section 3 Business Concern status. Businesses who do not claim Section 3 Business Concern status in Form 2 do not need to submit Form 3.
- If claiming as Type 1 Section 3 Business Concern, the Section 3 Resident Certification form must be completed by the owner(s).
- If claiming as Type 2, each Section 3 Resident employee(s) must complete a Section 3 Resident Certification form and the employer must attach those forms to the Section 3 Business Concern Certification form.

## Form 4: Economic Opportunity Plan (EOP)

- All bidders/offers and their subcontractors must submit an EOP with their bid/offers. The EOP identifies Section 3 commitments made by bidders.
- Hiring Commitment: you must clearly indicate the current workforce and the anticipated new hires for the project, indicate the number of new hires that you are committing to Section 3 new hires. *(Tip: 30% or more new hire goal)*
- Subcontracting Commitment: List the Section 3 Business(es) you are going to subcontract with and provide the subcontract amount. *(Tip: 10% or more Section 3 Business subcontracting goal for construction related contracts and 3% or more for non-construction)*
- Other Economic Opportunities: if you are unable to meet the hiring and subcontracting commitments, you may comply by providing other economic opportunities to Section 3 Residents, such as trainings, enrollment into an apprenticeship program, trade school, scholarship, and as an option of last resort, contribution to the Section 3 Fund in accordance with HACLA's Section 3 Guide and Compliance Plan.
- Failure to submit an EOP will render the bid non-responsive and ineligible for contract award.
- If awarded a contract, the EOP is incorporated into the contract.

## Form 5: Section 3 Compliance Summary Report

- After contract award, Contractors must complete and submit this form to document compliance with the EOP, periodically, upon demand of HACLA.
- It is the contractor responsibility to request its subcontractors to complete the forms. The prime contractor must include the subcontractor reported data in its compliance report and submit cumulative numbers. Subcontractor forms must be attached and submitted with the prime contractor's documents.
- A Section 3 Resident Certification (Form-3) must be submitted for each new hire reported in the Compliance Summary Report.

## Form 6: Job Order Form

- All contractors and their subcontractors must use this form or company's job bulletin to notify HACLA of job opportunities created as a result of the contract award. Positions should be filled in the order of priority listed in HACLA's Section 3 Guide and Compliance Plan. Contact the Section 3 Compliance Administrator for recruitment assistance.

Questions? Need assistance to prepare your forms? Contact the Section 3 Compliance Administrator: [section3@hacla.org](mailto:section3@hacla.org)