

**Form-1 – TCC GRANT
DECLARATION OF UNDERSTANDING AND INTENT
TO COMPLY WITH SECTION 3 REQUIREMENTS**



The partner/contractor/subcontractor performing work in connection with this project is required to comply with HACLA's Section 3 Guide and Compliance Plan. The purpose of Section 3 is to ensure that employment and other economic opportunities generated as a result of these projects shall, to the greatest extent feasible, be directed to Section 3 Residents and Section 3 Business Concerns. The partner/contractor/subcontractor is obliged, to the greatest extent feasible, to give opportunities for training and employment (at least 30% of new hires) to Section 3 Residents in order of hiring priority and to award subcontracts to Section 3 Business Concerns (10% goal or greater of contract amount for construction services and 3% or greater of contract amount for non-construction contracts).

Examples of responsibilities to ensure compliance include, but are not limited to:

- Implementing procedures to notify HACLA, Section 3 Residents and Section 3 Business Concerns about training, employment, and subcontracting opportunities generated by the project;
- Facilitating the training and employment of Section 3 Residents and the award of subcontracts to Section 3 Business Concerns;
- Designing and implementing procedures to comply with the requirements of Section 3 in order to ensure compliance;
- Documenting actions taken to comply with Section 3 and submitting all applicable Section 3 compliance reports as requested by HACLA.

Contract/Project # _____

Estimated Project Start Date: _____

Project Name: _____

1. The partner/contractor/subcontractor will consider hiring Section 3 Residents for any future employment openings if the Section 3 Resident meets the minimum qualifications for the opening. ("Consider" means that the Bidder/Proposer is willing to interview qualified Section 3 Residents and extend the same consideration as to other candidates).

YES NO N/A

2. The partner/contractor/subcontractor will consider subcontracting with Section 3 Business Concerns for this project/service. ("Consider" means that the Bidder/Proposer is willing to use HUD and HACLA Section 3 Business Registries, outreach and identify other qualified Section 3 Business Concerns and extend them the same consideration as to other businesses).

YES NO N/A

3. It is not feasible for the partner/contractor/subcontractor to provide employment or subcontracting opportunities, hence it is proposing other economic opportunities.

YES NO N/A If Yes, specify _____

Your signature below indicates that you have read and understood the Section 3 requirements set forth in HACLA's Section 3 Guide and Compliance Plan (available at www.hacla.org/section3) and agree to comply with those requirements if awarded a contract. Furthermore, your signature below indicates your intent to satisfy your Section 3 commitments as set forth in the Economic Opportunity Plan.

Name of Contractor/Subcontractor

Address

Contact Name

Title

Signature

Date

(Form-2)
SECTION 3 BUSINESS CONCERN SELF CERTIFICATION



(E-mail completed form to: section3@hacla.org)

Part I: Contractor Subcontractor Other: _____
Business Name

Trade / Type of Services/Work Performed: _____

Address: _____

Contact Name: _____ Telephone Number: _____

Project Name: _____ Email Address: _____

IFB / RFQ / RFP /Contract No: _____ BID Amount: _____

Part II:
Are you a Section 3 Business? YES NO

If YES, complete below:

I am a Section 3 Business Concern (check all that apply and attach supporting documents as relevant)

- Type 1: The business is 51% or more owned by Section 3 Residents**
(Attach a Section 3 Resident Certification Form(s) for each owner claiming a Section 3 Resident status or a statement on company letterhead certifying Section 3 Resident status.)
- Type 2: At least 30% of permanent full-time employees are currently Section 3 Residents, or, were Section 3 Residents within three years of the date of first hire**
Indicate total number of permanent full-time employee(s): _____
Indicate total number of Section 3 Resident employee(s): _____
Attach Section 3 Resident Certification form(s) equal to the number of Section 3 Resident employees specified or a statement on company letterhead certifying that 30% of company's workforce qualify as Section 3 Residents.
- Type 3: We are committed to subcontracting, in excess of 25% of the dollar award of all subcontracts to Section 3 Business Concern(s) that meet one of the first two qualifications noted above.**
(Attach a Section 3 Business Certification Form for each subcontractor who is a qualified Section 3 Business Concern.)

Part III:
My business also qualifies as:
 Minority Owned Business Women Owned Business
 Small Business Enterprise Labor Surplus Area

Definitions and additional information can be found at
www.hacla.org/section3 and www.hacla.org/mbewbe

By submitting this form, my business certifies that the statements and information contained on this form are true and accurate, and meet the HUD Section 3 business self-certification eligibility requirements in accordance with 24 CFR Part 135. I further understand that a Section 3 business is not entitled to a contract simply by being listed in the HACLA Section 3 Business Registry database. Businesses that self-certify their eligibility may receive preference as a Section 3 business, subject to verification from HACLA. Information that is misrepresented on this form will be grounds for terminating Section 3 certification.

Signature Name and Title Date

SECTION 3

Section 3 is a provision of the Housing and Urban Development Act of 1968. The purpose of Section 3 to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low-and very low income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

Section 3 Business Registry

If you believe your business qualifies as a Section 3 Business Concern based on the below definition, complete Form 2: Section 3 Business Concern Certification and submit to section3@hacla.org. Upon receipt of the form, HACLA will add your business name to it Section 3 Business Registry.

The registry is used to identify businesses for direct contracting and subcontracting needs. Certified businesses may also be eligible to receive bid preference for awarding certain IFBs.

What is a Section 3 Business Concern?

Section 3 Business Concerns are businesses that can provide evidence that they meet one of the following criteria:

1. 51% or more of the business is owned by Section 3 Residents; or
2. At least 30% of its permanent full time employees include persons that are currently Section 3 Residents, or were Section 3 Residents within three years of the date of first hire; or
3. A business that commits to subcontract in excess of 25 percent of the dollar award of all subcontracts to business concerns that meet one of the first two qualifications above.

Who is a Section 3 Resident?

A Section 3 Resident is:

- a. A public housing resident; or
- b. A low income person residing in the metropolitan area or non-metropolitan county where the Section 3 covered assistance is expended.

Low income limits are determined annually by HUD for each metropolitan area. The table below lists the FY 2018 Los Angeles Metropolitan Area Income Limits. If your income falls within one of those categories, you are a Section 3 Resident.

FY 2019 Los Angeles County HUD Income Limits	
Number in Household	Low Income Limit
1 individual	\$ 58,450 or less
2 individuals	\$ 66,800 or less
3 individuals	\$ 75,150 or less
4 individuals	\$ 83,500 or less
5 individuals	\$ 90,200 or less

Questions? Contact

Sone Davayan, Section 3 Compliance Administrator

Tel: (213) 252-1865

E-mail: section3@hacla.org

FORM-3: SECTION 3 RESIDENT CERTIFICATION FORM (TCC)



Section 3 Resident is a public housing resident or a low or very low income person who lives in the Los Angeles metropolitan area of the Section 3 Covered Project and who has a household income that does not exceed HUD's income limits as described below. All Section 3 Resident new hires must complete this form in order to comply with Section 3 reporting requirements (24 CFR Part 135).

PART I: EMPLOYEE INFORMATION (to be completed by Section 3 Resident New Hire)

Are you a Section 3 Resident?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Name:	Check all that apply:				
Address:	<input type="checkbox"/> Live in HACLA public housing development Site Name: _____				
	<input type="checkbox"/> Watts Resident <input type="checkbox"/> HUD Youth Build Program participant <input type="checkbox"/> Income qualified non-public housing resident <input type="checkbox"/> Section 8 program participant (state agency) _____				
Phone Number:	Email Address:				
Gender: _____	Age Group:	18-24	25-34	35-44	45-64
How did you hear about the job?	Are you a Trade Union member? If yes, state: Name _____ Enrollment Date: _____				

PART II: INCOME INFORMATION (to be completed by Section 3 Resident New Hire)

Find the line that corresponds to the number of people in your household. If the annual household income of your home is within or below the range shown for the number of people in your household, you qualify as a Section 3 Resident. Check the column accordingly. Public housing residents qualify as Section 3 Residents regardless of if they meet the below income requirements.

Income Eligibility Guideline (FY 2019 Los Angeles County HUD Income Limits)				
Number in Household	Check		Low Income	Check
1	<input type="checkbox"/>		\$58,450	<input type="checkbox"/>
2	<input type="checkbox"/>		\$66,800	<input type="checkbox"/>
3	<input type="checkbox"/>		\$75,150	<input type="checkbox"/>
4	<input type="checkbox"/>		\$83,500	<input type="checkbox"/>
5	<input type="checkbox"/>		\$90,200	<input type="checkbox"/>

By signing below, I hereby certify and declare under penalty of perjury under the laws of the United States and the State of California that the above information is true and correct, and further agree to provide the Housing Authority of the City of Los Angeles with documentation verifying my Section 3 eligibility upon request.

Section 3 Resident New Hires Signature: _____ **Date:** _____

PART III: EMPLOYER AND PROJECT INFORMATION (to be completed by HACLA Contractor/Vendor)

Company Name:	HACLA Contract No:	Project Name and Location:
Position:	Hire Date:	End Date:
Permanent YES <input type="checkbox"/> NO <input type="checkbox"/>	Training Provided? YES <input type="checkbox"/> NO <input type="checkbox"/>	Total # of Hours Worked:
Benefit Plan? YES <input type="checkbox"/> NO <input type="checkbox"/>	Hourly Rate:	Total Paid to Employee:
Was the new hire sponsored to a Trade Union as a result of this hiring? If Yes, complete the information on the right:	Union Name: Enrollment Date: Fees Paid by:	

By signing below, I hereby certify and declare under penalty of perjury under the laws of the United States and the State of California that, based upon Company's payroll records and personnel file, the information provided in Part III above is true and correct, and that I am authorized on behalf of the Company to make this certification.

Name: _____ **Signature** _____ **Date** _____

HACLA has determined the disclosure of this document, which includes the home address and private financial information of a public housing resident, would constitute an unwarranted invasion of personal privacy per Government Code section 6254(c), and therefore exempts this record from disclosure under the California Public Records Act.

Form-4: SECTION 3 ECONOMIC OPPORTUNITY PLAN (TCC)



PART 1: Partner Contractor Subcontractor

Section 3 Business Concern: Yes No
(Attach Form-2 Section 3 Business Concern Certification)

Business Name: _____

Trade/Service: _____

Contact Name: _____

Email Address: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

IFB/RFP No: _____

Project Name: _____

Estimated Start Date: _____

Union Affiliation: _____

BID Amount: _____

If you are a Subcontractor, list Prime Contractor's or Partner's name and contact information:

PART 2:

TIER I: HIRING COMMITMENT (goal of 30% or greater for new hires to be filled by Section 3 Residents)

JOB CLASSIFICATION(S) NEEDED TO COMPLETE THE PROJECT (i.e. Administrative, Laborer, Electrical, Demolition, Asbestos Abatement, Technical, Management, Security)	Current Workforce Numbers	Total # of employees needed to complete the job if awarded the contract	NEW HIRE COMMITMENT* # of Section 3 Resident New Hires that will be Section 3 Residents (**)
Totals:			

By making a commitment above to hire Section 3 Residents, the business entity understands and commits to following the Section 3 Resident Priority Selection as described below.

***New Hire:** A new hire means a full-time employee for a new permanent, temporary or seasonal position that is created as a direct result of this project.

**** Section 3 Resident Priority Selection for TCC Grant Funded Projects Only:**

1st Priority (P1): Watts residents, including HACLA public housing site residents

2nd Priority (P2): Watts residents, including HACLA public housing site residents

3rd Priority (P3): Participants of the HUD Youth Build Program

4th Priority (P4): All other Section 3 income eligible residents living in the City of Los Angeles

TIER II: SUBCONTRACTORS LIST (Goal of 10% or greater of contract amount for Construction Contract and 3% or greater of contract amount for Non-Construction Contracts)

Subcontractor Name and Contact Information	Trade	Section 3 Business? (Yes or No) If Yes, include Form-2	Sub's EOP Attached? (required)	Subcontract Amount
				\$
				\$
				\$
				\$

PART 3: NOTES & COMMENTS (attach additional sheets if necessary)

By signing below, I hereby certify and declare under penalty of perjury under the laws of the United States and the State of California that the above information, as well as all documentation provided in support thereof, are true and correct and that I am authorized on behalf of the Company to make this commitment.

Signature

Name

Title

Date

Form-5: SECTION 3 COMPLIANCE SUMMARY REPORT (TCC)



Report Submission Date: _____

Reporting Period (cumulative): _____

This report must be submitted by all vendors who have an active contract with the Housing Authority of the City of Los Angeles. The purpose of this report is to monitor your compliance with the Section 3 requirements in 24 CFR Part 135/ HACLA's Section 3 Guide and Compliance Plan, and your commitments under the contract. If needed, attach additional pages explaining your efforts, achievements and/or obstacles.

Submit completed forms with support documentation to Sone Davayan, Section 3 Compliance Administrator, Sone.Davayan@hacla.org.

PART 1: COMPANY PROFILE

Partner/Contractor Subcontractor

Section 3 Business: Yes No

Business Name: _____

Trade: _____

Address: _____

City/Zip Code: _____

Contact Name: _____

Telephone: _____

Contact Title: _____

E-mail: _____

Contract #: _____

Contract Amount: _____

Project Start Date: _____

Project End Date: _____

HACLA OFFICE USE ONLY

If you are a Subcontractor, list Prime Contractor's name and contact information:

Part 2: PROJECT DESCRIPTION AND PROGRESS UPDATE

PART 3: GOOD FAITH EFFORTS MADE TO SATISFY SECTION 3 REQUIREMENTS COMMITMENTS

(Attach documentation supporting the information provided in this section)

Recruited Section 3 residents through:

- Signs prominently displayed at the project site
- Contacted community organizations _____
- Contacted management office to notify residents and posted or distributed flyers at the project site/public housing site
- Contacted agencies administering HUD Youth Build programs
- Submitted a Job Order to HACLA Section 3 Compliance Administrator
- Other _____

PART 4: SUBCONTRACTORS

Report all subcontractors working/worked on the project

NAME OF THE SUBCONTRACTORS WORKING/WORKED	SECTION 3 BUSINESS CONCERN? <input type="checkbox"/> Yes <input type="checkbox"/> No	TRADE	SUBCONTRACTOR START AND END DATES ON THE PROJECT	SUBCONTRACT AMOUNT	SECTION 3 RESIDENT NEW HIRES? (If Yes, sub needs to submit this form also)
	<input type="checkbox"/> Yes <input type="checkbox"/> No				
	<input type="checkbox"/> Yes <input type="checkbox"/> No				
	<input type="checkbox"/> Yes <input type="checkbox"/> No				
	<input type="checkbox"/> Yes <input type="checkbox"/> No				

New Hire: A new hire means a full-time employee for a new permanent, temporary or seasonal position that is hired as a direct result of this project.

Section 3 Resident Priority Selection for TCC Grant Funded Projects Only:

1st Priority (P1): Watts residents, including HACLA public housing site residents

2nd Priority (P2): Watts residents, including HACLA public housing site residents

3rd Priority (P3): Participants of the HUD Youth Build Program

4th Priority (P4): All other Section 3 income eligible residents living in the City of Los Angeles

PART 6: ADDITIONAL NOTES / GOOD FAITH EFFORTS / OBSTACLES ENCOUNTERED

By signing below, I hereby certify and declare under penalty of perjury under the laws of the United States and the State of California that the above information, as well as all documentation provided in support thereof, are true and correct, and that I am authorized on behalf of the Company to make this certification.

Signature

Name

Title

Date

(Form-6)
SECTION 3 JOB ORDER FORM



The following job order shall be completed by vendors to request assistance in recruiting Section 3 Residents when opportunities arise. The form should be submitted to the Section 3 Compliance Administrator (section3@hacla.org) as soon as the contractor is aware of the hiring need. HACLA will use the form to identify and recruit candidates to fill the position. A separate job order must be completed for each position title.

This job order is not a substitute for recruitment efforts by the contractor/subcontractor.

If you are the subcontractor, you must complete both the contractor and subcontractor information below.

Contractor Information

Company Name: _____ Contact Person: _____
Company Address: _____ Phone #: _____
_____ E-mail: _____
Contract #: _____ RFP/IFB #: _____

Subcontractor Information

Company Name: _____ Contact Person: _____
Company Address: _____ Phone #: _____
_____ E-mail: _____

Position Title: _____

Job Location: _____

Anticipated Position Start Date: _____

Anticipated Position End Date: _____

No. of Openings: _____

Job Description

Required Skills, Experience:

Industry: Administration Landscaping Electrical
 Office/Clerical Roofing Property Management
 Construction Carpentry Transportation/Trucking

Job Term: < 1 week 1-2 months > 1 year
 1-2 weeks 3-6 months Duration of contract/project
 3-4 weeks 6-12 months Permanent

Shift: Day Shift (approx: 8am – 5pm)
 Second Shift (approx: 2pm – 10pm)
 Third Shift (approx 10 pm – 6 am)

Schedule: Weekdays Weekends Variable

Hours per Wk 1-10 21-30 >40
 11-20 31-40 Variable

Minimum Hourly Wage*: _____ **or Minimum Salary*** _____

Education Requirement: Some High School BA
 High School Specialized Trade _____
 AA Degree Other _____

Skills: Asbestos Removal Janitorial Security
 Construction Lead Abatement Electrical
 Equipment Maintenance Plumbing Other

Licenses/Certifications: _____

Union Affiliation Required? Yes (explain _____) No

If you have an internal job description or job bulletin, please attach it with this form.

This form was completed by:

Name Date Signature

Submit the form to:
HACLA Section 3 Compliance Administrator
2600 Wilshire Blvd., 4th Floor, Los Angeles, CA 90057
E-mail: section3@hacla.org