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June 29, 2010 at 11:00 AM PDT

Section 3 Webinar: **“How does it work and what is new?”** for Alameda and Contra Costa County public housing agencies, community development agencies, practitioners, advocates and interested parties.

Presented by National Housing Law Project (NHLP)

Presenters: Staci Gilliam Hampton, HUD
Ken Nim, SF Office of Economic and Work Force Development
Ronnie Rhoe, SF Office of Economic and Work Force Development
Moderator: Catherine Bishop, NHLP

List of materials:

- Powerpoint—by NHLP
- Powerpoint—by HUD
- Powerpoint—by San Francisco City Build
 - Attachments—“Section 3” Employee Eligibility Certification
 - Form 1: CityBuild Workforce Projection Form
 - Form 2: CityBuild Workforce Hiring Plan
 - Form 3: CityBuild Job Notice Form

This webinar was made possible by the generous contributions of the Wells Fargo Bank Foundation.

Section 3: How does it work and what's new?


 NATIONAL HOUSING LAW PROJECT
 (NHLP)
 JUNE 29, 2010
 Presenters: Staci Gilliam, HUD
 Ronnie Rhoe, OEWD, San Francisco
 Ken Nim, OEWD, San Francisco
 Moderator: Catherine Bishop, NHLP

HOUSING JUSTICE


 National Housing Law Project www.nhlp.org

Welcome and Logistics of Webinar


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- **Welcome to the Webinar**
- **Logistics**
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Logistics


 3

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- Join the conference call:
 Dial: 1-888-387-8686
 Access Code: 6382036

Presenters

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- **Staci Gilliam Hampton**
 - Director of the Economic Opportunity Division (EOD) at HUD
 - The EOD is located within HUD's Office of Fair Housing and Equal Opportunity
 - She is responsible for enforcing the statutory and regulatory requirements of Section 3
- **Ken Nim and Ronnie Rhoe**
 - Workforce Compliance Officers for the San Francisco Mayor's Office of Economic and Workforce Development, CityBuild Program.
 - They administer local hiring programs including Section 3 and operate a pre-apprentice construction training program.

Moderator

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- **Catherine Bishop,**
 - Staff Attorney, National Housing Law Project

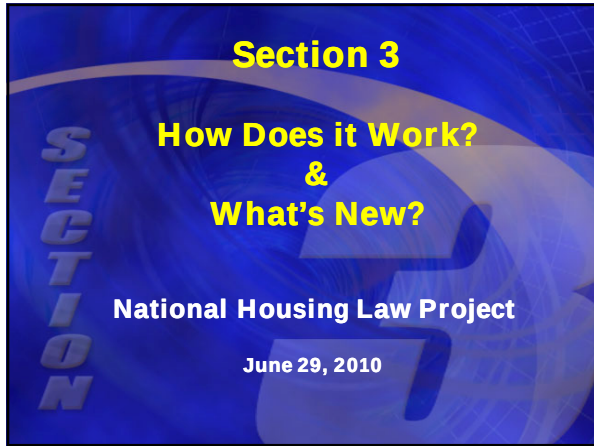
Thank you for participating

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NATIONAL HOUSING LAW PROJECT
WWW.NHLP.ORG
 510-251-9400

VISIT OUR WEBSITE FOR MORE
 INFORMATION REGARDING
 SECTION 3

PLEASE JOIN US FOR THE NEXT WEBINAR
 TENTATIVELY SCHEDULED FOR
 TUESDAY, JULY 13, 2010



Section 3

**How Does it Work?
&
What's New?**

National Housing Law Project

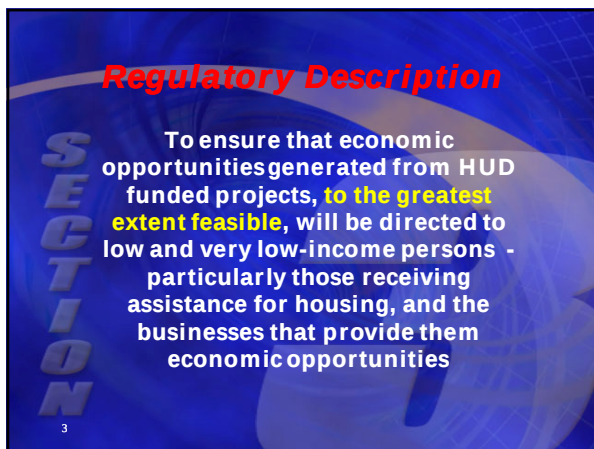
June 29, 2010



Statute and Regulation

- **Section 3 of the Housing and Urban Development Act of 1968**
 - 12 U.S.C. 1701u
- **Economic Opportunity Regulation**
 - 24 CFR Part 135

2



Regulatory Description

To ensure that economic opportunities generated from HUD funded projects, **to the greatest extent feasible**, will be directed to low and very low-income persons - particularly those receiving assistance for housing, and the businesses that provide them economic opportunities

3



To the Greatest Extent Feasible???

SECTION

- Recipients must make every effort to recruit, target, and direct economic opportunities to Section 3 residents and businesses.
- More than normal advertising

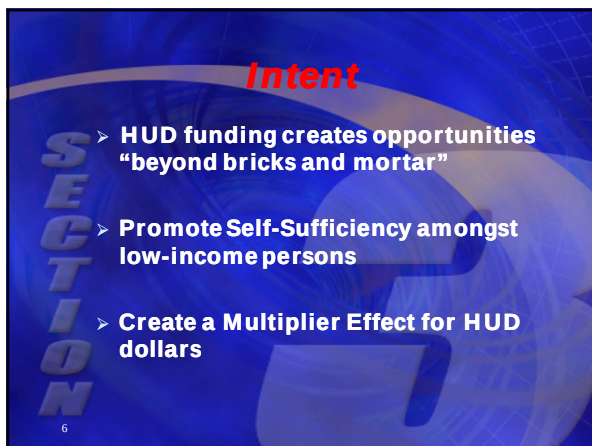


Simply Stated...

SECTION

- HUD funds are one of the largest sources of federal investment in distressed communities
- These funds typically result in new employment, training and contracting opportunities
- Section 3 is designed to direct new economic opportunities to local residents and businesses

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Intent

SECTION

- HUD funding creates opportunities "beyond bricks and mortar"
- Promote Self-Sufficiency amongst low-income persons
- Create a Multiplier Effect for HUD dollars

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Applicability

SECTION

- **Public and Indian Housing**
 - Development
 - Operation
 - Modernization
- **Housing and Community Development**
 - Housing rehabilitation
 - Housing construction
 - Other public construction

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Section 3 Covered Assistance

SECTION

- **PIH Allocations**
 - Operations, Capital, Modernization, HOPE VI
- **CDBG Funding**
- **HOME Funding**
- **NAHASDA funding**
- **Competitive Grants**
 - EDI and BEDI
 - Lead Based Paint
 - 202/811
 - ROSS
- **Project Based Vouchers**

8

Funding Thresholds

SECTION

- There are **no thresholds** for Public and Indian Housing assistance
- Section 3 applies to all activities regardless of the dollar amount

9

Covered Public Housing Authorities

- Section 3 applies to **all** PHAs including Tribal Housing Authorities
- PHAs that only administer Section 8 vouchers are **exempt**

10

PHAs & Covered Contractors

- PHAs are required to ensure their compliance and the compliance of their contractors
- Section 3 applies to all contracts regardless of the type of contract or dollar amount

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Housing & Community Development Assistance

Funding Thresholds

- The requirements apply to recipients of HUD assistance exceeding \$200,000
- The requirements also apply to Contracts/Subcontracts in excess of \$100,000

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Housing and Community Development Covered Activities

SECTION

HUD Housing and/or Community Development Assistance that is used for:

- ❖ Housing Construction
- ❖ Housing Rehabilitation
- ❖ Other Public Construction

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Thresholds Met for Recipients but Not Contractors

SECTION

If the threshold of \$200,000 is met for the recipient but no contract of \$100,000 is awarded, **the requirements still apply to the recipient**

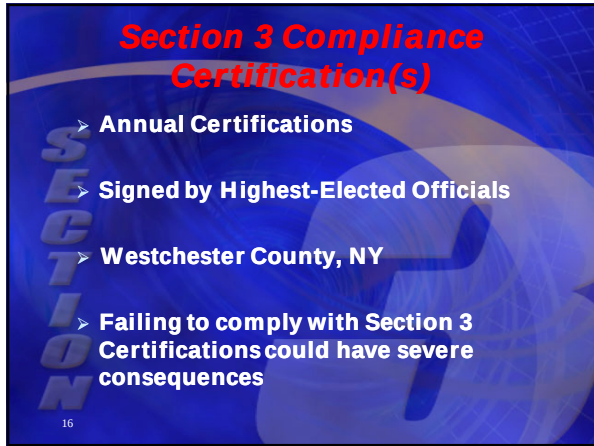
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Applicability to Entire Project

SECTION

Section 3 requirements apply to **entire** projects or activities regardless if they are fully or partially funded with covered financial assistance.

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A blue-themed slide with a large, stylized 'SECTION 3' graphic on the left. The title 'Section 3 Compliance Certification(s)' is in red. The content is in white text with bullet points.

Section 3 Compliance Certification(s)

- Annual Certifications
- Signed by Highest-Elected Officials
- Westchester County, NY
- Failing to comply with Section 3 Certifications could have severe consequences

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A blue-themed slide with a large, stylized 'SECTION 3' graphic on the left. The title 'Penalties for Noncompliance' is in red. The content is in white text with a list of sanctions.

Penalties for Noncompliance

Sanctions for noncompliance may include:

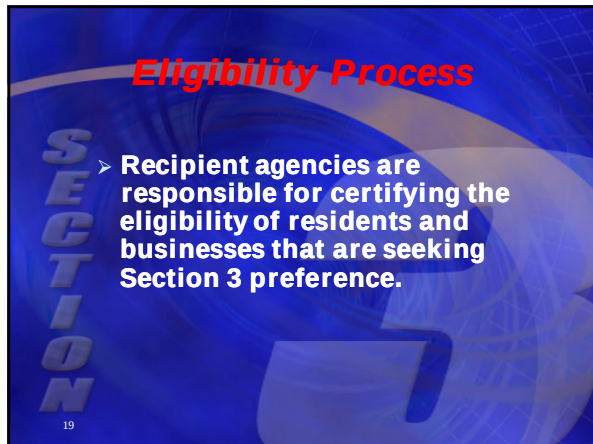
- Debarment
- Suspension
- Limited Denial of Participation in HUD Programs

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A blue-themed slide with a large, stylized 'SECTION 3' graphic on the left. The title 'Section 3 Beneficiaries' is in red.

Section 3 Beneficiaries

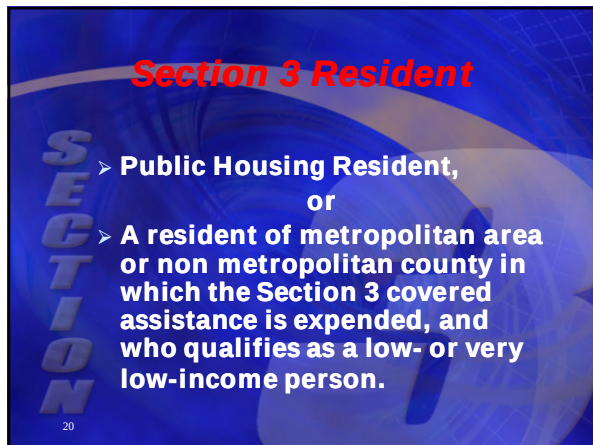
18

A blue-themed slide with a background image of a person's face in profile. The word "SECTION" is written vertically on the left. The title "Eligibility Process" is in red. A bullet point states that recipient agencies are responsible for certifying the eligibility of residents and businesses seeking Section 3 preference.

Eligibility Process

- Recipient agencies are responsible for certifying the eligibility of residents and businesses that are seeking Section 3 preference.

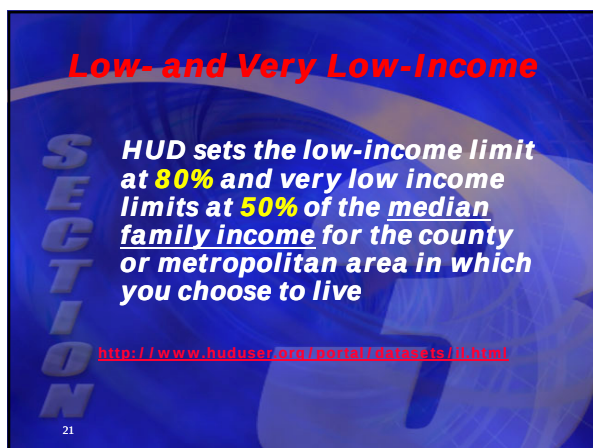
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A blue-themed slide with a background image of a person's face in profile. The word "SECTION" is written vertically on the left. The title "Section 3 Resident" is in red. Two bullet points define the criteria for a Section 3 resident.

Section 3 Resident

- Public Housing Resident,
or
- A resident of metropolitan area or non metropolitan county in which the Section 3 covered assistance is expended, and who qualifies as a low- or very low-income person.

20

A blue-themed slide with a background image of a person's face in profile. The word "SECTION" is written vertically on the left. The title "Low- and Very Low-Income" is in red. The text explains HUD's income limits based on the median family income of the county or metropolitan area.

Low- and Very Low-Income

HUD sets the low-income limit at **80%** and very low income limits at **50%** of the median family income for the county or metropolitan area in which you choose to live

<http://www.huduser.org/portal/guides/is/j3.html>

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- **Residents of Public Housing**
- **Section 8 Voucher Holders**
- **Recently Unemployed**
- **Veterans**
- **Recipients of Other Federal Assistance (TANF, employment)**
- **Single Mothers Re-entering the Workforce**
- **Recent College Graduates**

SECTION

[illegible]

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SECTION

A Section 3 business concern must have the ability and capacity to perform.

24

SECTION

- **Section 3 of the HUD act is *race and gender neutral*.**
- **Not MBE/WBE**
- **The preference provided by this federal act is based on income and location.**

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SECTION

- **51% or more owned by Section 3 Residents, or**
- **30% of employed staff are currently Section 3 Residents or were Section 3 residents within three years of the date of first employment; or**
- **25% of subcontracts committed to Section 3 Businesses.**

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SECTION

[illegible]

Employment Opportunities

Public Housing Authorities

- All jobs with PHA or contractors

Housing & Community Development

- Construction Labor
- Management & Administrative Support
- Architectural, Engineering and Professional services

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Eligibility for employment and contracting

A Section 3 resident must meet the qualifications of the position to be filled.

A Section 3 business concern must have the ability and capacity to perform.

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Eligibility for employment and contracting

Section 3 is not intended to create an “entitlement” for eligible residents and businesses—it creates opportunities.

Simply meeting the definitions does not automatically mean that they will be given jobs or contracts

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Section 3 Complaint Investigations

SECTION

Complaint Register
Under Section 3 of the Housing and Urban Development Act of 1968

U.S. Department of Housing and Urban Development
 Office of Fair Housing and Equal Opportunity
 OMB Approval No. 2529-0042
 (Expires 11/00/2010)

*Name of Complainant (Person or organization) _____ Home Phone _____
 Street Address _____ Work Phone _____
 *City, State, Zip Code _____

*Against whom is the complaint being filed? _____ Business Phone _____
 *Name of organization or company _____
 Street Address _____
 *City, State, Zip Code _____

Name and identify others if any who violated the law in this case:

☐ This is about a third party ☐ A. Low/Very low income ☐ D. Public housing resident ☐ C. A representative of A or B	☐ D. Section 8 business concern ☐ E. A representative of D
--	---

B. Complainant is aggrieved (check one or more boxes)

☐ A. Resident ☐ B. Sub-tenant	☐ D. Tenant ☐ E. Contractor
--	--

Form HUD-958



Triggering Responsibilities

SECTION

- **Section 3 regulations do not require hiring or subcontracting unless it is necessary to complete the project.**
- **Section 3 is triggered when covered projects require "new" hires or contracts/sub-contracts.**

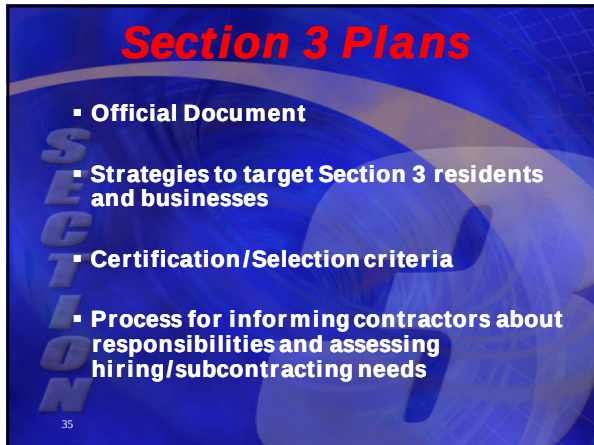
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Responsibility #1

Design and implement procedures to comply with the requirements of Section 3

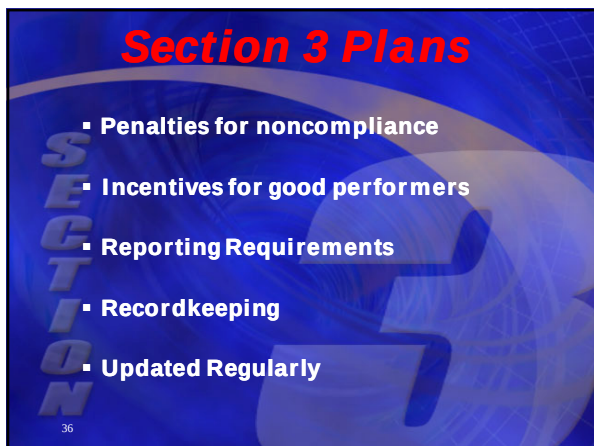
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Section 3 Plans

- Official Document
- Strategies to target Section 3 residents and businesses
- Certification/Selection criteria
- Process for informing contractors about responsibilities and assessing hiring/subcontracting needs

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Section 3 Plans

- Penalties for noncompliance
- Incentives for good performers
- Reporting Requirements
- Recordkeeping
- Updated Regularly

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Responsibility #2

Notify Section 3 residents about training and employment opportunities and Section 3 businesses about contracting opportunities

SECTION

37

Responsibility #3

Notify covered contractors about the requirements of Section 3

SECTION

38

Responsibility #4

Incorporate the Section 3 clause into covered solicitations and contracts

--24 CFR Part 135.38

SECTION

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Responsibility #5

Facilitate training and employment of Section 3 residents and the award contracts to Section 3 businesses, as appropriate to reach the minimum numerical goals

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Responsibility #6

Minimum Numerical Goals:

- 30% of new hires annually
- 10% of the total dollar amount of covered construction contracts
- 3% of the total dollar amount of covered non-construction contracts

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Minimum Numerical Goals

- 24 CFR Part 135.30
- Numerical Targets (may be exceeded)
- Safe Harbor Compliance
- Other Efforts Taken to Achieve Compliance—To the Greatest Extent Feasible

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Section 3 Employment Opportunities

The Following Can be Counted Towards the Numerical Goals:

- New Hires
- Laid off Workers
- Temporary/Seasonal Workers
- Full-time Workers

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Responsibility #7

Assisting and actively cooperating with the Assistant Secretary in obtaining the compliance of contractors

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Responsibility #8

Refrain from entering into contracts with contractors that fail to comply

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Responsibility #9

Documenting actions taken to comply with the requirements of Section 3, results of actions taken, and impediments, if any

SECTION

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Section 3 Reporting

- Form HUD-60002
- Online Reporting System
- Hard copies submitted to FHEO in Washington, DC

SECTION

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Section 3 Reporting

- Separate report for each type of covered funding
- Online Reporting System
- Hard copies submitted to FHEO in DC

SECTION

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- **Absent Evidence to the Contrary**
- **Meeting Minimum Numerical Goals—Safe Harbor**
- **Narrative Explanations**

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[illegible]

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PHAs	Housing & Community Development Assistance
•January 10th of each year; or	•Due at time of HUD annual reports (CAPERs); or
•Within 10 days of project completion	•Within 10 days of project completion

2008 Outcomes/Results

- 75% Of Covered Agencies submitted reports
- Overall 38% of employment and training opportunities were provided to Section 3 residents (17,569 economic opportunities)
- 9.4% of Construction Contracts were awarded to Section 3 businesses (\$354 Million)
- Many larger recipients still failed meet minimum goals or provide adequate explanations

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2010 & 2011 Initiatives

- Increase Section 3 reporting rates and accuracy
- Increase overall compliance
- Provide more training/technical assistance
- Listening Sessions

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2010 & 2011 Initiatives

- New Guidance Materials
- New Section 3 reporting forms and online system
- New Section 3 regulation
- Section 3 Business Concern Registry—Pilot Program

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2010 & 2011 Initiatives

- Enforce penalties for noncompliance
- Incorporate compliance with Section 3 into Annual Plans and Performance Assessments
- Limited Monitoring Reviews

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2010 & 2011 Initiatives

- Section 3 Coordination and Implementation NOFA
- DOT/HUD Joint Funding Initiative
- Transforming Rental Assistance

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Additional Resources

Please visit our webpage:
www.hud.gov/section3

- Guidance Materials
- Sample Documents
- Link to Online Reporting
- Upcoming Trainings
- Model Programs
- Contact Information
- Section3@hud.gov

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CityBuild and the Section 3 Program in San Francisco

Presented By:
Office of Economic & Workforce Development,
Ronnie Rhoe and Ken Nim




Overview

- The CityBuild Program was started in 2005 and is housed in San Francisco's Office of Economic and Workforce Development
- CityBuild has 3 main components: (1) a 14-week pre-apprenticeship program, (2) provides direct referral services of San Francisco trades workers to public and private construction projects, and (3) operational arm of First Source Hiring Program and conducts compliance efforts towards local hiring goals
- In San Francisco, Section 3 is administered by the Mayor's Office of Housing (MOH), and CityBuild has been designated by MOH to coordinate Section 3 hiring efforts
- In San Francisco, there are multiple local hiring policies (First Source, Section 3, Redevelopment, Chapter 6, etc.), CityBuild works with other City departments to try to streamline these policies to make it as clear and simple as possible for contractors




2

Section 3 Process

- MOH contacts the CityBuild Program when there is a bid for construction or rehab projects with Section 3 goals
- CityBuild staff attends pre-bid and pre-construction meetings to address Section 3 goals and outline the process for accepting referrals through CityBuild
- CityBuild maintains an active database of SF trades workers to refer for Section 3 projects and to meet other local hiring goals
- CityBuild certifies eligible Section 3 workers to meet income and residency requirements (please see Exhibit F in your packet, slide 4 of presentation)
- All contractors with contracts at least \$100,000 need to comply with Section 3 and are required to submit a workforce plan (please see Form 1 in your packet, slide 5 of presentation)
- CityBuild requires a Workforce Hiring Plan prior to start of project to identify key trades for hires throughout the project to meet Section 3 Goals. (please see Form 2 in your packet, slide 6 of presentation)
- When contractors require Section 3 workers to fulfill their goals, they provide CityBuild with a Job Notice form at least 3 days in advance (please see Form 3 in your packet, slide 7 of presentation)
- CityBuild utilizes its database of certified Section 3 workers, including graduates of our CityBuild Academy, to provide a referral to the contractor who then submits a dispatch request to the appropriate union hall




3

SECTION I EMPLOYER ELIGIBILITY CERTIFICATION

The United States Department of Housing and Urban Development (HUD) maintains no listing practices on "Action 7" listed persons. It is requested, therefore, that the information below be provided. Please be aware that your responses, through honesty, is voluntary and has no effect on your employment status. However those designated as persons in action, your answer will be placed with confidentiality. Thank you for assisting us.

Respectfully,
San Francisco Mayor's Office of Housing

I. Employee Information:

Name: [REDACTED]	Position Title: [REDACTED]	Hire Date: [REDACTED]
Address: [REDACTED]	Are you currently employed? ☐ Yes ☒ No	☐ Yes ☒ No
City: [REDACTED] Zip: [REDACTED]	Have you in the past 12 months worked for a company that is a HUD contractor? ☐ Yes ☒ No	☐ Yes ☒ No
	Are you currently employed by a HUD contractor? ☐ Yes ☒ No	☐ Yes ☒ No
	Are you currently employed by a HUD contractor? ☐ Yes ☒ No	☐ Yes ☒ No

II. Income Information:

1. How many dependents of you in your household? [REDACTED]	2. Annual household income (gross) for 2014
	\$0-\$10,000 in gross ☐
	\$10,000-\$15,000 in gross ☐
	\$15,000-\$20,000 in gross ☐
	\$20,000-\$25,000 in gross ☐
	\$25,000-\$30,000 in gross ☐
	\$30,000-\$35,000 in gross ☐
	\$35,000-\$40,000 in gross ☐
	\$40,000-\$45,000 in gross ☐
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SAN FRANCISCO
CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE PUBLIC WORKS AND INFRASTRUCTURE DEVELOPMENT
CONSTRUCTION PROGRAM



FIRST SOURCE: HIRING PROGRAM
CITYBUILD ATTACHMENT 2
CONSTRUCTION CONTRACTS

6

FORM 2: CITYBUILD WORKSHEET: HIRING PLAN

Citybuild Referral Labor Trade, Position, or Title	Journeyman or Apprentice	Citybuild Referral Total Work Hours	Est. Start Date	Duration of Work (weeks)
1		0.00 - 0.00		
2		0.00 - 0.00		
3		0.00 - 0.00		
4		0.00 - 0.00		
5		0.00 - 0.00		
6		0.00 - 0.00		
7		0.00 - 0.00		
8		0.00 - 0.00		
9		0.00 - 0.00		
10		0.00 - 0.00		
11		0.00 - 0.00		
12		0.00 - 0.00		
13		0.00 - 0.00		
14		0.00 - 0.00		
15		0.00 - 0.00		
16		0.00 - 0.00		
17		0.00 - 0.00		
18		0.00 - 0.00		
19		0.00 - 0.00		

*Maximum of 19 entries is subject to limit

Authorized Representative

Workforce Compliance Officer

Signature of Authorized Representative

Signature of Approval

Date

Date



SUBMIT COMPLETED FORM ATTN: CITYBUILD COMPLIANCE TEAM
at 400 F STREET, 3RD FL.

Contractor	LOCAL HOURS					APPROXIMATE HOURS			
	Total Hours	San Francisco County	Offsite Credit	Section 175	San Francisco County 5	Total	San Francisco County	San Francisco County 5	
ACCO ENGINEERS SYSTEMS	12					5	41.3%		
Cahill Contractors Inc.	560	626		626	94.8%				
Coastal Electric Company Inc.	76								
Geo Services Inc.	479	1266		1266	31.04%				
RLH FIRE PROTECTION	1965.1			14.4	13.76%				
Silverado Contractors, Inc.	1965.1	261		2636	5.60%			0	
PROJECT TOTALS	67,365.1	2,151	0	2636	3.96%	5	0.60%	0	

			ACTUAL	GOOD FAITH
TOTAL SECTION 3 HIRES				
SECTION 3 TOTALS	HRS:	2036	30%	30%
LOCAL HIRING TOTALS	HRS:	2153	32%	50%
APPRENTICES TOTALS	HRS:	5	0%	20%



1) Utilize Local Hiring Entity as Section 3 Coordinator

- The most effective mechanism for enforcement of Section 3 is to use existing, local compliance resources
- These compliance resources will most likely need to refine its documents, certification processes, and compliance methods, rather than create them
- Since there is no dedicated funding to local agencies towards meeting Section 3 goals, it makes sense to utilize resources that are already committed to workforce training and monitoring hiring goals



- **2) Refine Definition of “Service Area” to Reflect the Local Jurisdiction**

- Section 3 regulations state that the service area shall not extend beyond the unit of general local government
- The first order of employment preference for housing and community development projects are residents in the neighborhood or service area
- For CityBuild, the unit of local general government is the City and County of San Francisco
- Strictly defining service area as the City and County allows our office to align Section 3 and other local hiring practices, as all referred workers will be low-income San Francisco residents



Practices Towards Maximizing Section 3 Hiring Opportunities cont.

- **3) Refine Definition of "New Hire"**
 - Section 3 references "new hire" language in its regulations but it is defined broadly: "full-time employees for permanent, temporary or seasonal employment opportunities"
 - CityBuild, in our role as First Source Hiring Administrator, distinguished new hires from a core workforce by defining core worker: "any employee who has appeared on contractor's active payroll for 60 of 100 days prior to award of contract"
 - Any additional workforce needed to complete their scope of work, aside from those employees meeting the core worker definition, must be a Section 3 worker referred by CityBuild



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Practices Towards Maximizing Section 3 Hiring cont.

- **4) Implement Overall Project Section 3 Participation Goals**
 - Maximizing Section 3 participation can only be meaningfully tracked by monitoring overall project hour performance
 - HUD's Office of Fair Housing and Equal Opportunity is responsible for enforcement of Section 3, and it concluded that compliance with Section 3 required a careful examination of overall project participation by Section 3 workers (*Carmelitos Tenants Association, et al. v. City of Long Beach, et al.*)
 - This standard prevents a "hiring surge" and other activities meant to meet the new hire goal, but defy the spirit of Section 3 and the standard of "greatest extent feasible"
 - A "hiring surge" is when a contractor hires a group Section 3 workers towards the end of a project to satisfy the strict definition of new hires
 - CityBuild encourages contractors to work towards achieving a goal of 30% overall total project hours to be performed by Section 3 workers



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Practices Towards Maximizing Section 3 Hiring Opportunities cont.

- **5) Require Contractors to Submit a Section 3 Workforce Participation Plan in their Bid Packages**
 - Section 3 regulations state that: "where not otherwise precluded by statute, in the evaluation of applications for the award of assistance, consideration shall be given to the extent to which an applicant has demonstrated it will train and employ section 3 residents..."
 - Requiring contractors to include a workforce plan in their bid will send a message that Section 3 goals will be rigorously monitored, and the plan can be referenced if that contractor is failing to meet its Section 3 goals
 - This requirement has been implemented on other public works projects in San Francisco



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THANK YOU.

QUESTIONS AND ANSWERS



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EXHIBIT F

“SECTION 3” EMPLOYEE ELIGIBILITY CERTIFICATION

The United States Department of Housing and Urban Development (HUD) monitors our hiring practices on “Section 3” funded projects. It is important, therefore, that the information below be provided. Please be aware that your response, though needed, is voluntary and has no affect on your employment status. Because these questions are personal in nature, your answers will be treated with confidentiality. Thank you for assisting us.

Sincerely,

San Francisco Mayor’s Office of Housing

I. Employee Information:

Name:	Position/Title:	Hire Date:
Address:	Are you currently employed?	Yes ☐ No ☐
	Do you live in Public Housing or Section 8 Participant?	Yes ☐ No ☐
	Did you graduate from YouthBuild, CityBuild/CBO program?	Yes ☐ No ☐
	Are you currently homeless or formerly homeless?	Yes ☐ No ☐
	Are you currently on Public Assistance? (Food Stamps, etc.)	Yes ☐ No ☐
City:	Zip:	Are you an apprentice? Yes ☐ No ☐

II. Income Information:

1. How many Total Number of People in your Household:		
2. Annual Household Income (Check One Box):	\$23,750.00 or less	☐
	\$32,400.00 or less	☐
	\$51,450.00 or less	☐
	\$70,500.00 or less	☐
	\$97,700.00 or less	☐
	\$113,950.00 or less	☐
	\$133,200.00 or less	☐
	\$153,300.00 or less	☐

I certify that the statements made on this sheet are true, complete and correct to the best knowledge and belief, and made in good faith.

Signature:	Date:
------------	-------

III. Employer Information:

Company Name		Street Address		
Name of Representative	Title	City	Zip	Email

CityBuild Use Only

IV. Section 3 Certification:

Name: .	Position/Title: .	Date:
Organization: .	Certified Low Income San Francisco Metropolitan Resident? Yes ☐ No ☐	
Address: .	Zip: .	Provided Evidence for Section 3 Hiring Preference? Yes ☐ No ☐
Signature: _____		



FORM 1: CITYBUILD WORKFORCE PROJECTION FORM

All Prime Contractors and Subcontractors with contracts in excess of \$100,000 must complete the CityBuild Workforce Projection (Form 1) within thirty (30) days of award of contract. It is the Prime Contractor's responsibility to ensure CityBuild receives completed Form 1's from all subcontractors in the specified time and keep a record of these Forms in a compliance binder for evaluation.

Once all Form 1's have been submitted, all contractors are required to attend a preconstruction meeting convened by CityBuild staff to negotiate a CityBuild Workforce Hiring Plan (Form 2) for this project.

- Contractor's "Core" or "Existing" workforce shall consist of any worker who appears on the Contractor's active payroll for at least 60 days of the 100 working days prior to the award of this Contract.
- For Construction Contracts: Use this form to indicate the TOTAL estimated number of Journey Level Positions and Entry Level/Apprentice Position that will be needed to perform the work.
- For Non-Construction Contracts: Use this form to indicate all entry-level positions that will be needed to perform the work.
- If company is on multiple projects, please submit one Workforce Projection per project.

Contract No: _____ City DPT: _____ Contractor Name: _____

Project Name: _____ Main Contact: _____

City PM: _____ Contact Number: _____

Table 1: Workforce Projection

Labor Trade, Position, or Title	Journey or Apprentice / Entry-Level	Number of Core Workers *	Est. # of Position(s) at Peak of Work **	Est. Start Date	Est. End Date	Est. Total # of Hours Complete Work	Union?
	Journey ☐						Yes ☐ No ☐
	Apprentice ☐						
	Journey ☐						Yes ☐ No ☐
	Apprentice ☐						
Supervisor							Yes ☐ No ☐
Professional							Yes ☐ No ☐
Technical							Yes ☐ No ☐
Office/Clerical							Yes ☐ No ☐
Other:	J ☐ A ☐						Yes ☐ No ☐

Instructions:

*As defined above, please identify the numbers of "Core" Employees per trade and skills level you will be utilizing to complete the work

** The estimated total number of workers per trade and skills level including "Core" Employees you will need to complete the work.

***Continue on separate sheet, if necessary. For assistance or questions in completing this form, contact the CityBuild Program of the Department of Economic and Workforce Development, (415) 581-2303.

PLEASE FAX COMPLETED FORM ATTN: CITYBUILD AT (415)581-2368 OR
EMAIL: KEN.NIM@SFGOV.ORG OR IAN.FERNANDO@SFGOV.ORG OR RONNIE.RHOE@SFGOV.ORG
WEBSITE: [HTTP://WWW.OEWD.ORG/CITYBUILD.ASPX](http://WWW.OEWD.ORG/CITYBUILD.ASPX)
MAIN LINE: (415)581-2335


FORM 1: CITYBUILD WORKFORCE PROJECTION FORM

Please provide the your Core Employee information in the sheet behind.

Table 2: Core Employee Information

Name	Worker Trade or Position - If Union, List Union #	Journey or Apprentice (J/A)	City	Zip Code
		J ☐ A ☐		
		J ☐ A ☐		
		J ☐ A ☐		
		J ☐ A ☐		
		J ☐ A ☐		
		J ☐ A ☐		
		J ☐ A ☐		
		J ☐ A ☐		
		J ☐ A ☐		
		J ☐ A ☐		
		J ☐ A ☐		
		J ☐ A ☐		
		J ☐ A ☐		
		J ☐ A ☐		
		J ☐ A ☐		
		J ☐ A ☐		
		J ☐ A ☐		
		J ☐ A ☐		
		J ☐ A ☐		

 Successful Bidder/Company Name

 Street Address

 Name of Signer

 Title

 City

 Zip

 Email

 Signature of Authorized
Representative

 Date

 Office
Telephone

 Cell Phone

 Fax

PLEASE FAX COMPLETED FORM ATTN: CITYBUILD AT (415)581-2368 OR
EMAIL: KEN.NIM@SFGOV.ORG OR IAN.FERNANDO@SFGOV.ORG OR RONNIE.RHOE@SFGOV.ORG
WEBSITE: [HTTP://WWW.OEWD.ORG/CITYBUILD.ASPX](http://www.oewd.org/CITYBUILD.ASPX)
MAIN LINE: (415)581-2335



FORM 3: CITYBUILD JOB NOTICE FORM

ATTENTION: Contractor MUST submit this notification form for any OPEN positions. This will enable your company to meet your First Source Hiring requirements under your contract. Please provide CityBuild with a minimum of 3 Business Days to refer the position(s). Upon receipt of the completed Job Notice Form, CityBuild staff will contact you to confirm your request. **Contractors shall offer CityBuild the first opportunity to refer qualified candidates to fill such positions. CityBuild is not a Dispatching Hall. All formal Dispatches will be conducted through your Local Unions.**

Section A. Employer Information

Project Name: _____

Jobsite Location: _____

 Employer: _____ Prime ☐ Sub ☐

Address: _____ City: _____ Zip: _____

Contact Name: _____ Title: _____ Email: _____

Office Phone: _____ Cell Phone: _____ Fax: _____

Alt. Contact: _____ Phone #: _____

Section B. Job Information

 Trade: _____ # of Journey _____ # of Apprentice _____ Union: Yes ☐ No ☐

Local #: _____ Job Duration _____ Start Date _____ Start Time _____ Pay Rate _____

Brief description of your scope of work: _____

_____ <i>Contractor Representative Signature</i>	_____ <i>Print Name</i>	_____ <i>Title</i>	_____ <i>Date</i>
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Please complete the job order form and FAX to CityBuild 415-581-2368.

Call one of the following CityBuild staff to notify of your fax.

Employment Liaison	Judy Sorro	Office: 415.581.2305	Cell: 415.305.7142
Employment Liaison	Zelda Saeli	Office: 415.581.2310	Cell: 415.533.9466
Employment Liaison	Janan Howell	Office: 415.581.2309	Cell: 415.533.6158
Employment Liaison	Joseph Bryant	Office: 415.581.2365	Cell: 415.533.9674
Compliance Officer	Ken Nim	Office: 415.581.2303	Cell: 415.203.2783
Compliance Officer	Ian Fernando	Office: 415.581.2301	Cell: 415.624.9201
Compliance Officer	Ronnie Rhoe	Office: 415.581.2354	Cell: 510.326.2414

REPLY BY CITYBUILD: Able to Fill Yes ☐ No ☐

**FORM 2: CITYBUILD WORKFORCE HIRING PLAN**

City DPT: _____ Contract No: _____ Project Name: _____

Based on your completed CityBuild Workforce Projection (Form 1), the following is a Workforce Hiring Plan for your company to comply with the CityBuild First Source Referral Program (San Francisco Administrative Code Ch. 83).

Definitions:

- “*CityBuild Referral*”. A referral is an individual member of the CityBuild Referral program who has received training appropriate to entering the construction workforce.
- “*CityBuild Referral Total Work Hours*”. Total construction work hours to be performed by the CityBuild Referral.
- “*Est. Start Date*”. Estimated start date of the CityBuild Referral.
- “*Duration of Work*”. Number of weeks the CityBuild Referral will be performing work on the construction project.
- “*Authorized Representative*”. Company representative with hiring authority.

Instructions:

- Authorized Representative must sign the form below and submit to the project's designated Workforce Compliance Officer. See Compliance Contact info below. The CityBuild Workforce Hiring Plan must be approved by the Workforce Compliance Officer prior to the contractor performing work on this project.
- Adjustments, revisions, or deletions to the CityBuild Workforce Hiring Plan must be approved by the Workforce Compliance Officer prior to the contractor continuing work on this project.
- Failure to comply with the CityBuild Form 2 Workforce Hiring Plan provision may result in the City ordering a suspension of work by the Contractor until the breach has been cured: any delay resulting from such suspension shall be considered the fault of the Contractor and an avoidable delay.

Company Name_____
Street Address_____
City_____
State_____
Zip Code_____
Authorized Representative_____
Title_____
Email Address_____
Phone No._____
Alt Phone. No_____
Fax No.

SUBMIT COMPLETED FORM ATTN: CITYBUILD COMPLIANCE TEAM
FAX 415.581.2368
EMAIL: KEN.NIM@SFGOV.ORG, IAN.FERNANDO@SFGOV.ORG, OR
RONNIE.RHOE@SFGOV.ORG



FORM 2: CITYBUILD WORKFORCE HIRING PLAN

CityBuild Referral: Labor Trade, Position, or Title	Journeyman or Apprentice	CityBuild Referral Total Work Hours	Est. Start Date	Duration of Work (weeks)
1	J ☐ A ☐			
2	J ☐ A ☐			
3	J ☐ A ☐			
4	J ☐ A ☐			
5	J ☐ A ☐			
6	J ☐ A ☐			
7	J ☐ A ☐			
8	J ☐ A ☐			
9	J ☐ A ☐			
10	J ☐ A ☐			
11	J ☐ A ☐			
12	J ☐ A ☐			
13	J ☐ A ☐			
14	J ☐ A ☐			
15	J ☐ A ☐			
16	J ☐ A ☐			
17	J ☐ A ☐			
18	J ☐ A ☐			
19	J ☐ A ☐			
20	J ☐ A ☐			

**If necessary, continue on separate sheet*

 Authorized Representative

 Signature of Authorized Representative

 Date

 Workforce Compliance Officer

 Signature of Approval

 Date

SUBMIT COMPLETED FORM ATTN: CITYBUILD COMPLIANCE TEAM
FAX 415.581.2368

EMAIL: KEN.NIM@SFGOV.ORG, IAN.FERNANDO@SFGOV.ORG, OR
RONNIE.RHOE@SFGOV.ORG