

**MIAMI-DADE COUNTY****PUBLIC HOUSING AND COMMUNITY DEVELOPMENT****Exhibit B – Section 3 Requirements for Procurement Contracts****Doc. #      Document/Form Name**

This Solicitation requires completion and submittal of the following Documents with Proposal (Prior to Award):

- |       |  |
|-------|--|
| 00200 | Section 3 Business Preference Claim Form<br><b>(Only if claiming Section 3 preference)</b> |
| 00400 | Section 3 Economic Opportunity and Affirmative Marketing Plan (Plan)                       |
| 00450 | Contractor/Subcontractor Estimated Project Work Force Breakdown                            |

The selected Proposer(s) is required to complete and submit within 14 days of award notification the following documents (Post Award):

- |       |   |
|-------|---|
| 00403 | Training and Employment Outreach  |
| 00404 | Section 3 Language for News Ads, Flyers and Job Notices (For inclusion in awardee's jobs ads) |
| 00406 | Letter of Intent to Subcontract/Solicit Section 3 Businesses                                  |
| 00430 | List of Subcontractors Utilization Section 3 Business   |
| 00452 | Employee List   |

<b>SECTION 3 REQUIREMENTS FOR PROCUREMENT CONTRACTS</b>
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**I. CONE OF SILENCE EXEMPTION \*\*\*NEW\*\*\***

Public Housing and Community Development (PHCD) staff and bidders may communicate while a bid is in progress and prior to award of bid to clarify Section 3 definitions, requirements and business preference procedures, pursuant the Miami-Dade Commission on Ethics opinion on March 10, 2004.

**II. GENERAL REQUIREMENTS**

1. This contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968 and the implementing regulations in 24 Code of Federal Regulations (CFR) Part 135, as amended by interim rule published on June 30, 1994 (59 FR 33866).
2. **Section 3** (24 CFR Part 135.1) requires that, employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible and consistent with 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.
3. Section 3 requires recipients, contractors and subcontractors to direct their efforts to award Section 3 covered contract, to the greatest extend feasible, to Section 3 Business Concerns. Section 3 businesses must comply with procedures and requirements, including deadlines mentioned in this document.
4. Contractors must familiarize themselves with Section 3 regulations and requirements. Contractors interested in receiving more information on Section 3 requirements, or interested in becoming a PHCD-certified Section 3 Business Concern shall contact PHCD Section 3 Coordinator at [Section3@miamidade.gov](mailto:Section3@miamidade.gov). **Note: In order for a contractor/bidder to qualify for a Section 3 contracting preference, the contractor/bidder must be pre-certified by PHCD as a Section 3 business, at least 14 days prior to the bid opening date.**
5. All contractors/bidders (Section 3 and non-Section 3) are required to execute and submit under this Contract all the required forms listed on Section VII of this document at the time of bidding and post-award. **Contractors who do not submit the required documents will not be permitted to bid on any PHCD work covered under this contract.**

**MIAMI-DADE COUNTY****III. SECTION 3 - CLAUSE (24 CFR 135.38):**

All section 3 covered contracts shall include the following clause (referred as the section 3 clause). The successful bidder (contractor), and bidder's subcontractors, are bound by the *Section 3 Clause* and must be included in all subcontractor agreements.

- 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 the employment and other economic opportunities generated by HUD assistance of 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 organization or worker's 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 a 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.** Non-compliance 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 (i) 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 Enterprises. 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).

**MIAMI-DADE COUNTY****IV. DEFINITIONS**

1. **Contractor** means any entity which contracts to perform work generated by the expenditure of section 3 covered assistance, or for work in connection with a section 3 covered project.
2. **HUD Youthbuild programs** mean program that receive federal assistance and provide disadvantaged youth with opportunities for employment, education, leadership development, and training in the construction or rehabilitation of housing for homeless individuals and members of low- and very low-income families.
3. **Low-Income person** refers to families (including single persons) whose incomes do not exceed **80%** (percent) of the area median income (AMI).
4. **New hires** mean full-time employees for permanent, temporary or seasonal employment opportunities. This includes, but is not necessarily limited to, all management, maintenance, clerical and administrative jobs arising in connection with the development(s) stipulated in the contract award.
5. **Section 3 Business Concern (Section 3 Business)** means a business concern **(a)** that is 51% (percent) or more owned by section 3 residents; **or (b)** Whose permanent, full-time employees include persons, at least 30% (percent) of whom are currently section 3 residents, **or** within three (3) years of the date of first employment within the business concern were section 3 residents; **or (c)** That provides evidence of a commitment to subcontract in excess of 25% (percent) of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications of Section 3 business concerns set forth in (a) and (b).
6. **Section 3 covered contract** means a contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of section 3 covered assistance, or for work arising in connection with a section 3 covered project.
7. **Section 3 covered project** means the construction, reconstruction, conversion or rehabilitation of housing (including reduction and abatement of lead-based paint hazards), other public construction which includes buildings or improvements (regardless of ownership) assisted with housing or community development assistance.
8. **Section 3 Economic Opportunity and Affirmative Marketing Plan (Plan)** - Document 00400, is the contractor's certification that he or she will **(a)** take all necessary affirmative marketing steps required, in connection with each PHCD project award, to meet Section 3 subcontracting goals and ensure Section 3 Business Concerns (where subcontracting is to take place) are used, and **(b)** meet Section 3 training and employment goals, where feasible, when filling vacant or new positions resulting from PHCD awards (applicable to all bidders who submit bids for PHCD work), and also seek to recruit qualified minorities and women to fill vacant or new positions resulting from PHCD awards.
9. **Section 3 Resident** means **(a)** a public housing resident; **or (b)** an individual who lives in Miami-Dade County, and who is a low-, or very low-income person; **or (c)** A person seeking the training and employment preference provided by section 3 bears the responsibility of providing evidence (if requested) that the person is eligible for the preference.
10. **Subcontractor** means any entity (other than a person who is an employee of the contractor) which has a contract with a contractor to undertake a portion of the contractor's obligation for the performance of work generated by the expenditure of section 3 covered assistance, or arising in connection with a section 3 covered project.
11. **Very Low- Income person** refers to families (including single persons) whose incomes do not exceed **50%** (percent) of the area median income (AMI).



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12. The *Miami-Dade County's (MDC) Income Limits for Low- and Very Low-Income* persons are updated annually by HUD. The MDC Income Limits listed below can also be found in PHCD's website at: <http://www.miamidade.gov/housing/income-limits.asp>.

MIAMI-DADE COUNTY – FY 2019 INCOME LIMITS								
Area Median Income (AMI) for Miami-Dade County: \$54,900				Effective Date: April 24, 2019				
Family Size	1	2	3	4	5	6	7	8
Very Low (50% of AMI)	\$29,650	\$33,900	\$38,150	<b>\$42,350</b>	\$45,750	\$49,150	\$52,550	\$55,950
Low (80% of AMI)	\$47,450	\$54,200	\$61,000	<b>\$67,750</b>	\$73,200	\$78,600	\$84,050	\$89,450

#### V. PREFERENCE FOR SECTION 3 BUSINESS CONCERNS (24 CFR 135.36)

##### 1. ORDER OF PROVIDING PREFERENCE/ PRIORITY RANKINGS:

a) *Order of providing preference.* Recipients, contractors and subcontractors shall be directed to award Section 3 covered contracts, to the greatest extent feasible, to a Section 3 Business Concern in the order of priority provided below.

<b>Category 1 Business</b> (Highest Priority)	Section 3 business that: <b>(a) Is 51% or more owned by residents of a PHCD's housing development (PH residents), or</b> <b>(b) Whose full-time, permanent workforce includes 30% of these residents as employees<sup>1</sup></b>
<b>Category 2 Business</b>	Section 3 business that: <b>(a) Is 51% or more owned by residents of other PHCD's housing developments or programs (PH residents or participants in any other housing program managed by PHCD), or</b> <b>(b) Whose full-time, permanent workforce includes 30% of these residents as employees<sup>1</sup></b>
<b>Category 3 Business</b>	Section 3 business <b>whose employees are participants in HUD Youthbuild program</b> currently operating in Miami-Dade County by YWCA of Greater Miami, Inc. For more information, contact YWCA of Greater Miami, Inc. at 305-377-9922.
<b>Category 4 Business</b>	Section 3 business that: <b>(a) Is 51% or more owned by Section 3 residents (Low- or Very Low-Income persons); or</b> <b>(b) Whose permanent, full-time workforce includes no less than 30% of Section 3 residents as employees<sup>1</sup>; or</b> <b>(c) That subcontract in excess of 25% (percent) of the total amount of subcontracts to Section 3 Business defined in Categories 1 and 2 only.</b>

<sup>1</sup>To claim Section 3 Business preference based on employees that are Section 3 Residents, at least 30% of the permanent, full time workforce of the business shall include current Section 3 Residents, or employees that within three (3) years of the first date of employment with the business concern were Section 3 Residents (24 CFR 135.5), at the time of this application.

b) *Eligibility for preference.* A business concern seeking to qualify for a section 3 contracting preference shall certify or submit evidence, if requested, that the business concern is a Section 3 Business Concern.

c) *Ability to complete contract.* A Section 3 Business Concern seeking a contract or a subcontract shall submit evidence to the recipient, contractor, or subcontractor (as applicable), if requested, sufficient to demonstrate to the satisfaction of the party awarding the contract that the business concern is responsible and has the ability to perform successfully under the terms and conditions of the proposed contract.

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**2. AWARD - PROCUREMENT PROCEDURES THAT PROVIDE FOR PREFERENCE FOR SECTION 3 BUSINESS CONCERNS:**

Preference in the award of PHCD request for quotes under this contract will be provided as follows:

1. Bids are being solicited from all businesses (section 3 business and non-section 3 business). Where applicable, an award will be made to the LOWEST responsive, responsible bidder, certified as Section 3 Business Concern, with the highest priority ranking, as stipulated above in Section V.1, if that bid:
  - a) is within the maximum total contract price established in PHCD's budget, and
  - b) is not more than "X" higher than the total bid price of the lowest responsive bid from any responsible bidder. "X" is determined as follows:

Bid Amount	X = Lesser of:
When the lowest responsive bid is less than \$100,000	10% of that bid, or <b>\$9,000</b>
When the lowest responsive bid is:	
At least \$100,000, but less than \$200,000	9% of that bid, or <b>\$16,000</b>
At least \$200,000, but less than \$300,000	8% of that bid, or <b>\$21,000</b>
At least \$300,000, but less than \$400,000	7% of that bid, or <b>\$24,000</b>
At least \$400,000, but less than \$500,000	6% of that bid, or <b>\$25,000</b>
At least \$500,000, but less than \$1 million	5% of that bid, or <b>\$40,000</b>
At least \$1 million, but less than \$2 million	4% of that bid, or <b>\$60,000</b>
At least \$2 million, but less than \$4 million	3% of that bid, or <b>\$80,000</b>
At least \$4 million, but less than \$7 million	2% of that bid, or \$105,000
\$7 million or more	1 and ½ % of that bid, with no dollar limit

2. The contract shall be awarded to the lowest responsive responsible bidder if no responsive bid by a PHCD pre-certified Section 3 business concern meets the above-defined "X" factor.

**VI. REQUIREMENTS AND PROCEDURES**

**1. SUBCONTRACTING GOALS**

Each recipient, contractor and subcontractor may demonstrate compliance with the "greatest extent feasible" requirement of Section 3 by meeting the numerical goals set for providing training, employment, and contracting opportunities to Section 3 Residents and Section 3 Business Concerns.

If subcontractors are to be used, *contractor* must take the following affirmative action steps to outreach to Section 3 Business Concerns, (*multi-trade projects only*), in addition, contractors and subcontractors must adhere to the provision set on Document 00400 "*Section 3 Economic Opportunity and Affirmative Marketing Plan*".

- a) **Award** to Section 3 Business Concerns: **(1) At least 10% (percent) of the total dollar amount of all Section 3 covered contracts for building trades work for maintenance, repairs, modernization or development of public or Indian housing or for building trades work arising in connection with housing rehabilitation, housing construction and other public construction; and (2) At least three (3%) percent of the total dollar amount of all other section 3 covered contracts**, where feasible.



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- b) *Divide the work into smaller components, where feasible, to facilitate subcontracting opportunities to Section 3 Business Concerns.*
- c) *Document the outreach steps taken, consistent with the steps listed on Document 00400 “Section 3 Economic Opportunity and Affirmative Marketing Plan”, to demonstrate compliance in solicitation to Section 3 Business Concerns.*
- d) *The contractor and subcontractors must meet applicable requirements, follow the outreach steps described in the contractor’s executed Plan, submit the required PHCD’s post-award forms, and complete the required Section 3 workforce reports in the frequency and format requested by PHCD during the performance of the contract. **Failure to comply with the requirements in the time frame requested may result in sanctions, termination of the contract for default, and debarment or suspension from future USHUD-assisted contracts.***

**2. TRAINING AND EMPLOYMENT OPPORTUNITIES - RECRUITMENT**

If subcontracting, *contractor and subcontractors* shall comply with the numerical goals for training and employment for new hires. Efforts to employ Section 3 Residents, to the greatest extent feasible, should be made at all job levels. Therefore, contractor and subcontractors shall comply with training and employment steps outlined in Document 00400 “Section 3 Economic Opportunity and Affirmative Marketing Plan”, and must adhere to the following provisions:

- a) *Commit to undertake efforts to train and hire qualified Section 3 Residents for their existing vacant or new positions in connection with this award, to the greatest extent feasible, **at a minimum 30% of the total number of new hires for existing vacant or new positions**, during the term of the contract following the order of priority order for Section 3 Residents indicated under Section VIII of this document.*
- b) *Explain to all job applicants how to claim Section 3 preference using PHCD forms provided at each pre-construction meeting.*
- c) *Include the language available in Document 00404 “Section 3 Language for News Ads, Flyers, and Job Notices”, in any job news ads, flyers, and community notices, when advertising the training and employment opportunities. Provide preference to Section 3 residents in the hiring and training opportunities in connection with this award. Notices must be placed at the job-site where work is to take place and in the surrounding community during the performance of the contract.*
- d) *Must submit the required PHCD’s post-award forms listed in Section VII in the frequency and format requested by PHCD on their efforts made to train and/or employ Section 3 residents in connection with this award and the results during the performance of the contract. **Failure to comply with the requirements in the time frame requested may result in sanctions, termination of the contract for default, and debarment or suspension from future USHUD-assisted contracts.***

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**VII. REQUIRED DOCUMENTS FOR SUBMISSION**

1. **PRE-AWARD:** Contractors/bidders must complete and submit the applicable documents listed below with the bid package:

Submit with BID Package	
Doc. #	Document/Form Name
00200	Section 3 Business Preference Claim <b>(Only if claiming Section 3 preference)</b>
00400	Section 3 Economic Opportunity and Affirmative Marketing Plan (Plan)
00450	Contractors/Subcontractors Estimated Project Work Force Breakdown

2. **POST-AWARD PROCESS:** The **lowest** responsive, responsible bidder selected and its subcontractors, must complete and submit the following documents within 14 days of award notification:

AWARD PROCESS - REQUIRED DOCUMENTS	
Doc. #	Document/Form Name
00403	Training and Employment Outreach
00404	Section 3 Language for News Ads, Flyers and Job Notices (For inclusion in awardee's jobs ads)
00406	Letter of Intent to Subcontract/Solicit Section 3 Businesses
00430	List of Subcontractors Utilization
00452	Employee List

**VIII. Preference for Section 3 Residents in Training and Employment Opportunities (24 CFR 135.34)**

- a) **Order of providing preference.** Contractors and subcontractors shall direct their efforts to provide, to the greatest extent feasible, training and employment opportunities generated by HUD funded projects to Section 3 Residents in the order of priority provided below.

<b>Category 1 Residents</b> (Highest priority)	Residents of the PHCD's public housing development or developments where work is to take place.
<b>Category 2 Residents</b>	Residents of other PHCD's public housing developments or programs managed by PHCD.
<b>Category 3 Residents</b>	Participants in HUD Youthbuild programs currently operating in Miami-Dade County. For more information, contact YWCA of Greater Miami, Inc. at 305-377-9922.
<b>Category 4 Residents</b>	Other Section 3 Residents: <b>(a)</b> Recipients of federal government housing assistance programs, such as Section 8, Section 202, HOME, etc., <b>or</b> who are participants in a federally funded job training program, such as Wages, etc, <b>or</b> <b>(b)</b> Individuals who reside in Miami-Dade County, and meet the definition of a low- or very low-income person.



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**b) *Eligibility for preference.*** A *Section 3 Resident* seeking the preference in training and employment shall certify, and submit evidence to the recipient, contractor or subcontractor, that the person is a *Section 3 Resident* as defined above. Example of evidence of eligibility for the preference is evidence of receipt of public assistance, or evidence of participation in a public assistance program.

**c) *Eligibility for employment.*** Contractors and subcontractors are not required to hire/employ a *Section 3 Resident* who does not meet the qualifications of the position to be filled.

**IX. EMPLOYMENT OPPORTUNITIES**

For information on employment opportunities and application assistance, contact the CareerSource South Florida, at (305) 594-7615, ext. 407, or at [www.careersourcesfl.com](http://www.careersourcesfl.com) or the State of Florida at [www.employflorida.com/](http://www.employflorida.com/).





**PUBLIC HOUSING AND COMMUNITY DEVELOPMENT**  
**701 NW 1<sup>st</sup> Court, 16<sup>th</sup> Floor, Miami, FL 33136 Ph. #786-469-4227**  
[www.miamidade.gov/housing](http://www.miamidade.gov/housing) [Section3@miamidade.gov](mailto:Section3@miamidade.gov)

**Section 3 Economic Opportunity and Affirmative Marketing Plan**  
**DOCUMENT 00400**

(To be completed and submitted by all bidders)

<b>BID/RFP Number:</b>		<b>BID/RFP Name:</b>	
<b>(Name of business owner, officer, representative, agent)</b>		<b>(Company/Business/Firm Name)</b>	

The individual above, (awardee/contractor), is responsible for planning, implementing and tracking firm's Section 3 and affirmative marketing training, employment and contracting goals applicable to Public Housing and Community Development (PHCD) projects and must comply with United States Housing and Urban Development's (USHUD) Section 3 regulation at 24 CFR Part 135 (email PHCD [section3@miamidade.gov](mailto:section3@miamidade.gov) to obtain a copy).

**Section I: Recruitment Procedures Required to Fill Vacant or New Positions Resulting from PHCD Awards (Applicable to Single Trade and Multi-Trade Projects)**

- Request from PHCD Section 3 Coordinator employment referrals from public housing residents, Section 8 and other housing program recipients, and low-income persons by email [Section3@miamidade.gov](mailto:Section3@miamidade.gov).
- Advertise the training and employment opportunities at the jobsite and surrounding neighborhood for targeted Section 3 residents and use the following language, which is available in Document 00404 "**Section 3 Language for News Ads, Flyers and Job Notices**" in all job notices and flyers:  
 "This project/activity/solicitation, in whole or in part, will be assisted through the Miami-Dade County Public Housing and Community Development with Federal funding and is covered under 24 CFR Part 135, Section 3 Economic Opportunities. Section 3 requires that job training, employment and contracting opportunities be directed to very-low and low-income persons or business owners who live in the project's area."
- Schedule a time and place convenient for public housing and other Section 3 Residents to complete job applications and conduct job interviews, if applicable.
- Contact YWCA of Greater Miami, Inc. at 305-377-9922, or fax 305-373-9922, for HUD Youthbuild employment referrals. You may also visit their web-site at [www.ywca-miami.org](http://www.ywca-miami.org) for more information.
- Send notices about Section 3 training and employment obligations and opportunities required for Public Housing and Community Development projects to labor organizations, where applicable (review **Section 3 Clause**).
- Present Document 00401, "**Section 3 Resident Preference Claim**" to all job applicants, explaining Section 3 Residents will receive preference in the recruitment process, if they meet minimum job eligibility criteria.
- Ensure applicants that claim a Section 3 preference provide proof as described in Document 00401, or complete Document 00402, "**Section 3 Resident Household Income Certification**" (Public housing residents must receive the highest preference points during the interview/selection process.)
- Awardee/contractor and subcontractors are required to: (a) establish files to document all recruitment efforts and results when filling vacancies or new positions in connection with PHCD projects; (b) use Document 00403, "**Training & Employment Outreach**" form to document agency referral responses, and (c) produce evidence of recruitment efforts to PHCD as requested.
- Awardee/contractor is responsible for collection of subcontractor(s) training and employment documentation outreach efforts described in this document, new hire reports (required) and weekly employment forms (only when subcontractor(s) hire workers for vacant or new positions in connection with PHCD awards).
- Will Subcontractor(s) be used? YES  / NO . If yes,** Awardee/contractor is also required to comply with section II of this document.

**Section II: Awardee/contractor Recruitment of Section 3 Businesses (Solicitation Requirements Applicable to Multi-Trade Projects Only)**

Awardee/contractor will follow Plan's affirmative marketing steps for each PHCD award, when subcontracting work, to **Award** to Section 3 Business Concerns: **(1) At least 10% (percent) of the total dollar amount of all Section 3 covered contracts for building trades work for maintenance, repairs, modernization or development of public or Indian housing or for building trades work arising in connection with housing rehabilitation, housing construction and other public construction; and (2) At least three (3%) percent of the total dollar amount of all other section 3 covered contracts**, where feasible.

**Warning:** Title 18, US Code Section 1001, states that a person who knowingly and willingly makes false or fraudulent statements to any Department or Agency of the United States is guilty of a felony. State law may also provide penalties for false or fraudulent statements.



**Section 3 Economic Opportunity and Affirmative Marketing Plan**  
**DOCUMENT 00400**

Awardee/contractor who subcontracts work is required to provide PHCD with a written explanation if the Section 3 minimum subcontracting goal is not met.

Awardee/contractor shall demonstrate compliance in solicitation to the business categories, listed above, by following the steps described on page two of this Plan and providing evidence to PHCD when requested.

1. Refer any interested subcontractors that may meet the criteria to become a certified Section 3 Business to PHCD Section 3 Coordinator (Compliance) for assistance with completions and submittal of Section 3 Business Application.
2. Request from PHCD Section 3 Coordinator employment referrals from public housing residents, and other housing program recipients, and low-income persons by email [Section3@miamidade.gov](mailto:Section3@miamidade.gov).
3. Advertise for Section 3 subcontractors (subs) in construction trade journals, and post notices and distributes flyers at work site and surrounding neighborhood. The purpose of such advertisements is to make prospective subs aware of the Section 3 preference requirements applicable to PHCD project awards.
4. Send via fax, email or hand-deliver Document 00406 **“Letter of Intent to Subcontract/Solicit Section 3 Businesses** to all prospective subcontractor businesses for work in connection with each PHCD award.
5. Allow each subcontractor a minimum of five (5) business days to respond to contractor’s solicitation by returning the applicable form(s) completed and signed. All forms received from Section 3 Businesses subcontractors must be sent to PHCD within 14 days of notification.
6. Use the *Document 00403 “Training and Employment Outreach”* form to document recruitment and follow-up with subcontractors. Make a second attempt to solicit to any Section 3 Business Concerns, who did not respond to the first solicitation attempt, using a variety of communication methods, i.e. facsimile, telephone, pager, e-mail, etc.
7. Awardee/contractor is required to retain any documentation of outreach efforts and responses received from any organizations and subcontractors contacted for each PHCD project award, for three years after project completion.
8. Awardee/Contractor is required to submit all post award forms referenced in this document to PHCD, via email at [Section3@miamidade.gov](mailto:Section3@miamidade.gov), within 14 days of notification.
9. Other post-award required submittals may include *Document 00430 “List of Subcontractors Utilization Section 3, Business”*, *Document 00452 “Employee List”* and, *Document 00453 “Contractor/Subcontractor Certification”*.

(Print Name)		(Signature/ Date)	
(Title)		(Phone Number)	(Email address)
(Company/Business/Firm Name)		(Address)	
BID/RFP Number:		BID/RFP Name:	

**DOCUMENT REQUIRED WITH BID SUBMISSION FROM BIDDERS WHO HAVE NOT PREVIOUSLY SUBMITTED PLAN UNDER MCC 7360 PLAN.**

**Warning:** Title 18, US Code Section 1001, states that a person who knowingly and willingly makes false or fraudulent statements to any Department or Agency of the United States is guilty of a felony. State law may also provide penalties for false or fraudulent statements.







**PUBLIC HOUSING AND COMMUNITY DEVELOPMENT**  
701 NW 1<sup>st</sup> Court, 16<sup>th</sup> Floor  
Miami, FL 33136 Telephone: 786-469-4227  
[www.miamidade.gov/housing](http://www.miamidade.gov/housing)  
[Section3@miamidade.gov](mailto:Section3@miamidade.gov)

**Section 3 Language for News Ads, Flyers, and Job Notices**

**DOCUMENT 00404**

Congress established the Section 3 policy to guarantee that the employment and other economic opportunities created by Federal financial assistance for housing and community development programs should, if possible, be directed toward low- and very-low income persons, particularly those who are recipients of government assistance for housing.

The following language must be included in all advertisements/solicitations/flyers and advertised according to the scope of services and value of this solicitation.

“This project/activity/solicitation, in whole or in part, will be assisted through the Miami-Dade County Public Housing and Community Development with Federal funding and is covered under 24 CFR Part 135, Section 3 Economic Opportunities. Section 3 requires that job training, employment and contracting opportunities be directed to very-low and low-income persons or business owners who live in the project’s area.”

For more information on the Section 3 requirements, or to request and application you may contact Public Housing and Community Development (PHCD) Section 3 Coordinator by email at [Section3@miamidade.gov](mailto:Section3@miamidade.gov), or visit PHCD’s website at <http://www.miamidade.gov/housing/section-3.asp>

**Warning:** Title 18, US Code Section 1001, states that a person who knowingly and willingly makes false or fraudulent statements to any Department or Agency of the United States is guilty of a felony. State law may also provide penalties for false or fraudulent statements.







**LETTER OF INTENT TO SUBCONTRACT/SOLICIT SECTION 3 BUSINESSES  
 DOCUMENT 00406**

Contractors and subcontractors may demonstrate compliance with meeting the numerical goals of Section 3 Requirements to the "greatest extent feasible" to award a minimum of 10% of the overall amount to Section 3 Business subcontractors, where feasible. EACH Section 3 Business solicited for PHCD work interested in submitting a bid for this project must complete this form by Contractor's deadline.

Contractors certified by PHCD as Section 3 Businesses, based on a commitment to subcontract in excess of 25% percent of the dollar award of all subcontracts to Section 3 Businesses that are 51% or more owned by residents of a PHCD's housing program, or whose full-time permanent workforce includes 30% of these residents, must submit this form completed and signed by the applicable parties within 14 days of notification.

**SECTION I** (to be completed by contractor)

Project Name: _____		Project Number: _____	
Contract Award Amount: \$ _____		Date: ____/____/____	
Phone/Fax #: _____			
From: _____			
Contractor Print Name	Contractor Company Name	Email address	
To: _____			
(Subcontractor) Name	Business (Subcontractor) Name	Phone/Fax #	

Please be advised that I intend to subcontract the following work in connection with the above Public Housing and Community Development's project/contract, which is subject to Section 3 requirements:

Type of work required to be performed by Subcontractor	Job category: Specialty Trade or Service needed	Type of License Required, if any

**SECTION II** (to be completed by subcontractor and submitted at the time of bidding)

If the subcontractor is interested in submitting a bid for a PHCD's project/work awarded to the above-named contractor, the subcontractor must complete Section II of this form and return/submit it to the contractor within five (5) business days. Otherwise, if not interested or unable to perform work, the subcontractor shall complete the "Certificate of Unavailability" form and return/submit it to the contractor within five (5) days.

<b>Business/subcontractor's Federal Employer Identification # or SS# (last 4-digits):</b> _____		
I, _____,	_____ of _____,	_____
<b>(Print Name)</b>	<b>(Title)</b>	<b>(Business Name)</b>
certify, that my business: <input type="checkbox"/> Is <u>Certified</u> as Section 3 Business by PHCD		
<input type="checkbox"/> Is <u>not certified</u> , but interested in becoming a certified S3 Business by PHCD		
Holds the following State of Florida and/or MDC professional or technical licenses:		
License: _____	Expiration Date: ____/____/____	
License: _____	Expiration Date: ____/____/____	
My business has the sufficient capacity to perform the type of work required, the valid license(s) and/or permit(s) as applicable, the ability to obtain bonding that is consistent with normal industry practice (if applicable), and the ability to meet the bid specifications.		
<b>Contractor Signature:</b> _____		<b>Date:</b> ____/____/____

**Warning:** Title 18, US Code Section 1001, states that a person who knowingly and willingly makes false or fraudulent statements to any Department or Agency of the United States is guilty of a felony. State law may also provide penalties for false or fraudulent statements.





# PUBLIC HOUSING AND COMMUNITY DEVELOPMENT

## LIST OF SUBCONTRACTORS UTILIZATION SECTION 3 BUSINESS DOCUMENT 00430

**DOCUMENT REQUIRED WITH BID ON ALL SINGLE AND MULTI-TRADE PROJECTS.** Contractor should include information about *all* subcontracts on this form, and attach documentation to demonstrate the affirmative steps undertaken to solicit and award contracts (where subcontracts are applicable) to Section 3 (S-3) businesses, in accordance with solicitation procedures described in the proposal or bid.

Project Name: \_\_\_\_\_ Project #: \_\_\_\_\_ Contract Award Amount: \$ \_\_\_\_\_ Federal ID #: \_\_\_\_\_

Contractor Business Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name of Person Completing Form: \_\_\_\_\_ Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contractor's Racial/Ethnicity Code (optional):  S-3 Business: Yes  No

**Will subcontractors be used?** Yes  No  If yes, please complete information below for all subcontractors being utilized.

**TOTAL AMOUNT OF SUBCONTRACTS:** \$ \_\_\_\_\_ **TOTAL AMOUNT AWARDED TO SECTION 3 BUSINESSES:** \$ \_\_\_\_\_

Subcontractor (SC) Information: Name, Address, Phone and Fax Numbers	Federal ID #	Section 3 Business Yes/No	Racial/ Ethnic Code**	Contract Amount	Trade, Service or Supply	Competitive or Negotiated Bid

\*RACIAL/ETHNIC CODES: 1 - White Americans 2 - Black Americans 3 - Native Americans 4 - Hispanic Americans 5 - Asian/Pacific Americans 6 - Hasidic Jews.

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## PUBLIC HOUSING AND COMMUNITY DEVELOPMENT

### CONTRACTOR/SUBCONTRACTOR ESTIMATED PROJECT WORK FORCE BREAKDOWN

Document 00450

All bidders are required to submit this document with the bid package.

BID/RFP Name: _____	BID/RFP Number: _____	Date: ____/____/____
_____ <b>Contractor Print Name</b>	_____ <b>Contractor Company Name</b>	_____ <b>Email address</b>
_____ <b>Phone #</b>		

A	B	C	D	E	F	G
(REFER TO BOX "C" TO COMPLETE BOXES "E"- "G")						
Job Category	No. Positions Occupied by Permanent Employees (for ea. job category)	No. of Positions <u>Not Occupied</u>	Total Estimated Positions Needed for Project ( <u>Box B + Box C</u> )	No. of Positions to be Filled with Section 3 Residents	<u>Full</u> or <u>Part</u> time	Indicate If Permanent, Temporary or Seasonal
Office Supervisor						
Office Clerical						
Professionals						
*Service Workers						
Trainees						
Others—(Specify Trade <u>or</u> Service; Journeyman or Apprentice)						

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## PUBLIC HOUSING AND COMMUNITY DEVELOPMENT

### CONTRACTOR/SUBCONTRACTOR ESTIMATED PROJECT WORK FORCE BREAKDOWN

Document 00450

A	B	C	D	E	F	G
		(REFER TO BOX "C" TO COMPLETE BOXES "E"- "G")				
Job Category	No. Positions Occupied by Permanent Employees (for ea. job category)	No. of Positions <u>Not Occupied</u>	Total Estimated Positions Needed for Project ( <i>Box B + Box C</i> )	No. of Positions to be Filled with Section 3 Residents	<u>F</u> ull or <u>P</u> art time	Indicate If Permanent, Temporary or Seasonal
Office Supervisor	1	0	1	0	-	-
Office Clerical	0	1	1	1	F	P
Professionals	1	1	2	1	F	T
*Service Workers	1	2	3	1	F	T
Trainees	2	2	4	2	P	T
Others—(Specify Trade or Service; Journeyman or Apprentice)						
<i>Mechanic--Journeyman</i>	1	0	1	0	F	P
SAMPLE						

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## Question and Answers for Solicitation #WOPR-01295-04 - Redevelopment of County Properties under the RAD Program

### Overall Solicitation Questions

There are no questions associated with this Solicitation.