



SAINT PAUL
MINNESOTA

ATTACHMENT K :Section 3

City of Saint Paul

HUD Section 3 Compliance Information

Your project has Section 3 goals on it. This packet tells you whether Section 3 applies to you, what the goals are, how to make efforts at meeting the goals, and how to document your efforts.

Does Section 3 apply to you?

<i>Ask yourself:</i>	<i>If your answer is NO</i>	<i>If your answer is YES</i>
1. Does your contract include labor?	Section 3 does not apply.	Go to question 2.
2. Does your contract have \$200,000 or more of HUD sourced funding, i.e. CDBG, HOME, NSP, etc?	Section 3 does not apply.	Section 3 applies to your contract.

Section 3 Goals

If Section 3 applies to you, the goals are:

- Hiring: 25% of all labor hours are performed by Section 3 Workers or Section 3 Targeted Workers.

Who qualifies for Section 3?

A Section 3 worker is an individual who qualifies as low-income. A Section 3 business gives employment opportunities to Section 3 workers.

Document your efforts

You need to document your efforts at achieving Section 3 goals. Use this packet to help you do that. Efforts include copies of bid solicitations, walk-throughs, and any outreach to solicit bids.

Important note on documenting your efforts: any contract you issue **must** include the Section 3 language on pages 9 – 12 of this packet.

If Section 3 applies to you, these are the basic documentation requirements

- Action Plan** – Estimate contracting, hiring, training activities (see pages 3 – 4). It’s ok if you’re not sure exactly how much you’re going to contract out or hire, but please give your best estimate.
- Core Workforce List** – List all trades people and office staff (page 6).
- Quarterly Reports** – update contracting, hiring, training activities (see pages 5).

Report due on...	Reporting for period...	Quarter #
April 15	January 1 – March 31	1
July 15	April 1 – June 30	2
October 15	July 1 – September 30	3
January 15	October 1 – December 31	4



Hiring Contractors and Subcontractors

- Use the Section 3 business list:** Find Section 3 businesses at the [City of Saint Paul's website](#) or at the [Federal HUD Section 3 business registry](#).
- Include Section 3 language in all contracts:** Include the language on pages 9 – 12 in
 - Bid solicitations AND
 - In any contracts (be sure to send copies of executed contracts to Section3Program@ci.stpaul.mn.us)
- Solicitations**
 - Solicit at least three (3) Section 3 businesses for any available scope of work
 - Send copies of solicitations to Section3Program@ci.stpaul.mn.us to help you find certified contractors
- ID Sheet:** List your subcontractors using the form on page 8.

Hiring New Employees

Union contractors, use the following forms:

- Send the Section 3 Union Letter** (page 14): Send copies to union and Section3Program@ci.stpaul.mn.us.
- Send the Worker Request Form** (page 15): use this form, or similar substitute, to request workers
- Notice Posting** (sample at page 13) – Post this document on job site in conspicuous area

Non-union contractors, use the following forms:

- Notice Posting** (sample at page 13) – Post this document on job site in conspicuous area

Question: Do I have to prove my new hire qualifies for Section 3?

You might. Section 3 residents may need to show things like tax returns to verify income, or evidence that they receive public assistance or live in public housing. Be sure your new hire is aware of this and is ready to furnish proof.



City of Saint Paul
Contractor HUD Section 3 Action Plan
Mandatory Submission

Complete pages 3 – 4 and send to Section3Program@ci.stpaul.mn.us along with all other documentation

Project Name: _____ Your Contract Amount _____

Your Company's Name: _____ Your Scope of Work: _____

Your Company's Section 3 Compliance Contact: _____
(Your Company's Section 3 compliance contact)

Address: _____ Telephone: _____

Email: _____

Section 3 Goals

- Labor Hours: 25% of all labor hours performed by Section 3 Workers or Section 3 Targeted Workers.

Hiring & Training Activity

A. How many labor hours do you anticipate as a result of this project? _____

B. How many labor hours will you fill with Section 3 Workers or Section 3 Targeted Workers? _____

Hiring & Training Efforts (Required)

You need to make these efforts to comply with Section 3 hiring and training requirements.

- Send a list of your core workforce to Section3Program@ci.stpaul.mn.us

Question: What counts as my "core workforce"?

Your core workforce includes any employee on your payroll for 50 of the last 100 business days.

- Send your union representative or dispatcher's contact information (or whoever the person is who will provide labor to fill new hire positions) to Section3Program@ci.stpaul.mn.us
- Notify the local bargaining unit (Union Halls) of Section 3 hiring obligations (see pages 17 – 18)
- Submit the Worker Request Form to the Union and City (see page 17)
- Post weatherproof signage at the job site that is visible from the street and provides information on job opportunities, including the number and type of positions available, contact information, and application instructions
- Advertise job openings on Ramsey County Job Connect (www.jobconnectmn.com) and Construction Hiring Connection (www.chcconstruction.net)
- Implement efforts to conduct aggressive outreach and notification of opportunities
- Document these efforts and send to Section3Program@ci.stpaul.mn.us

Where possible, be creative and make additional efforts to direct economic opportunities to Section 3 businesses and residents. Some possibilities include:

Optional Contracting Efforts

- Notify business assistance agencies, minority contractor associations, and community organizations of contracting opportunities and collaborate to identify Section 3 businesses to solicit bids or proposals
- Consider record of Section 3 compliance in determining responsibility of potential contractors
- Provide additional information to Section 3 businesses that have expressed interest in opportunities
- Carry out workshops on contracting procedures and opportunities in a timely manner so that Section 3 businesses can take advantage of opportunities
- Provide information on contracting procedures and opportunities in languages other than English
- Advise Section 3 businesses as to where to find assistance in obtaining bonding, lines of credit, financing, or insurance
- Notify HUD Youthbuild programs of contracting opportunities (contact Section3Program@ci.stpaul.mn.us for a list of Youthbuild organizations)
- Other (specify):

Optional Hiring/Training Efforts

- Conduct job interviews within the neighborhood or service area of the section 3 covered project
- Advertise the jobs to be filled through the local media, such as community television networks, newspapers of general circulation, and radio advertising
- Maintain a file of qualified section 3 residents for future employment positions
- Other (specify):

By signing below, you are certifying that you have filled out this Action Plan accurately and in full and agree to meet your Section 3 obligations. You are required to provide documentation of the above listed efforts to the City of Saint Paul.

Send action plan & documentation of efforts to:

Dept. of Human Rights & Equal Economic
Opportunity – Contract Compliance
15 W. Kellogg Blvd – 280 City Hall
Saint Paul, MN 55102

Section3program@stpaul.gov

Phone: 651-266-8900 Fax: 651-266-8919

Signature of Contractor Representative

Date



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City of Saint Paul – Good Faith Effort Contractor’s Efforts to Achieve HUD Section 3 Compliance

Please summarize your businesses efforts to direct employment and other economic opportunities, to the greatest extent feasible, to Section 3 residents and businesses.

Which of the following did you do?

- My business recruited low-income residents through local advertising media, and signs prominently displayed at the project site.
- My business partnered or coordinated events with community organizations or agencies in the area in which the project is located.
- My business worked with Youthbuild programs in the area where the Section 3 Project is located.

Please describe any additional efforts you made to engage Section 3 residents and businesses on the project.



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**Sample Notice of HUD Section 3
Employment & Training Opportunities Notice**

City of Saint Paul residents may qualify for employment, training and/or contracting opportunities on this federally-funded construction project. Low-income and very low-income residents will receive hiring preference.

Number of Jobs Available

Available job title(s)

Apprenticeship and training opportunities available

Interested City of Saint Paul residents should contact the designated person below to determine if they are eligible for currently available positions, possible future positions or other training opportunities.

Employment/Training Opportunities	
Contact	
Phone	
Address	
E-mail	
Fax	

This notice complies with the City of Saint Paul Section 3 Action Plan to provide notice of employment & training opportunities to eligible low-income residents.



SAINT PAUL
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City of Saint Paul Sample HUD Section 3 Letter to Union

Union Contractors must send a similar notice to each union it has a collective bargaining agreement or other understanding with and carbon copy the City on the correspondence.

Date

Union Contact

Address

City, State, Zip

RE: Project Name & Site

Dear:

(Name of Contractor), is a subcontractor or contractor on the (Name of Project). This construction project is under the United States Department of Housing and Urban Development Section 3 regulations for the City of Saint Paul.

The Section 3 regulation compliance requires that contractors to the greatest extent feasible hire low-income residents of the City of Saint Paul and (enter the neighborhood location or zip codes) for the project. We are asking for your cooperation in using your best efforts to dispatch low-income Section 3 resident workers from your union that reside in the City of Saint Paul and (enter the neighborhood location or zip codes). However, if there are no available workers in the project area please dispatch low-income Section 3 resident workers from your union that reside outside the project area and the City of Saint Paul.

Please keep this correspondence for your records. When we request that workers are dispatched to a job, please make your best effort to assist our company and the City of Saint Paul meet the Section 3 local hiring requirements.

Sincerely,

(Person Name)

cc: HREEO, Section 3 Administrator



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City of Saint Paul
Worker Request Form for union contractors

FOR UNION CONTRACTOR USE ONLY

Send this completed form to your union to request Section 3 workers. Send a copy of this form to Department of HREEO at Section3Program@ci.saintpaul.mn.us. After sending your request, please call the Local to make sure they received the form. **Save your fax verification reports and keep copies for your records.**

Union

Complete the "Union Use Only" section (bottom of the page) and fax this form back to the requesting Contractor. **Retain a copy of this form for your records and fax a copy to the City of Saint Paul Department of HREEO at 651-266-8919.**

To: Local # _____ Fax# (_____) _____ Date _____

CC: Department of HREEO, Attention: Section 3 Administrator (651) 266-8919

From: Company Name _____ Name _____

Contact Phone # (_____) _____ Fax (_____) _____

Project Site Address _____

The City of Saint Paul requires that 30% of the new hires & apprentices be low-income Section 3 eligible residents. The order of providing preference for training and employment opportunities is as follows:

1st Priority	Section 3 eligible Union members, including apprentices, who reside in the following Neighborhood/ZipCodes: _____
2nd Priority	Section 3 eligible Union members that reside in the City of Saint Paul.
3rd Priority	Other Section 3 eligible Union members that reside outside the City.

Union Employees Requested by Contractor

Job Description	Classification Level Ex/Journey or Apprentice	Number Requested	Report Date	Report Time

Union Use Only

Received By: _____ Date: _____ Dispatch Date _____

Total # Dispatched: _____ #1st Priority _____ #2nd Priority _____ #3rd Priority _____ #Other _____

Comments: