

**ORANGE COUNTY, FLORIDA
SUPPLEMENTAL CONDITIONS /
SPECIAL PROVISIONS**

**Habitat for Humanity Greater Orlando and
Osceola County, Inc.
FY 21-22**

Document Subject to Change

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NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION TO ENSURE EQUAL EMPLOYMENT OPPORTUNITY (EXECUTIVE ORDER 11246)

(a) The offeror's attention is called to the Equal Opportunity clause and the Affirmative Action Compliance Requirements for Construction clause of this solicitation.

(b) The goals for minority and female participation, expressed in percentage terms for the Contractor's aggregate workforce in each trade on all construction work in the covered area, are as follows:

Goals for minority participation for each trade	Goals for female participation for each trade
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[Contracting Officer shall insert goals]

[Contracting Officer shall insert goals]

These goals are applicable to all the Contractor's construction work performed in the covered area. If the Contractor performs construction work in a geographical area located outside of the covered area, the Contractor shall apply the goals established for the geographical area where the work is actually performed. Goals are published periodically in the Federal Register in notice form, and these notices may be obtained from any Office of Federal Contract Compliance Programs office.

(c) The Contractor's compliance with Executive Order 11246, as amended, and the regulations in [41 CFR 60-4](#) shall be based on (1) its implementation of the Equal Opportunity clause, (2) specific affirmative action obligations required by the clause entitled *Affirmative Action Compliance Requirements for Construction*, and (3) its efforts to meet the goals. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade. The Contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor, or from project to project, for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, Executive Order 11246, as amended, and the regulations in [41 CFR 60-4](#). Compliance with the goals will be measured against the total work hours performed.

(d) The Contractor shall provide written notification to the Deputy Assistant Secretary for Federal Contract Compliance, U.S. Department of Labor, within 10 working days following award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the -

(2) Name, address, and telephone number of the subcontractor;

(i) Employer's identification number of the subcontractor;

(3) Estimated dollar amount of the subcontract;

(4) Estimated starting and completion dates of the subcontract; and

(5) Geographical area in which the subcontract is to be performed.

(e) As used in this Notice, and in any contract resulting from this solicitation, the "covered area" is **Orange County, Florida.**

60-4.3 (a) EQUAL OPPORTUNITY CLAUSE

During the performance of this contract, the CONTRACTOR agrees as follows:

1. The CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The CONTRACTOR will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
2. The CONTRACTOR will, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
3. The CONTRACTOR will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the CONTRACTOR's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The CONTRACTOR will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. The CONTRACTOR will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
6. In the event of the CONTRACTOR'S non-compliance with the non-discrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the CONTRACTOR may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, or by rules, regulation, or order of the Secretary of Labor, or as otherwise provided bylaw.
7. The CONTRACTOR will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each Subcontractor or vendor. The CONTRACTOR will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for non-compliance: Provided, however, that in the event a CONTRACTOR becomes involved in, or is threatened with, litigation with a Subcontractor or vendor as a result of such direction by the administering agency, the CONTRACTOR may request the United States to enter into such litigation to protect the interests of the United States.

**STANDARD FEDERAL EQUAL EMPLOYMENT OPPORTUNITY CONSTRUCTION
CONTRACT SPECIFICATIONS (EXECUTIVE ORDER 11246)**

1. As used in these specifications:
 - a. "Covered area" means the geographical area described in the solicitation from which this contract resulted.
 - b. "Director" means Director, Office of Federal Contract Compliance Programs, United States Department of Labor, or any person to whom the Director delegates authority.
 - c. "Employer identification number" means the Federal Social Security number used on the Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941.
 - d. "Minority "includes:
 - (1) Black (all persons having origins in any of the Black African racial groups not of Hispanic origin);
 - (2) Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race);
 - (3) Asian and Pacific Islander (all persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands); and
 - (4) American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).
2. Whenever the CONTRACTOR, or any Subcontractor at any tier, subcontracts a portion of the work involving any construction trade, it shall physically include in each subcontract in excess of \$10,000 the provisions of these specifications and the Notice which contains the applicable goals for minority and female participation and which is set forth in the solicitations from which this contract resulted.
3. If the CONTRACTOR is participating (pursuant to 41 CFR 60-4.5) in a Hometown Plan approved by the U.S. Department of Labor in the covered area either individually or through an association, its affirmative action obligations on all work in the Plan area (including goals and timetables) shall be in accordance with that Plan for those trades which have unions participating in the Plan. CONTRACTOR'S must be able to demonstrate their participation in and compliance with the provisions of any such Hometown Plan. Each CONTRACTOR or Subcontractor participating in an approved Plan is individually required to comply with its obligations under the EEO clause, and to make a good faith effort to achieve each goal under the Plan in each trade in which it has employees. The overall good faith performance by other CONTRACTORS or Subcontractors toward a goal in an approved Plan does not excuse any covered CONTRACTOR'S or Subcontractor's failure to take good faith efforts to achieve the Plan goals and timetables.
4. The CONTRACTOR shall implement the specific affirmative action standards provided in paragraphs (7a) through (7p) of these specifications.

The goals set forth in the solicitation from which this contract resulted are expressed as percentages of the total hours of employment and training of minority and female utilization the CONTRACTOR should reasonably be able to achieve in each construction trade in which it has employees in the covered area. The CONTRACTOR is expected to make substantially uniform progress toward its goals in each craft during the period specified.

5. Neither the provisions of any collective bargaining agreement, nor the failure by a union with whom the CONTRACTOR has a collective bargaining agreement, to refer either minorities or women shall excuse the

CONTRACTOR'S obligations under these specifications, Executive Order 11246, or the regulations promulgated pursuant thereto.

6. In order for the non-working training hours of apprentices and trainees to be counted in meeting the goals, such apprentices and trainees must be employed by the CONTRACTOR during the training period, and the CONTRACTOR must have made a commitment to employ the apprentices and trainees at the completion of their training, subject to the availability of employment opportunities. Trainees must be trained pursuant to training programs approved by the United States Department of Labor.
7. The CONTRACTOR shall take specific affirmative actions to ensure equal employment opportunity. The evaluation of the CONTRACTOR'S compliance with these specifications shall be based upon its effort to achieve maximum results from its actions. The CONTRACTOR shall document these efforts fully, and shall implement affirmative action steps at least as extensive as the following:
 - a. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities at which the CONTRACTOR'S employees are assigned work. The CONTRACTOR, where possible, will assign two or more women to each construction project. The CONTRACTOR shall specifically ensure that all foremen, superintendents, and other on-site supervisory personnel are aware of and carry out the CONTRACTOR's obligation to maintain such a working environment, with specific attention to minority or female individuals working at such sites or in such facilities.
 - b. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when the CONTRACTOR or its unions have employment opportunities available, and maintain a record of the organizations' responses.
 - c. Maintain a current file of the names, addresses and telephone numbers of each minority and female off-the-street applicant and minority or female referral from a union, a recruitment source or community organization and of what action was taken with respect to each such individual. If such individual was sent to the union hiring hall for referral and was not referred back to the CONTRACTOR by the union or, if referred, not employed by the CONTRACTOR, this shall be documented in the file with the reason therefore, along with whatever additional actions the CONTRACTOR may have taken.
 - d. Develop on-the-job training opportunities and/or participate in training programs for the area, which expressly include minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the CONTRACTOR'S employment needs, especially those programs funded or approved by the Department of Labor. The CONTRACTOR shall provide notice of these programs to the sources compiled under 7b above.
 - e. Disseminate the CONTRACTOR'S EEO policy by providing notice of the policy to unions and training programs and requesting their cooperation in assisting the CONTRACTOR in meeting its EEO obligations; by including it in any policy manual and collective bargaining agreement; by publicizing it in the company newspaper, annual report, etc.; by specific review of the policy with all management personnel and with all minority and female employees at least once a year; and by posting the company EEO policy on bulletin boards accessible to all employees at each location where construction work is performed.
 - f. Review, at least annually, the company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions including specific review of these items with onsite supervisory personnel such as Superintendents, General Foremen, etc., prior to the initiation of construction work at any job site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.

- g. Disseminate the CONTRACTOR'S EEO policy externally by including it in any advertising in the news media, specifically including minority and female news media, and providing written notification to and discussing the CONTRACTOR'S EEO policy with other CONTRACTORS and Subcontractors with whom the CONTRACTOR does or anticipates doing business.
 - h. Direct its recruitment efforts, both oral and written, to minority, female and community organizations, to schools with minority and female students and to minority and female recruitment and training organizations serving the CONTRACTOR'S recruitment area and employment needs. Not later than one month prior to the date of the acceptance of applications for apprenticeship or other training by any recruitment source, the CONTRACTOR shall send written notification to organizations such as the above, describing the openings, screening procedures, and tests to be used in the selection process.
 - i. Encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after school, summer and vacation employment to minority and female youth both on the site and in other areas of a CONTRACTOR'S workforce.
 - j. Validate all tests and other selection requirements where there is an obligation to do so under 41 CFR Part 60-3.
 - k. Conduct, at least annually, an inventory and evaluation at least of all minority and female personnel for promotional opportunities and encourage these employees to seek or to prepare for, through appropriate training, etc., such opportunities.
 - l. Ensure that all facilities and company activities are non-segregated except that separate or single-user toilet and necessary changing facilities shall be provided to assure privacy between the sexes.
 - m. Ensure that seniority practices, job classifications, work assignments and other personnel practices, do not have a discriminatory effect by continually monitoring all personnel and employment related activities to ensure that the EEO policy and the CONTRACTOR'S obligations under these specifications are being carried out.
 - n. Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction CONTRACTORS and suppliers, including circulation of solicitations to minority and female CONTRACTOR associations and other business associations.
 - o. Conduct a review, at least annually, of all supervisors' adherence to and performance under the CONTRACTOR'S EEO policies and affirmative action obligations.
8. CONTRACTORS are encouraged to participate in voluntary associations which assist in fulfilling one or more of their affirmative action obligations (7a through p). The efforts of a CONTRACTOR association, joint contractor-union, contractor-community, or other similar group of which the CONTRACTOR is a member and participant, may be asserted as fulfilling any one or more of its obligations under 7a through p of these Specifications provided that the CONTRACTOR actively participates in the group, makes every effort to assure that the group has a positive impact on the employment of minorities and women in the industry, ensures that the concrete benefits of the program are reflected in the CONTRACTOR'S minority and female workforce participation, makes a good faith effort to meet its individual goals and timetables, and can provide access to documentation which demonstrates the effectiveness of actions taken on behalf of the CONTRACTOR. The obligation to comply, however, is the CONTRACTOR'S and failure of such a group to fulfill an obligation shall not be a defense for the CONTRACTOR'S noncompliance.
9. A single goal for minorities and separate single goal for women have been established. The CONTRACTOR, however, is required to provide equal employment opportunity and to take affirmative action for all minority groups, both male and female, and all women, both minority and non-minority. Consequently, the CONTRACTOR may be in violation of the Executive Order if a particular group is employed in a substantially disparate manner (for example, even though the CONTRACTOR has achieved its goals for women generally, the CONTRACTOR may be in violation of the Executive Order if a specific minority group of women is underutilized).
10. The CONTRACTOR shall not use the goals and timetables or affirmative action standards to discriminate against any person because of race, color, religion, sex, or national origin.
11. The CONTRACTOR shall not enter into any Subcontract with any person or firm debarred from Government contracts pursuant to Executive Order 11246.

BY ACCEPTANCE OF THIS DOCUMENT, THE CONTRACTOR AFFIRMS THAT IT IS IN COMPLIANCE WITH THE REQUIREMENTS OF 2 C.F.R. PART 180 AND THAT NEITHER IT, ITS PRINCIPALS, NOT ITS SUBCONTRACTORS ARE PRESENTLY DEBARRED, SUSPENDED, PROPOSED FOR DEBARMENT, DECLARED INELIGIBLE, OR VOLUNTARILY EXCLUDED FROM PARTICIPATION IN THIS PROJECT BY ANY FEDERAL DEPARTMENT OR AGENCY.

12. The CONTRACTOR shall carry out such sanctions and penalties for violation of these specifications and of the Equal Opportunity Clause, including suspension, termination and cancellation of existing subcontracts as may be imposed or ordered pursuant to Executive Order 11246, as amended, and its implementing regulations, by the Office of Federal Contract Compliance Programs. Any CONTRACTOR who fails to carry out such sanctions and penalties shall be in violation of these specifications and Executive Order 11246, as amended.
13. The CONTRACTOR, in fulfilling its obligations under these specifications, shall implement specific affirmative action steps, at least as extensive as those standards prescribed in paragraph 7 of these specifications, so as to achieve maximum results from its efforts to ensure equal employment opportunity. If the CONTRACTOR fails to comply with the requirements of the Executive Order, the implementing regulations, or these specifications, the Director shall proceed in accordance with 41 CFR 60-4.8.
14. The CONTRACTOR shall designate a responsible official to monitor all employment related activity to ensure that the company EEO policy is being carried out, to submit reports relating to the provisions hereof as may be required by the Government and to keep records. Records shall at least include for each employee the name, address, telephone numbers, construction trade, union affiliation if any, employee identification number when assigned, social security number, race, sex, status (e.g., mechanic, apprentice, trainee, helper, or laborer), dates of changes in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed. Records shall be maintained in an easily understandable and retrievable form; however, to the degree that existing records satisfy this requirement, CONTRACTORS shall not be required to maintain separate records.
15. Nothing herein provided shall be construed as a limitation upon the application of other laws which establish different standards of compliance or upon the application of requirements for the hiring of local or other area residents (e.g., those under the Public Works Employment Act of 1977 and the Community Development Block Grant Program).
16. **The CONTRACTOR Shall maintain an active registration with SAM.gov, DUNS (Dun & Bradstreet), SUNBIZ.org and Florida DBPR for the entire Term of this Agreement; and It shall notify the County within five (5) business days if is added to the SAM Exclusions list, currently debarred or suspended; proposed for debarment or suspension; or indicted, convicted, or had a civil judgment rendered against it for any of the offenses listed in the regulations governing debarment and suspension at 2 CFR Part 180 and Part 1532; or declared ineligible or excluded from participating in federal contracts or contracts paid for with federal funds; or should its status under the SAM system change in anyway, during the Term of this Agreement.**
17. **The CONTRACTOR shall be able to provide to the Agency and Orange County Program Administrator a copy of all executed contracts with any sub-contractors, and tiered subcontractors all of which shall include Orange County Special Provisions and all federal requirements language into any subcontract and ensure each subcontractor includes the same language in all associated subcontracts or tiered-sub to comply with the requirements of the Uniform Administrative Requirements and 2 CFR Part 200 Appendix II.**
18. **The CONTRACTOR shall not enter into any Subcontract with any person or firm debarred from Government contracts pursuant to Executive Order 11246 and as defined in 2 CFR § 180. Neither it, its principals, nor its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. By acceptance of this order, the contractor affirms that it is in compliance with the requirements of (“OMB Guidelines to Agencies on Government wide Debarment And Suspension”) and that neither it, its principals, nor its subcontractors or any lower tier are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.**

FEDERAL CONSTRUCTION CONTRACT SPECIFICATIONS

1. Architectural Barriers - Uniform standards will be followed for the design, construction and alteration of buildings so that physically handicapped persons will have ready access to and use of buildings constructed in whole or part with federal funds.
2. Americans With Disabilities Act - Contractors shall comply with the provisions of the Americans With Disabilities Act Of 1990, As Amended.
3. Lead-Based Paint - Project is to be constructed without the use of lead-based paint. A written, notarized statement on company letterhead is to be submitted with the final payment request. Final payment shall be withheld until such statement is submitted. Contractor shall agree that if lead-based paint is subsequently discovered at any future time to have been included in the construction done by the Contractor or any of its Subcontractors or agents and were not specified in the design or required by the Contract document, Contractor shall be liable for all costs related to the abatement of such lead-based paint and damages or claims against the County.
4. Fair Housing Act - Contractors shall comply with the provisions of the Fair Housing Act Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended.
5. Energy Policy and Conservation Act - Contractors shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.
6. Contractors shall be required to provide active DUNS (Dun and Bradstreet), SUNBIZ.ORG and SAM.GOV registrations for the same business entity in compliance with State and Federal requirements prior to execution of Construction Contract.

AFFIRMATIVE ACTION

- A. Eligibility for employment. Nothing in this part shall be construed to require the employment of a section 3 resident who does not meet the qualifications of the position to be filled.
- B. Greatest extent possible means the efforts undertaken to obtain section 3 resident or business participation in a contract, and shall include, but not be limited to the following actions:
 - (1) Advertisement in a newspaper of general circulation to include minority owned trade, business or geographically centered publications. Proof of advertisement or publication shall be documented.
 - (2) Attempt to recruit from the service area or PHA the necessary number of section 3 residents through local advertising, posters placed at the project site, community organizations, and other public and private institutions operating within the service area.
 - (3) Forward to OCHCD a list of all Section 3 residents and /or businesses who have applied on their own or on referral from any source, and employ such persons if otherwise eligible and/or qualified and if a vacancy exists. If no vacancy exists, the eligibility and/or qualifications of the applicant shall be considered and listed for the first available opening.
 - (4) The selected contractor shall provide OCHCD with the specific number of section 3 residents to be trained or employed.
- C. The Owner hereby includes in this document and further requires the CONTRACTOR to include as part of any related subcontract the following "Section 3 Clause."
 1. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 170u. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns, which are located in, or owned in substantial part by persons residing in the area of the project.
 2. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and

agree that they are under no contractual or other disability which would prevent them from complying with these requirements.

3. The CONTRACTOR will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers' representative of his commitments under this Section 3 Clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
4. The CONTRACTOR will include this Section 3 Clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR. The CONTRACTOR will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR, and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.
5. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR, and all applicable rules and orders of the Department issued thereunder prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient of such assistance, its successors, and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its CONTRACTORS and subcontractors, its successors, and assigns to those sanctions specified by the grant or loan agreement or contract through which Federal assistance is provided, and to such sanctions as are specified by 24 CFR135.
- D. Prior to contract execution, the CONTRACTOR will provide a preliminary State of Work Force Needs, listing same as skilled, unskilled, semiskilled, and trainee by category indicating classifications to be employed and those currently employed. Contract and, by his specific stipulation, all subcontractors, agree to utilize lower income project area residents as trainees and employees to the greatest extent feasible; "lower income project area resident" being defined as any individual who resides in the project area and whose family income does not exceed 90% of the project area median.
- E. Prior to contract execution, the CONTRACTOR will submit an Affirmative Action Plan which will:
 1. Set forth the approximate dollar value of and identify all subcontracts to be awarded.
 2. Set forth a goal or target number and dollar amount to be awarded eligible project area businesses.
 3. Outline anticipated steps to be taken to achieve said goal.
- F. For the purpose of this section, "project area" is defined as being coextensive with the geographic boundaries of Orange County, said area being the smallest political jurisdiction of those participating equipped to administer projects included in the County's Community Development Block Grant program. Submittals will be reviewed by the Labor Relations Specialist for adequacy and contract execution may be postponed pending necessary revision of submittals.

SECTION 3 CLAUSE: 24 CFR Parts 5, 14, 75, 91, 92, 93, 135, 266, 570, 574, 576, 578, 905, 964, 983, and 1000.

24 C.F.R. § 75.3 Subpart A (2) (i) Section 3 projects means housing rehabilitation, housing construction, and other public construction projects assisted under HUD programs that provide housing and community development financial assistance when the total amount of assistance to the project exceeds a threshold of \$200,000.

Note: For other HUD or federal assistance that is not subject to Section 3, recipients are encouraged to consider ways to support the purpose of Section 3.

Section 3 clause. This Section 3 clause is a part of this contract:

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 employment and other economic opportunities generated by HUD assistance or 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 75, 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 75 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 workers' 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 75, 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 75. 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 75.*

E. *The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected by before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 75.*

F. *Noncompliance with HUD's regulations in 24 CFR Part 75 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 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).*

SPECIAL PROVISIONS C.D.B.G. PROJECT

The purpose of Section 3 of the Housing and Urban Development Act of 1968 is to provide economic and employment opportunities to low and very-low income individuals. Section 3 requires recipients of certain types of HUD funding to ensure to the “greatest extent feasible” that a certain percentage of the job training, employment, and contracting opportunities that arise from the expenditure of the funds benefit low and very-low income individuals.

24 CFR Part 75: Amend/Create the following documents to conform with New Section 3 Rule for labor hour benchmarks:

II. Definitions:

1. **Section 3 Worker:** A Section 3 worker is any worker who currently fits, or when hired within the past five (5) years fit, at least one of the following categories, as documented:
 - A low or very low-income worker; or
 - Employed by a Section 3 business concern; or
 - A Youthbuild participant.

2. **Targeted Section 3 Worker:** A Section 3 targeted worker is a Section 3 worker who:
 - Employed by a Section 3 business concern; or
 - Currently fits or when hired fit at least one of the following categories as documented within the past five (5) years:
 - Living within the service area or the neighborhood of the project, as defined in 24 CFR 75.5
 - A Youthbuild participant

3. **Section 3 Business Concern:** A Section 3 business concern is a business that meets at least one of the following criteria:
 - At least **51% or more** owned and controlled by low- or very low-income persons; or
 - Over **75%** of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or
 - **51% or more** owned and controlled by current residents of public housing or Section 8-assisted housing.

Section 3 statute requires certain recipients to prioritize their efforts to direct employment and economic opportunities to specific groups of low- and very low-income individuals.

The requirements of Section 3 typically apply to recipients of HUD funds that will be used for housing construction, rehabilitation, or other public construction.

- Section 3 Business Concern, Section 3 Worker and Targeted Section 3 Worker Definitions (Parts 75.5; 75.11; 75.21)
- Employment and training/Hiring Priorities/Subcontracting Requirements (Part 75.9)
- Labor Hours Reporting Requirements/Qualitative Efforts Made (Part 75.15)
- Documenting Compliance/Record Keeping/Certifications (Part 75.31)

Orange County Housing and Community Development Division Section 3 Individual Income Limits

Eligibility Guidelines: The worker’s income must be at or below the amount provided below for an individual (household of 1) regardless of actual household size.

FY 2022 Income Limit Area	Income Limits Category	FY 2022 Income Limits
<u>Orange County,</u> <u>Florida</u> <i>Effective: 4/18/2022</i>	Extremely Low-Income Limits (30%)	\$17,400
	Very Low-Income Limits (50%)	\$29,050
	Low-Income Limits (80%)	\$46,450

ASSURANCE OF COMPLIANCE (SECTION 3 HUD ACT OF 1968)

**TRAINING, EMPLOYMENT AND CONTRACTING OPPORTUNITIES
FOR BUSINESSES AND LOWER INCOME PERSONS**

- A. The project assisted under this agreement 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 requires that to the greatest extent feasible opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of the project.

- B. Notwithstanding any other provision of this agreement, the (applicant) (recipient) shall carry out the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary set forth in 24 CFR Part 75, and all applicable rules and orders of the Secretary issued thereunder prior to the execution of this agreement. The requirements of said regulations include but are not limited to development and implementation of a Section 3 plan for utilizing business concerns located within or owned in substantial part by persons residing in the area of the project; to the greatest extent feasible meeting the minimum numerical goals as set forth at 24 CER Part 75.30; the making of a good faith effort, as defined by the regulations, to provide training, employment and business opportunities required by Section 3; and incorporation of the "Section 3 Clause" specified by Part 75 of the regulations of all contracts for work in connection with the project. The (applicant) (recipient) certifies and agrees that it is under no contractual or other disability which would prevent it from complying with these requirements.

- C. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 75, and all applicable rules and orders of the Secretary issued thereunder prior to approval by the Government of the application for this agreement, shall be a condition of the Federal financial assistance provided to the project, binding upon the (applicant)/(recipient) its successors and assigns. Failure to fulfill these requirements shall subject the (applicant)/(recipient) contractor and subcontractors, its successors and assigns to the sanctions specified by this agreement, and to such sanctions as are specified by 24 CFR Part 75.

The CONTRACTOR is encouraged to utilize Blueprint, a City of Orlando Employment office (407 -246 -3721) or Orange County Public Schools in providing job training opportunities.

Date

Contractor

Address

Authorized Signature

Print Name

Title

A. Governing law & Definitions:

1. HUD Section 3 is governed by 12 U.S.C. § 1701u and Title 24 C.F.R. Subtitle A part 75 (hereinafter 24 C.F.R. §75.XX); and
2. Definitions for this section are pursuant to 24.C.F.R.§75.5.

B. Compliance; goals; reporting. The **CONTRACTOR** agrees to comply with and to cause its covered contractors and covered subcontractors to comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u and the regulations at 24 C.F.R. Part 75, and the terms of this contract. The purpose of Section 3 is to ensure that economic opportunities, most importantly employment, generated by certain HUD financial assistance shall be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing or residents of the community in which the Federal assistance is spent. The 20% Section 3 Worker and 5% Section 3 Targeted Worker goals apply to this contract by the **CONTRACTOR**. The **CONTRACTOR** agrees to report to the HCD, as requested by HCD, its compliance with these Section 3 requirements on the form(s) supplied by the HCD.

C. [Title 24 C.F.R. Subtitle A part 75 Subpart C §75.19] Requirements. The **CONTRACTOR** agrees that the following requirements apply to this contract:

1. Employment & Training: Actions to facilitate participation by Section 3 residents.
 - a) The **CONTRACTOR** agrees, to the greatest extent feasible, and consistent with existing Federal, state, and local laws and regulations, to ensure that employment and training opportunities arising in connection with Section 3 projects are provided to Section 3 workers within the metropolitan area (or Non-metropolitan County) in which the project is located.
 - b) The **CONTRACTOR** further agrees to, where feasible, afford priority for opportunities and training described in paragraph (a)(i) of this section to:
 - i. Section 3 workers residing within the service area or the neighborhood of the project, and
 - ii. Participants in YouthBuild programs.
2. Contracting: Actions to facilitate participation by Section 3 businesses.
 - a) The **CONTRACTOR** agrees, to the greatest extent feasible, and consistent with existing Federal, state, and local laws and regulations, recipients covered by this subpart to ensure contracts for work awarded in connection with Section 3 projects are provided to business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the project is located.
 - b) The **CONTRACTOR** agrees that, where feasible, priority for contracting opportunities described in paragraph (b)(1) of this section should be given to:
 - i. Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the service area or the neighborhood of the project, and
 - ii. YouthBuild programs.
 - c) The **CONTRACTOR** further acknowledges and agrees to achieve compliance with the requirements of HUD Section 3. The **CONTRACTOR** also agrees to assist the HCD in compliance as it pertains to this project, in accordance with the Section 3 regulations in 24 C.F.R. §75.

D. [Title 24 C.F.R. Subtitle A part 75 subpart C §75.21] Targeted Section 3 Workers

1. The **CONTRACTOR** agrees to prioritize and report on efforts to employ and train Targeted Section 3 workers on this project in accordance with the following definitions and acknowledges a 5% goal for inclusion of Targeted Section 3 workers:
 - a) *Targeted Section 3 worker.* A Targeted Section 3 worker for housing and community development financial assistance means a Section 3 worker who is:
 - i. A worker employed by a Section 3 business concern

ii. A worker who currently fits or when hired fit at least one of the following categories, as documented within the past five years:

1. Living within the service area or the neighborhood of the project, as defined by 24 C.F.R. 75.5; or
2. A YouthBuild participant.

E. [Title 24 C.F. R. Subtitle A part 75 Subpart C §75.25] Reporting. The **CONTRACTOR** agrees to report to the HCD in a manner consistent with federal regulations outlined at 24 C.F.R. §75.25 to demonstrate efforts to satisfy HUD Section 3 Requirements outlined herein and in federal regulations at 24 C.F.R. §75.

F. [Title 24 C.F.R. Subtitle A part 75 Subpart C §75.23] Section 3 Safe Harbor.

1. The **CONTRACTOR** shall certify to the HCD its compliance with HUD Section 3 by certifying on documents provided by the HCD that the **CONTRACTOR** has followed the prioritization requirements for employment and contracting outlined in Section B of these terms..

2. Upon supplying the Section 3 forms certification, the **CONTRACTOR** shall be deemed to have complied the requirements of HUD Section 3 by meeting or exceeding the benchmarks outlined herein for inclusion of Section 3 workers, as reported on documents provided by the HCD, absent evidence to the contrary.

3. [Title 24 C.F.R. Subtitle A part 75 Subpart C §75.25 (b)] If the **CONTRACTOR** has not met the benchmarks outlined herein, the **CONTRACTOR** shall report in a form prescribed by HUD on the qualitative nature of its activities and those its contractors and subcontractors pursued. Such qualitative efforts may, for example, include but are not limited to the following:

- a. Engaged in outreach efforts to generate job applicants who are Targeted Section 3 workers.
- b. Provided training or apprenticeship opportunities.
- c. Provided job training and educational opportunities to local [YouthBuild](#) Community.
- d. Provided technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).
- e. Provided or connected Section 3 workers with assistance in seeking employment including: drafting resumes, preparing for interviews, and finding job opportunities connecting residents to job placement services.
- f. Held one or more job fairs.
- g. Provided or referred Section 3 workers to services supporting work readiness and retention (e.g., work readiness activities, interview clothing, test fees, transportation, childcare).
- h. Engaged in outreach efforts to identify and secure bids from [Section 3 business](#) concern.
- i. Provided technical assistance to help [Section 3 business](#) concerns understand and bid on contracts.
- j. Divided contracts into smaller jobs to facilitate participation by [Section 3 business](#) concern.
- k. Provided bonding assistance, guaranties, or other efforts to support viable bids from [Section 3 business concerns](#).
- l. Promoted use of business registries designed to create opportunities for disadvantaged and small businesses.
- m. Outreach, engagement, or referrals with the state one-stop system as defined in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.

G. Multiple Funding Sources. If this project is subject to Section 3 requirements pursuant to both 24 C.F.R. §75.3(a)(1) and (2), the provisions of 24 C.F.R. §75.29 apply to this project.

H. Record Keeping. The **CONTRACTOR** agrees to comply with the applicable record keeping requirements pursuant to 24 C.F.R. Subtitle A §75.31.

I. Remedies for default. Upon a failure to comply with any of the requirements described herein, the HCD may elect to enforce the terms of this contract as afforded by law or equity.

Date

Contractor

Address

Authorized Signature

Print Name

Title

SECTION 3 CLAUSE PROJECT CHECKLIST

- A. Utilization of Lower Income Area Residents as Trainees The contractor or subcontractor has:
1. _____ Provide indication of the number of trainees or apprentices for each occupation which can be reasonably utilized on each phase of the project:
 - _____ a. For the building construction occupations
 - _____ b. For the non-construction occupations
 2. _____ Contractor/subcontractor indicated sources used in its attempt to recruit from the appropriate area, i.e.:
 - _____ a. Local advertising media
 - _____ b. Signs placed at project site
 - _____ c. Community organizations, for example:
 - _____ Urban League
 - _____ U.S. Employment Services
 - _____ Job Training Program Centers
 3. _____ Maintained a list of all lower income area residents who have applied:
 - _____ a. Indicated on that list those whom contractor has employed
 - _____ b. Where no vacancies exist, listed applicants for first available vacancy
 4. _____ Provided evidence, where vacant apprentice or trainee positions were filled immediately prior to undertaking work pursuant to a Section 3 covered project, that its actions were not an attempt to circumvent the regulations.
- B. Utilization of Lower Income Area Residents as Employees The contractor or subcontractor has:
1. _____ Developed a list identifying the number of positions needed to, perform each phase of the Section 3 covered project, including:
 - a. Skilled labor
 - b. Semiskilled labor
 - c. Unskilled labor
 2. _____ Identified the positions listed in 1. a., b. and c., above which are currently occupied by regular, permanent employees.
 3. _____ Identified the positions listed in 1. a., b. and c., above which are not currently occupied by regular, permanent employees.
 4. _____ Established, of the positions mentioned in 3. above, a goal which is consistent with this section within each occupational category of the number of positions to be filled by lower income residents of the Section 3 covered project area.
 5. _____ Provided evidence of having made a good faith effort to fill all of the positions identified in 4. above with lower income project area residents, such as:
 - _____ a. Indicated sources used in its attempt to recruit from the appropriate areas the necessary number of lower income residents, i.e.:
 - _____ Local advertising media
 - _____ Signs placed at the proposed site for the project
 - _____ Urban League
 - _____ U.S. Employment Service
 - _____ Citizen Advisory Boards
 - _____ Job Training Program Centers
 - _____ b. Provided evidence, where vacant employment positions were filled prior to undertaking work pursuant to a Section 3 covered contract, that its actions were not an attempt to circumvent the regulations
 - _____ c. Maintained a list of all lower income area residents who have applied
 - _____ (1) Indicated on that list those whom contractor has employed
 - _____ (2) where no vacancies exist, listed applicants for first available vacancy

C. Utilization of Businesses Located in or Owned in Substantial Part by Persons Residing in the Area

The contractor or subcontractor has:

1. _____ Indicated his intention to fulfill his obligations to utilized business concerns located within or owned in substantial part by persons residing in the Section 3 covered project area by developing and implementing a Section 3 plan.
2. _____ The Section 3 plan developed by the contractor/subcontractor contains the following:
 - _____ a. The approximate number and dollar value of all contracts proposed to be awarded to all businesses within each category (type or profession) over the duration of the Section 3 covered project in question
 - _____ b. A goal or target number and estimated dollar amount of contracts to be awarded to the eligible businesses and entrepreneurs within each category over the duration of the Section 3 covered project
 - _____ c. Outlines the anticipated program to be used to achieve the goals for each business and/or professional category identified. The program should include but not be limited to the following:
 - _____ (1) Insertion in the bid documents if any, of the Section 3 plan of the contractor or subcontractor letting the contract
 - _____ (2) Identification within the bid document of the applicable Section 3 project area
 - _____ d. Indicates the anticipated process/steps which have been taken and/or will be taken to secure the cooperation of contractors, subcontractors and unions in meeting the goals and carrying out the Section 3 plan developed
 - _____ e. Includes evidence of steps taken to insure that the appropriate business concerns (Those not on the County's, the City's or HUD's list of debarred or suspended contractors) in the project area are notified or pending contractual opportunities either personally or through locally utilized media
 - _____ f. Steps to insure that contracts which are typically let on a negotiated rather than a bid basis in areas other than Section 3 covered project areas, are also let on a negotiated basis, whenever feasible, when let in a Section 3 covered project area
 - _____ g. Carefully evaluated the bidders' submission to determine whether the Section 3 plan proposed will accomplish the stated goals
 - _____ h. Provided evidence that a good faith effort has been made to implement its Section 3 plan, and attempted to recruit from the appropriate areas the necessary eligible business concerns through:
 - _____ (1) Local advertising media
 - _____ (2) Signs placed at the proposed site for the project
 - _____ (3) Community organizations and public or private institutions operating within or serving the project area, such as:
 - _____ Urban League
 - _____ Concentrated Employment Program
 - _____ U.S. Employment Services
 - _____ Chamber of Commerce and any equivalent organizations in the Section 3 covered project area

D. Participation in Approved Programs

A contractor may fulfill his obligation under items A-C above by presenting evidence that he is a cooperating participant in a federally assisted or other public program approved by the Department of Housing and Urban Development which provides training, employment, and/or business opportunities to lower income person and business concerns which meet the definition in 24 CFR 135.5 (b) and (c).

**ORANGE COUNTY HOUSING AND COMMUNITY DEVELOPMENT
NEW HIRES SECTION 3
MONTHLY COMPLIANCE FORM**

GC is required to provide this form to any subcontractor firms they hire for this project

This form is distributed to the General Contractor (GC) at the Pre-Construction Meeting.

Firm/Contractor Name: _____

Project Name: _____

Project Address: _____

Draw #: _____ Date: From: _____ To: _____

Check all that apply:

We have not hired any new employees during DRAW REQUEST #

During the above draw schedule and/or within the past five (5) years we have hired:

- Yes No Section 3 employees and/or
Yes No A low or very low-income worker
Yes No Non-Section 3 employees and/or
Yes No A Youthbuild participant.

We have taken one or more of the following recruitment steps to hire a Section 3 resident with the highest training and employment priority ranking: **(check all that applies below):**

- _____ We have advertised to fill any vacancies at the site(s), where work is taking place, in connection with this project. Below, I have checked the steps I have taken to find Section 3 low-income residents, from the targeted groups and neighborhoods to fill any vacancies.
- _____ Placed signs or posters in prominent places at each of the above listed development
- _____ Taken photographs of the above item to document that the above step was carried out
- _____ Distributed employment flyers to each of the residents and posted flyers at this development site
- _____ Contacted any HUD www.YouthBuild.org programs currently operating in Orange County for Youthbuild referrals
- _____ Kept a log of all applicants and indicated the reasons why Section 3 residents who applied were not hired
- _____ Retained copies of any employment applications completed by public housing, Section 8 certificate or voucher holders or other Section 3 residents.
- _____ Sent a notice about Section 3 training and employment requirements and opportunities to labor organization or to worker representatives with whom our firm has a collective bargaining or other agreement.
-

Contractor

Signature

Printed Name and Title

Date



ORANGE COUNTY HOUSING AND COMMUNITY DEVELOPMENT DIVISION

Section 3 Business Concern Certification for Contracting

Instructions: Enter the following information and select the criteria that applies to certify your business' Section 3 Business Concern status.

Business Information

Name of Business _____

Owner _____

Preferred Contact Information [] Same as above

Name of Preferred Contact _____

Phone Number of Preferred Contact _____

Type of Business (select one): [] Corporation [] Partnership [] Sole Proprietorship [] Joint Venture

Select from ONE of the following three options below that applies:

- [] At least 51% of the business is owned and controlled by low- or very low-income persons
[] At least 51% of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.
[] Over 75% of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers.

Section 3 Worker Definition:

- [] A low or very low-income resident (the worker's income for the previous or annualized calendar year is below the income limit established by HUD); or
[] Employed by a Section 3 business concern; or
[] A YouthBuild participant.

Targeted Section 3 Worker Definition (for housing and community development)

- [] Employed by a Section 3 business concern; or
[] Currently meets or when hired met at least one of the following categories as documented within the past five years; or
[] Living within the service area or the neighborhood of the project, as defined in 24 CFR 75.5; or
[] A YouthBuild participant.

Business Concern Affirmation: I affirm that the above statements are true, complete, and correct to the best of my knowledge and belief. I understand that businesses who misrepresent themselves as Section 3 business concerns and report false information to [insert name of recipient/grantee] may have their contracts terminated as default and be barred from ongoing and future considerations for contracting opportunities. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Print Name: _____

Signature: _____ Date: _____

*Certification expires within six months of the date of signature. Information regarding Section 3 Business Concerns can be found at 24 CFR 75.5

FOR ADMINISTRATIVE USE ONLY

Is the business a Section 3 business concern based upon their certification?
 YES **NO**

EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS.

Orange County Housing and Community Development Division Section 3 Income Limits

Eligibility Guidelines

The worker's income must be at or below the amount provided below for an individual (household of 1) regardless of actual household size.

Individual Income Limits

FY 2022 Income Limit Area	Income Limits Category	FY 2022 Income Limits
<u>Orange County,</u> <u>Florida</u> <i>Effective: 4/18/2022</i>	Extremely Low-Income Limits (30%)	\$17,400
	Very Low-Income Limits (50%)	\$29,050
	Low-Income Limits (80%)	\$46,450

See <https://www.huduser.gov/portal/datasets/il.html> for most recent income limits.





ORANGE COUNTY HOUSING AND COMMUNITY DEVELOPMENT DIVISION
Section 3 Worker and Targeted Section 3 Worker Self- Certification

The purpose of HUD’s Section 3 program is to provide employment, training and contracting opportunities to low-income individuals, particularly those who are recipients of government assistance for housing or other public assistance programs. **Your response is confidential, and has no effect on your employment.**

Eligibility for Section 3 Worker or Targeted Section 3 Worker Status

Employee Name: _____

1. Are you a resident of public housing or a Housing Choice Voucher Holder (Section8)? YES NO
2. Are you a resident of the [City/County of ORANGE] YES NO
3. In the field below, select the amount of your **individual** income you believe you earn on an annual basis.

<input type="checkbox"/> Less than	<input type="checkbox"/> \$30,001 -	<input type="checkbox"/> More
<input type="checkbox"/> \$10,001 -	<input type="checkbox"/> \$40,001 -	
<input type="checkbox"/> \$20,001 -	<input type="checkbox"/> \$50,001 -	

Select from **ONE** of the following two options below: **I qualify as a:**

- Section 3 Worker OR Targeted Section 3 Worker

Employee Affirmation: I affirm that the above statements are true, complete, and correct to the best of my knowledge and belief. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Print Name: _____

Signature: _____ Date: _____

Section 3 Worker Definition:

- A low or very low-income resident (the worker’s income for the previous or annualized calendar years below the income limit established by HUD); or
- Employed by a Section 3 business concern; or
- A YouthBuild participant.

Targeted Section 3 Worker Definition (for housing and community development)

- Employed by a Section 3 business concern or
- Currently meets or when hired met at least one of the following categories as documented within the past five (5) years:
 - Living within the service area or the neighborhood of the project, as defined in 24 CFR 75.5
- A YouthBuild participant.

FOR ADMINISTRATIVE USE ONLY

Is the business a Section 3 business concern based upon their certification?
 YES **NO**

EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS.

Orange County Housing and Community Development Division Section 3 Income Limits

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The worker's income must be at or below the amount provided below for an individual (household of 1) regardless of actual household size.

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