



2015

City of Fresno Section 3 Economic Opportunities Plan

**Community
Development Block
Grant Program
(CDBG)**

**HOME Investment
Partnerships
Program (HOME)**

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DEFINITIONS

- Business Concern: Businesses that will be provided contract award preference if they can provide evidence to the City of Fresno that they comply with Section 3 criteria.
- Federally-Funded Programs: U.S. Department of Housing and Urban Development (HUD) programs.
- Greatest Extent Feasible: Effort made to comply with Section 3 regulatory requirements.
- Lower Income Person: A person with an income, at or below, 50 percent to 80 percent of area median income as established by HUD and adjusted for family size.
- Metropolitan area: An area established by the HUD office of Management and Budget.
- New Hire: A full-time employee hired for a new permanent, temporary, or seasonal position that is created as a result of the expenditure of federal program funds.
- Project Area: The geographical area in which the person benefiting from the Section 3 project resides.
- Recipient: A recipient is an entity which receives direct or indirect federal funding for a program or project.
- Re-Hire: An employee that was laid-off and re-hired to work on a new federally-funded program or project.
- Section 3: A provision of the Housing and Urban Development Act of 1968 as outlined at 24 C.F.R. § 135.38.
- Section 3 Funding Threshold: Any entity that receives \$200,000 or more in federal funding and contractors and subcontractors that received \$100,000 or more in federal funding for housing construction, rehabilitation, or public construction.
- Section 3 Numerical Goal for Employment: Thirty (30) percent of the aggregate number of new hires.
- Section 3 Projects/Programs: Housing and community development financial assistance expended for construction or rehabilitation of housing (including the reduction of lead-based paint hazards), or other public construction such as street repair, sewage line repair or installation, updates to building facades, etc.
- Section 3 Resident: A public housing resident or a lower income person residing in the Fresno metropolitan area.

CITY OF FRESNO SECTION 3 GOAL STATEMENT

To promote self-sufficiency of low-income households by increasing the number and percentage of employed persons from low-income families, to provide and attract businesses to improve employability and increase independency, and to encourage the participation of minority Business Concerns which provide economic opportunities to lower-income persons.

PURPOSE OF THE SECTION 3 ECONOMIC OPPORTUNITY PLAN

The purpose is ensure that employment and other economic opportunities are afforded to lower income persons to the greatest extent feasible, consistent with existing federal, State, and local laws and regulations.

Economic opportunities that are created as a result of the federally-funded programs shall first be offered to lower income persons, particularly those who reside in public and government-assisted housing, and to minority Business Concerns that offer economic opportunities to lower income persons.

This Section 3 Economic Opportunities Plan may be amended periodically as approved by the Fresno City Council upon the recommendation of the Housing and Community Development Commission. Amendments to the Section 3 Economic Opportunity Plan will be made to ensure greater efficiencies in the implementation of the Section 3 Economic Opportunity Plan.

SECTION 3 POLICY STATEMENT

It is the policy of the City of Fresno to require its contractors to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, disability, veteran's or marital status, or economic status and to take affirmative action to ensure that both job applicants and existing employees are given fair and equal treatment.

The Section 3 Policy ("Policy") is to provide, to the greatest extent feasible, economic opportunities to lower income persons that reside in the Fresno County metropolitan area as defined by 24 C.F.R. Part 135 and to businesses that meet the definition of the Section 3 Business Concern (as defined by 24 C.F.R. §135.5).

In the furtherance of this Policy, the Fresno City Council adopted this Section 3 Economic Opportunities Plan that includes procedures necessary to implement the goals outlined in the Plan. As of adoption of this Policy, all City of Fresno contract awards funded in whole or in part with federal funds for the purpose of housing and community development and other public construction, executed after the adoption of this Policy must comply with this Policy.

The Fresno City Council adopted this Policy by Resolution expressing its commitment to comply with all aspects of Section 3 relative to Economic Opportunities.

ECONOMIC OPPORTUNITIES PLAN

Section 3 Purpose

Section 3 is a provision of the Housing and Urban Development Act of 1968 which requires that local projects and programs receiving direct or indirect financial assistance programs administered by HUD provide, to the greatest extent feasible, contracts and job training and employment opportunities to lower income residents in connection with projects located in their neighborhoods. Section 3 is a tool for fostering local economic development, neighborhood economic improvement, and individual self-sufficiency. Section 3 requires that recipients of federal funds not only include low- and very low-income persons in the recruitment and solicitation efforts, but that extra or greater efforts be undertaken to inform low- and very low-income persons of the existence of economic opportunities, encourage them to submit applications for those opportunities, and facilitate the employment of, or the award of, contracts to those that employ or will hire low- and very low-income persons.

To comply with the “greatest extent feasible” regulatory requirement, the lowest responsible and responsive bidder and applicable subcontractors entering into contract awards must adopt and have approved by the City of Fresno, a Section 3 Affirmative Action Plan. A sample of the Section 3 Affirmative Action Plan is attached as Appendix “A”; Exhibit “A”.

A Section 3 Affirmative Action Plan is required for all contract awards issued after adoption of this Policy and shall be submitted to the City of Fresno from the prime contractor and each applicable subcontractor prior to the award of a contract. Compliance with the Section 3 regulations is required of all contractors and subcontractors receiving direct or indirect federal funding under HUD programs. Failure to adopt, submit and/or have a Section 3 Affirmative Action Plan approved by the City of Fresno is cause to be designated as a non-responsive bidder and shall be grounds for rejection of a bid, quote, or proposal.

All contractors and subcontractors must also sign and submit the Section 3 Assurance form attached as Appendix “A”; Exhibit “B”, regardless of the contract or subcontract award amount. Failure to sign and submit the Section 3 Assurance form to the City of Fresno is cause to be designated as a non-responsive bidder and shall be grounds for rejection of a bid, quote, or proposal.

All contractors and subcontractors must also submit an Estimated Project Work Force Breakdown form attached as Appendix “A”; Exhibit “C”, and a Proposed Contract/Subcontractor Breakdown form attached as Appendix “A”; Exhibit “D”.

ECONOMIC OPPORTUNITIES NUMERICAL GOALS

New Hire

Contractors and vendors are required to hire a "new hire" when a worker is needed to perform Section 3 eligible work. In the event that no new hires are needed, contractors and vendors must indicate that information on the Section 3 Assurance form attached as Appendix "A"; Exhibit "B".

If circumstances change that warrant a new hire, preference will apply as outlined in the Contracting section of this Section 3 Economic Opportunity Plan.

Contractors are not required to hire persons who are not qualified and contractors must document the results of the interview.

If a new hire(s) is needed, a list of Section 3 resident(s) pre-qualified and certified by the City of Fresno will be forwarded to the contractor and subcontractor for interview consideration.

Contractors/vendors are not required to hire from the housing development work site if:

- a. A pre-identified list of Section 3 residents from a job site contains no persons qualified to perform the work; and
- b. Workforce is adequate to do the job and no new hiring is needed.

New Section 3 Hires Training and Employment

Section 3 requirements are mandatory when a contractor or subcontractor adds a new hire due to a HUD-funded contract award. Section 3 requires that economic opportunities generated by HUD funding shall to the greatest extent feasible, be given to low- and very low-income persons. A recipient (contractor or subcontractor) that meets the minimum numerical goals will be in compliance with the Section 3 preference requirement. A recipient (contractor or subcontractor) that has not met the numerical goals shall demonstrate why it was not feasible to meet the numerical goals and shall submit to the City of Fresno a detailed explanation for the non-compliance.

The numerical goals shall reflect aggregate new hires. Efforts to employ lower income persons shall be made at all skill levels. Compliance with the New Hire regulatory requirement will be demonstrated through the following commitments:

- Employ 30 percent of the aggregate number of new hires for each fiscal year; and
- Award of at least 10 percent of the total prime contracts for building trades work in maintenance, repair, rehabilitation or new development, or for trades work arising in connection with housing rehabilitation or construction, or

other public construction of any covered activities to eligible Section 3 Business Concerns; and

- Award of at least 3 percent of all professional services contracts for any covered activity to eligible Section 3 Business Concerns; and
- Demonstrate compliance with the greatest extent feasible requirement by meeting the numerical goals for training, employment and contracting opportunities to Section 3 residents and eligible Section 3 Business Concerns; and
- Strive to exceed the above-mentioned minimum numerical goals.

New Hires Preference for Training and Employment Opportunity

Contractors and subcontractors shall direct training efforts and employment opportunities to Section 3 residents in the following priority order:

1. Residents living in housing development or developments for which the Section 3 covered assistance is being expended.
2. Residents residing in housing developments managed by the Housing Authority of the City of Fresno.
3. Participants of HUD Youthbuild programs in the area.
4. Other Section 3 residents (which includes Section 8 clients).

Training and Other Economic Opportunities

Any contractor or subcontractor claiming the need for new hires but has not made a selection from one of the above categories shall provide evidence to the City of Fresno on an executed Self-Certification forms attached as Appendix "C", and shall have demonstrated that all efforts for Section 3 compliance have been made but were unsuccessful. If the City of Fresno has determined sufficient efforts have been made, the contractor and subcontractor will be required to support another economic opportunity option for Section 3 residents as follows:

- Train for employment-related opportunities for Section 3 residents, such as upward mobility, bridge and/or trainee positions to fill vacancies; and
- Hiring Section 3 residents in part-time positions; and

- Provide job shadowing and/internship opportunities for Section 3 residents so that they may be afforded the opportunity to learn more about construction trades and professional services.

The City of Fresno encourages contractors performing work on City of Fresno federally-funded housing and community development programs/projects to hire residents/clients, age 18 or older, when a new hire is needed.

Section 3 eligible persons interested in future training and job opportunities may complete the Certification and Skills Assessment forms attached as Appendix "D" and return them to:

Housing and Community Development Division
Attn: Manager
2600 Fresno Street, Room 3070
Fresno, CA 93721

Upon receipt of completed forms, the name, address, phone number and job skills of the eligible Section 3 resident will be placed on a Resident/Client Job Skills list. If a person's skill meets the contractor's needs, the person's name and contact information will be provided to the contractor for interview consideration. Obtaining an interview is not a guarantee of employment. The City of Fresno will only provide names and contact information to the contractor, not guarantee that a person be hired.

The City of Fresno will also use the Resident/Client Job Skills list to provide notices to skilled residents and/or clients of potential employment opportunities.

BUSINESS CONCERN CERTIFICATION

The City of Fresno Development and Resource Management Department will administer the City's Section 3 certification for Business Concerns. A Business Concern seeking Section 3 preference in the awarding of contracts and/or purchase agreements shall complete the certification forms attached as Appendix "C" and provide adequate documentation as evidence of eligibility for preference under the Section 3 program.

Business Concerns seeking to file for Section 3 preference shall contact:

Housing and Community Development Division
Attn: Manager
2600 Fresno Street, Room 3070
Fresno, CA 93721

A Business Concern may apply for certification as a Section 3 Business Concern prior to bidding or at the time of the submission of a bid. However, Section 3 preference will not be given until Section 3 status is verified and certified. A Business Concern that submits

certification for preference after receipt of its bid will not be considered eligible for Section 3 preference for that specific bid award.

CONTRACTING

Section 3 regulations, at 24 C.F.R. Part 135, require that the City of Fresno, its contractors and subcontractors demonstrate compliance by awarding contracts to certified Section 3 Business Concerns or to contractor/vendors who contract with such firms.

The City of Fresno contracting goals require that qualified Section 3 Business Concerns receive at least:

- 10% of the total prime contract awards for building trades work in construction, repair, rehabilitation, or development of any covered activities.
- 3% of the total prime contract awards for professional services for any covered activities.
- 10% of the total subcontracts for building trades work in construction repair, modernization, or development of any covered activities.
- 3% of the total subcontracts for professional services for any covered activity.

Section 3 contracting goals apply to the entire amount of the Section 3 covered assistance awarded to a recipient in the federal fiscal year (October 1st through September 31st). Housing and Community Development contracting goals for the City of Fresno are as follows:

- Assistance exceeding \$200,000, and contract or subcontract exceeding \$100,000.

Contracts to certified Section 3 Business Concerns shall be awarded in the following order of priority:

1. Category 1: A Business Concern that is 51 percent or more owned by Section 3 residents of the housing development for which the covered assistance is expended or whose full-time permanent workforce includes 30 percent of these persons as employees.
2. Category 2: A Business Concern that employs Section 3 residents for at least 30 percent or more owned of its full-time, permanent staff.
3. Category 3: A Business Concern that employs persons participating in HUD Youthbuild programs that are carried out within the City.

4. Category 4: A Business Concern that subcontracts in excess of 25 percent of the total amount of subcontracts to Business Concerns identified above.

Contracts for housing and community development shall be awarded in the following order of priority:

1. Business Concerns that provide economic opportunities for Section 3 residents in the service area or neighborhood in which the Section 3 covered project is located.
2. Applicants (as defined in 42 U.S.C. 12889) that are selected to carry out HUD Youthbuild programs.
3. Other Section 3 Business Concerns.

Contractors and vendors may provide part-time work or paid job shadowing and internships or other paid job opportunities for the eligible residents. The hours of part-time work or training when converted to dollars must equal or exceed the threshold requirements established.

NOTICING REQUIREMENTS

The City of Fresno incorporates its Section 3 Economic Opportunity Plan requirements in public noticing for formal and informal request for proposals, request for qualifications, invitations for bids, and other related solicitations for contract work associated with the Section 3 covered activities.

Boilerplate information will include, but not be limited to, the Section 3 clause in its entirety, as outlined in 24 C.F.R. §135.38 as follows:

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. 1701 u (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 C.F.R. 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 there is a collective bargaining agreement or other contract or 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 C.F.R. 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 C.F.R. 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 C.F.R. 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 C.F.R. Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 C.F.R. Part 135.

F. Noncompliance with HUD's regulations in 24 C.F.R. 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).

The City of Fresno will require and offer registration and certification of Section 3 Business Concerns and Joint Ventures for those seeking to obtain contracts for service or trade work.

The solicitation for certified Section 3 Business Concerns and Joint Ventures shall include the following minimum outreach efforts:

1. Request business assistance type agencies such as the Small Business Administration, Fresno County Economic Opportunity Commission, minority contractors associations, small business and community organizations to help identify Section 3 businesses and Section 3 businesses seeking certification.
2. Announce contracting opportunities through local trade associations, newsletters, local media, and other accessible venues including bulletin board postings, chambers of commerce, ethnic operated/owned newspapers, etc.
3. Where appropriate, unbundle contract work items into economically feasible units to facilitate participation by certified Section 3 Business Concerns.
4. Conduct workshops to inform potential certified Section 3 Business Concerns of the Section 3 Economic Opportunity Plan and provide outreach to attract such businesses.
5. Section 3 businesses seeking certification will be responsible for registration with the City of Fresno by utilizing the form attached as Appendix "C" – Section 3 Business Concern Self-Certification forms.
6. Maintain a current list of certified Section 3 registered businesses.
7. Verify those claiming Section 3 status based on ownership and workforce or obtain evidence of that status at the time the bid or proposal is submitted to the City of Fresno.
8. Require registration and certification prior to consideration for contract award using the Certified Section 3 Business preference.
9. Evaluate bids, quotes, or proposals and determine if the contractor has demonstrated compliance with Section 3 requirements within five (5) days after bid opening for work which is Section 3 eligible or be deemed non-responsive for Section 3 preference.

CONTRACT COMPLIANCE

Contracts are monitored for compliance through reports described below and from the identified source(s). Failure to submit a Section 3 Contractor's Monthly Compliance Report, attached as Appendix "A"; Exhibit "E", will result in the delay of payment to the contractor. The reports and sources of information are as follows:

1. Contractors and vendors shall submit monthly reports that clearly identify the Section 3 employees working on the job during the life of a contract.
2. Contractors and vendors shall select from a list of City-certified/approved Section 3 residents and businesses.
3. Contractor shall maintain a list of Section 3 residents and businesses that were interviewed, and identify those who were selected and not selected and the reason(s) for the decision.
4. In the event a Section 3 resident's employment is terminated or the period of employment is less than the duration of the contract commitment, contractors shall attempt to place another qualified Section 3 resident in employment. In the event that no other qualified Section 3 resident is available for employment, contractors shall satisfy the non-compliance status as described in the Goals section of this Plan.
5. Pursuant to 24 C.F.R. §135.36(c), any contractor or subcontractor claiming Section 3 Business Concern status and preference, must demonstrate to the satisfaction of the City of Fresno that it is responsible and has the ability and capacity to complete the work in accordance with the terms and conditions of the proposed contract.
6. The City of Fresno will make final determination for compliance with procurement standards consistent with 24 C.F.R. §85.36, which requires consideration of, among other factors, the potential contractor's record in complying with public policy requirements, including Section 3 compliance.
7. Firms that claim Section 3 Business Certification status by subcontracting (25 percent of the total contract) to other Certified Section 3 businesses must require that the subcontractor(s) provide ownership or workforce documentation attached as Appendix "A"; Exhibits "B", "C" and "D". The prime contractor must keep these records on file and make them available for review by HUD.
8. Subcontractors identified by a prime contractor claiming certified Section 3 status per item 4 above must be a certified Section 3 Business Concern by ownership and/or workforce as defined in this Policy. Subcontractors used by prime contractors to comply with item 4 above cannot claim Section 3 Business Concern status by further subcontracting.
9. Joint Ventures are permitted between associations of firms at least one of which meets the definition of a certified Section 3 Business Concern.
10. Joint Ventures are subject to the following documentation requirements:

- a. Agreement must be in writing and must be submitted as part of the response to any bid, quote, or proposal submitted. In order to evaluate “adequacy” and “capacity”, the agreement must describe in sufficient detail the area(s) of work assigned to each member of the joint venture.
- b. Agreement must reference a fully executed Joint Venture certification, which must be submitted as part of the response to any bid, quote or proposal submitted.
- c. Partners shall provide documentation that shows that the Section 3 partners meet the ownership and workforce requirements established in this Plan.
- d. Partners cannot use subcontracting to establish status as a certified Section 3 Business Concern.
- e. Must be qualified to perform the scope of work and have the capacity to complete the work assigned under the Joint Venture Agreement.

ANNUAL REPORT TO HUD

The City of Fresno Development and Resource Management Department, Housing and Community Development Division is responsible for submittal of HUD form 60002 to HUD annually. Contractors and subcontractors are required to assist the City in the compilation of information to complete HUD form 60002. Contractors and subcontractors are also required to complete and submit to the City forms 1-4 and 6 attached as Appendix “B”.

ELIGIBILITY FOR PREFERENCE

A Section 3 Business Concern seeking to qualify for contracting preference must apply to the City of Fresno for certification by submitting a Self-Certification forms attached as Appendix “C” and be certified by the City of Fresno prior to, or at the time of the submission of a bid, quote, or proposal. Section 3 preference will not be considered until the Section 3 status is verified and the City of Fresno has provided certification. Minority owned businesses and women owned businesses requesting Business Concern status must also apply to the City of Fresno for certification by submitting a Self-Certification form attached as Appendix “B” form number 5.

CONTRACT AWARD

HUD Section 3 contracts, and contractors who submit a bid, quote, or proposal must address the Section 3 employment and contracting goals to be considered a Section 3 responsive bidder. The contract may be awarded to the most qualified, responsive and responsible, certified Section 3 Business Concern with the lowest bid, quote or proposal that is Section 3 responsive, provided that the bid, quote, or proposal amount is "reasonable." If the bid, quote, or proposal of the responsible, qualified Section 3 Business Concern with the lowest bid, quote, or proposal is not "reasonable," the City of Fresno shall award the contract to the lowest responsive bid, quote, or proposal of any responsive, responsible bidder.

RESPONSIVE BIDDER

A responsive bidder is one who qualifies as a certified Section 3 Business Concern or one who makes a commitment to meet the employment goal for Section 3 resident(s) and/or meet the contracting goals for Section 3 Business Concern firm(s).

REASONABLE BID, QUOTE OR PROPOSAL

A "reasonable" bid, quote or proposal is one that is not more than "X" higher than the lowest responsive bid, quote or proposal received from any responsible bidder. If the lowest bid, quote, or proposal of a qualified Section 3 Business Concern is not "reasonable," as defined herein, the contract shall be awarded to the lowest responsive bid, quote, or proposal from any responsible bidder.

The dollar amounts and percentages below are absolute. Bids, quotes, or proposals must fall within the specified amounts to receive the percentage of preference indicated.

The value for "X" is determined as follows:

- Less than \$100,000: "X" is the lesser of 10 percent
- \$100,000 but less than \$200,000: "X" is the lesser of 9 percent
- \$200,000 but less than \$300,000: "X" is the lesser of 8 percent
- \$300,000 but less than \$400,000: "X" is the lesser of 7 percent
- \$400,000 but less than \$500,000: "X" is the lesser of 6 percent
- \$500,000 but less than \$1 million: "X" is the lesser of 5 percent
- \$1 million but less than \$2 million: "X" is the lesser of 4 percent

- \$2 million but less than \$4 million: "X" is the lesser of 3 percent
- \$4 million but less than \$7 million: "X" is the lesser of 2 percent
- \$7 million but less than \$10 million: "X" is the lesser of 1.5 percent
- \$15 million but less than \$20 million: "X" is the lesser of .5 percent

LIST OF SECTION 3 ELIGIBLE PERSONS

The City of Fresno uses the Housing Authority of the City of Fresno's list of Section 3 public housing residents and clients who are eligible for employment and training opportunities generated by the receipt of the Section 3 covered assistance activities.

Clients of category 1 and 2 must be assessed by the City of Fresno. Clients may be enrolled into training programs offered by public and private parties in partnership with the City of Fresno. A skills list will be produced in a format that can be sorted by interest, skill levels, type of training received, hours trained, and whether a certification for the training was received by the resident or client.

Clients of category 4 are required to complete and submit to the City a Certification and Skills Assessment form attached as Appendix "D" and provide income verification documents, and sign a release of information form.

A list of all eligible residents is made available to contractors, consultants, and Business Concerns that are responsible for, or have a role, in contracting for Section 3 eligible funds for Section 3 covered assistance activities.

The City of Fresno will provide information to appropriate contractors, consultants, and Business Concerns that are responsible for hiring or contracting for Section 3 eligible services. The information will include, but not be limited to, the Section 3 Economic Opportunity Plan, plus:

- Distribution of copies of required Section 3 language.
- Distribution of reporting documents demonstrating compliance.
- Distribution of names and phone numbers of Section 3 eligible residents/clients that can be used for their own hiring decisions and can be referred to contractors or subcontractors for their hiring purposes.
- Completion of all reports and other documents as prescribed by the City of Fresno.

OUTREACH PARTNERS

In an effort to expand outreach with partners that provide job referral services, education, job readiness, and construction training, the City of Fresno will network with the following organizations:

- Housing Authority of the City of Fresno
- County Department of Social Services-Employment and Temporary Assistance
- EOC, Workforce Investment Board
- Fresno City College
- California Minority and Women's Contractors Association
- Westside Institute of Technology
- Asian Business Institute and Resource Center
- Local Unions

The City of Fresno will ensure that all known Section 3 eligible residents/clients are made aware of this Policy on an ongoing basis, to increase training and job placement opportunities for residents seeking to work on Section 3 covered activities.

APPENDIX "A"
SECTION 3 AFFIRMATIVE ACTION PLAN

EXHIBIT "A"
SECTION 3 AFFIRMATIVE ACTION PLAN

In accordance with the Housing and Urban Development Act of 1968, as amended, and the regulations pursuant to that Act, _____ Agrees to comply with Section 3
(Contractor Name)

of that Act by assuring that to the greatest extent feasible:

1. Training and employment opportunities will be given to lower income residents of the project; and
2. Contracts for work in connection with the project will be awarded to Business Concerns which are located in or owned in substantial part by persons residing in the area of project.

The contractor will insure the utilization of lower income project residents as employees or trainees and incorporate project area small business as subcontractors and suppliers by initiating the following actions:

1. Establish and maintain a directory of service organizations, job referral agencies and manpower training programs operations within, or serving, project area residents.
2. Submit prior to the award of a contract, a signed assurance to comply with Section 3 regulations and requirements.
3. Provide, prior to the signing of a contract, a statement of new work force needs, including trainee positions.
4. Notify community based organizations of available employment opportunities, and shall maintain records of response from such organizations.
5. Undertake personal recruitment efforts directed to such service organizations and to schools with lower income resident training programs.
6. Maintain a file of the names and addresses of each low income resident worker referred and what action was taken with respect to each referred worker.
7. Include the Section 3 clause in every subcontract for work in connection with HUD projects.
8. Submit, prior to Contract award, the Section 3 Affirmative Action Plan of its subcontractors.
9. Not attempt to circumvent Section 3 Provisions.
10. Make a "good faith" effort to employ or fill training positions with lower income project area residents and will, as a minimum, provide evidence of the following:
 - (a) Attempts to recruit from the project area through local advertising media, community organizations, public and private agencies operating within or serving the project area.

(b) Maintain a list of all lower income area residents who have applied either on their own or referral from any source, and if such persons, if otherwise qualified, have been employed.

11. Make a "good faith" effort to incorporate project area businesses as subcontractors and suppliers.
12. Provide the Section 3 workforce and business utilization reports required under this contract (attached).

The contractor fully realizes failure or refusal to comply and give satisfactory assurance of future compliance with the requirements of this Section 3 Affirmative Action Plan shall be the basis for any or all of the following actions: cancellation, termination or suspension in whole or in part of the contract; a determination of ineligibility or debarment from any further contracts under any federal program with respect to which the failure or refusal occurred until satisfactory assurances of future compliance have been received.

Authorized Signature: _____

Title: _____

Date: _____

EXHIBIT "B"
SECTION 3 ASSURANCE

We/I the undersigned _____, as official representative of _____
(Representative) (Contractor)
agree to comply with Section 3 requirements for the _____. It is understood that
failure to

(Project)

comply may result in the following sanctions: cancellation, termination, or suspension in whole or in part
of this contract.

Please provide the following information:

- How many new positions will be created by work on this project? _____ (Provide details on Exhibit "C")
- How many of these positions will be filled by Section 3 residents? _____(Provide details on Exhibit "C")
- How many subcontractors will be utilized for this project? _____(Provide details on Exhibit "D")
- Of these subcontractors, how many are Section 3 subcontractors? _____(Provide details on Exhibit "D")
- How many businesses/suppliers will be utilized? _____(Provide details on Exhibit "D")
- Of these, how many are Section 3 businesses? _____(Provide details on Exhibit "D")

Contractor does not require hiring new personnel in connection with this contract and therefore will comply with "other economic opportunities" for Section 3 residents such as:

- Training and employment-related opportunities for Section 3 residents, such as upward mobility, bridge and trainee positions to fill vacancies;
- Hiring Section 3 residents in part-time positions;
- Providing job shadowing and/internship opportunities for Section 3 residents to be afforded the opportunity to be able to learn more about construction trades and professional services ;

By signing below, the contractor affirms that it/they will comply with the Section 3 regulations should any new job vacancies become available during their efforts to meet their contractual obligations.

Authorized Signature: _____

Title: _____

Date: _____

This form must be completed and submitted within five (5) days after bid opening.

EXHIBIT "C"
ESTIMATED PROJECT WORK FORCE BREAKDOWN

Job Category	Total Estimated New Positions Needed for Project	Number of Positions to be filled with Section 3 residents
Supervisor		
Professional		
Technical		
Office/Clerical		
TRADE:		
Journeyman		
Apprentices		
Trainees		
TRADE:		
Journeyman		
Apprentices		
Trainees		

Section 3 Resident

Individuals residing within the Section 3 Area whose family income does not exceed 80% of the median (MSA) income in the Metropolitan Statistical Area or the county if not within a MSA in which the Section 3 covered project is located. Please request current income limits.

Company: _____

Project Name: _____

Project Number: _____

Person Completing form: _____

Date: _____

This form is required to be submitted by the contractor within five (5) day after bid opening.

EXHIBIT "D"
PROPOSED CONTRACTS/SUBCONTRACTS BREAKDOWN

Type of Contract (Business or Profession)	Total Number	Total Approx. Dollar Amount	Estimated No. of Contracts to Section 3 Businesses	Estimated dollar amount to Section 3 Businesses

Company: _____

Project Name: _____

Person Completing form: _____

Date: _____

This form is required to be submitted by the contractor within five (5) days after bid opening.

EXHIBIT "E"
SECTION 3 CONTRACTOR'S MONTHLY COMPLIANCE REPORT

1. Recipient Name and Address (Recipient, Sub-recipient, Contractor, Subcontractor)	2. Project Number: (Contract/Award No.)	3. Dollar Amount of Contract:
	4. Contact Person:	5. Phone: (include Area Code)
	6. Reporting Period:	7. Date Report Submitted
	8. Project Number:	9. Federal EIN:

Part I: Employment & Training Opportunities provided to low-income individuals (Minimum Goal: 30% of New Hires)

JOB CATEGORY	Existing Full-Time Employees Prior to Project	Number of New Hires	Number of New Hires that are Sec. 3 Residents	% of Section 3 New Hires	Total Staff Hours	Staff Hours for Sec. 3 Residents	% of Staff Hours for Sec. 3 Employees	Number of Section 3 Trainees
Technicians								
Office/Clerical								
Professionals								
Construction Trade:								
Construction Trade:								
TOTAL								

Part II: Subcontracts Awarded (Minimum Subcontract Goal is 25% of the Prime Contract Amount)

Number of Subcontracts awarded:		Number of Section 3 Businesses Receiving Contracts:			
Name of Subcontractor	Sec. 3*	Address & Telephone	Trade/Service or Supply	Federal ID No. (FIN)	Amount
					\$
					\$
					\$
					\$

***Check if Section 3**

Total Dollar Amount of Subcontracts awarded to Section 3 qualified Business Concerns:	\$
Dollar Amount of All Subcontracts:	\$
Percentage of the total dollar amount awarded to qualified Business Concerns:	%

Part III: Summary of the efforts that were made to generate economic opportunities

Trained and/or Employed _____ low-income individuals equal to _____ (%) of the aggregate new hires. (Attach Resident Certifications)
 Awarded a Subcontract to _____ qualified Business Concerns equal to _____ (%) of the contract amount. (Attach Business Certifications)
 Attempted to recruit low-income individuals through:
 Advertised through local media, television, radio, newspaper (Attach copy of advertisement)
 Signs prominently displayed at the project site (Documented by Memo-to-File, Photographic, Inspector's Notes, Other - _____)

Contacts with community organizations
 Contacted management to notify residents and posted or distributed flyers at public housing authority (Attach list)
 Participated in a program which promotes the training or employment of low-income individuals (Attach supporting documentation)
 Participated in a program which promotes the award of contracts to Section 3 Qualified Businesses (Attach supporting documentation)
 Contacted agencies administering HUD Youth-Build programs. (Attach list)
 Maintained a file of eligible, qualified low-income Residents and qualified Business Concerns for future employment opportunities.

OTHER - _____ (Attach supporting documentation)

APPENDIX "B"
PRIME CONTRACTOR FORMS

FORM 3

**PRIME CONTRACTOR/RECIPIENT
SELECTED MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISES (MBE/WBE)**

CONTRACT RECIPIENTS NAME:		CONTRACT NO.:	
PROJECT DESCRIPTION:		PROJECT LOCATION:	
PRIME CONTRACTOR INFORMATION			
NAME AND ADDRESS (Include ZIP Code, Federal Employer Tax ID #)		<input type="checkbox"/> MBE	<input type="checkbox"/> WBE
PHONE		AMOUNT OF CONTRACT\$	
MBE/WBE INFORMATION			
<input type="checkbox"/> NONE*			
<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	NAME AND ADDRESS (Include ZIP Code)	
<input type="checkbox"/> SUBCONTRACTOR <input type="checkbox"/> JOINT VENTURE	<input type="checkbox"/> SUPPLIER/SERVICE <input type="checkbox"/> BROKER		
AMOUNT OF CONTRACT \$		PHONE	
WORK TO BE PERFORMED			
<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	NAME AND ADDRESS (Include ZIP Code)	
<input type="checkbox"/> SUBCONTRACTOR <input type="checkbox"/> JOINT VENTURE	<input type="checkbox"/> SUPPLIER/SERVICE <input type="checkbox"/> BROKER		
AMOUNT OF CONTRACT \$		PHONE	
WORK TO BE PERFORMED			
<input type="checkbox"/> SUBCONTRACTOR <input type="checkbox"/> JOINT VENTURE	<input type="checkbox"/> SUPPLIER/SERVICE <input type="checkbox"/> BROKER		
AMOUNT OF CONTRACT \$		PHONE	
WORK TO BE PERFORMED			
TOTAL MBE AMOUNT:\$ _____		TOTAL WBE AMOUNT:\$ _____	
SIGNATURE OF PERSON COMPLETING FORM: (original)			
TITLE: _____	PHONE: _____	DATE: _____	

This form is required to be submitted within five (5) days after bid opening.

FORM 4A (SAMPLE)

**SUMMARY OF BIDS RECEIVED FROM SUBCONTRACTORS,
SUPPLIERS, AND BROKERS (MBE/WBE & NON-MBE/WBE)
(PREPARED BY THE PRIME CONTRACTOR)**

Type of Job	Company Name	Selected	Bid Amount	MBE	WBE	NON
Asphalt	Gillerti & Sons	X	\$123,750	X		
	Americash		\$131,850			X
	Caltex		\$176,775			X
Bore & Jack	State Boring	X	\$208,870			X
	Jack Bore		\$208,870			X
	Alotta Boring		\$227,472	X		
Electrical	Square Fasteners, Inc		\$20,190	X		
	REM Sleep Co	X*	\$24,189		X	
	Tram Electric		\$30,120			X
Masonry	Welch, Inc.	X	\$20,383		X	
	Cheatum		\$36,000	X		
Pipe (Supplier)	Cal-Pipe Co.	X	\$203,200	X		
	Norcal Pipe Co.		\$260,00			X
Striping	Orange Peel	X	\$8,597			X
	Crispy Boys Co.		\$9,370			X
	Sweat Co.		\$11,785	X		

*REM Sleep Co. selected over Square Fasteners, Inc. due to incomplete bid by Square Fasteners. List type of jobs alphabetically, from low to high in each category and selected low bidder. All other types of bidders such as DBE, SWBE, SMBE, and Non-MBE/WBE should be shown in the "Non" column. **Form required to be submitted within five (5) days after bid opening.**

FORM 5
MBE/WBE "GOOD FAITH" EFFORT CERTIFICATION BY CONTRACTOR

The apparent successful low bidder on HUD funded project number _____ is _____.
(Name of bidder)

Before the City of Fresno will consider approval to award to any bidder, the contractor must certify to the following:

The bidder has obtained _____% of Minority and Disadvantaged Minority Business Enterprise (MBE/DBE) participation for this contract.

Contractor has submitted forms 2 and 4 that contain a complete list of those MBE and DBE firms subcontracted with or with whom other types of agreements were made. The list shall include the names of the firm, address, phone number, and dollar amount involved.

The following affirmative steps as required by 40 C.F.R. 35.3150 (d), have been taken by the contractor as follows:

- (1) Divided total requirements when economically feasible, into small tasks or quantities to permit maximum participation of minority and women's businesses.
- (2) Established delivery schedules, where the requirements of the work permitted, which encouraged participation by minority and women's business.
- (3) Included qualified minority and disadvantaged minority businesses on solicitation lists.
- (4) Assures that minority and disadvantaged minority businesses were solicited, whenever they were potential sources.
- (5) Used the services and assistance of the Small Business Administration and the Office of Minority Business Development Agency of the U.S. Department of Commerce.

It is understood that the contractor assumes primary responsibility to achieve an acceptable level of MBE/DBE utilization. This primary responsibility is a basic condition of the contract award involving HUD funds. If a contractor fails to meet this obligation under these requirements the contractor may be declared non-responsive.

I hereby accept these responsibilities and certify to the above.

Name of Contractor: _____

Signature of Authorized Representative: _____

Name and Title of Authorized Representative (Print): _____

Date: _____

This form is required to be submitted by the contract within five (5) days after bid opening.

FORM 6
MBE/WBE SUBCONTRACTOR SELF-CERTIFICATION

Firm Name:	Phone:
Address:	
Principal Service or Product:	Bid Amount \$
PLEASE INDICATE PERCENTAGE OF OWNERSHIP	
<input type="checkbox"/> MBE _____ % Ownership	<input type="checkbox"/> WBE _____ % Ownership
<input type="checkbox"/> Prime Contractor	<input type="checkbox"/> Supplier of Material/Service
<input type="checkbox"/> Subcontractor	<input type="checkbox"/> Broker
<input type="checkbox"/> Sole Ownership	<input type="checkbox"/> Corporation
<input type="checkbox"/> Partnership	<input type="checkbox"/> Joint Venture
<p>I hereby certify that this firm is a Minority or Women Business Enterprise as defined in Public Contract Code, Section 10115.1. In making this certification, I am aware of Sections 12650 et seq. of the Government Code, providing for the imposition of treble damages for making false claims against the State and Section 10115.10 of the Public Contract Code, making it a crime to, intentionally make an untrue statement in this certificate.</p>	
Certified by:	Title:

MBE/WBE Sub (Original Signature and Date Required)

Name:	Date:
-------	-------

Additional proof may be required upon written challenge of this certification by any person or agency. Falsification of this certification by a firm selected to perform federally funded work may result in a determination that the firm is non-responsive and ineligible for future contracts.

This form is required to be submitted by the contractor within five (5) days after bid opening.

APPENDIX C
SECTION 3 BUSINESS CONCERN
SELF-CERTIFICATION FORMS

FORM 1

**APPLICATION
SECTION 3 BUSINESS CONCERN BI-ANNUAL CERTIFICATION**

Name of Business: _____

Address of Business: _____

Contact Person: _____ Title: _____

Telephone #: () _____

Cell Phone #: () _____

Attached is the documentation of compliance with the Section 3 status which is checked below:

Type of Business Entity: Corporation Partnership Sole Proprietorship Joint Venture

The bidder certifies that it is a Section 3 Business Concern based on:

___ Business is owned, at least 51 percent by Section 3 Residents.

- Provide copy of resident lease, evidence of participation in a public assistance program, or signed Certification for Section 3 Resident
- Provide business license number: _____

___ At least 30 percent of their permanent, full-time employees are currently Section 3 Residents or were Section 3 Residents within the past 3 years.

- Provide list of full-time Employees (Form 2 – Business Employee List)
- Provide signed Certification for Section 3 Residents Preference (Form 3 – Section 3 Residence Certification/Preference Claim)

___ Commitment to subcontract 25% of the dollar award to qualified Section 3 Business Concerns (only applicable for Prime Contractors).

Evidence of Ability to perform successfully:

Bonding capability \$ _____ Insurance Coverage \$ _____

Owner Signature: _____

Print Name: _____

Date: _____

Contact must provide evidence of Section 3 status prior to contract award.

**FORM 2
BUSINESS EMPLOYEE LIST**

For a business claiming that 51 percent or more of the business is owned by Section 3 residents supply the following:

Company Name: _____
 Company Address: _____
 Telephone # (____) _____ FAX # _____

For a business claiming at least 30 percent if their work force are currently Section 3 residents or were Section 3 eligible residents within 3 years of the date of the first employment with the business, please provide the following:

List the full time employees of the company and provide proof of program participation for all participants of Public Housing, Section 8 or other federal assistance programs or low income status.

Employee Name	Address	Date of Hire	FT or PT	Trade	Section 3	PH, S-8, or FA, LI

Legend: FT = Full Time PT = Part Time LI = Low Income S-8 = Section 8 Resident PH = Public Housing Resident
 FA = Federal Assistance Program Participant

Total number of employees: _____
 Signature: _____
 Title: _____
 Date: _____

Attach additional sheets if needed.

FORM 3

SECTION 3 RESIDENT CERTIFICATION / PREFERENCE CLAIM FORM

A Section 3 Resident seeking preference in training and employment provided by the Act shall certify, or submit evidence to the recipient contractor or subcontractor, if requested, that the person is a Section 3 Resident, as defined in Part 135.5.

Resident's Name: _____

Resident's Address: _____

Resident's Phone #: _____

I hereby certify that I am a Section 3 resident based on the following qualification:

1. _____ Public housing resident (Specify project) _____; or
2. _____ Resident in the metropolitan area or non-metropolitan County in which the Section 3 covered assistance is expended, and a resident who is a low- or very low-income person.
3. Please check your household size and annual income level (from all sources), provide three years of household tax records:

2015 Household Income

Family Size	Very Low Income Annual/monthly income	Low Income Annual/monthly income
1	\$19,950 / \$1,662	\$31,850 / \$2,654
2	\$22,800 / \$1,900	\$36,400 / \$3,033
3	\$25,650 / \$2,137	\$40,950 / \$3,412
4	\$28,450 / \$2,370	\$45,500 / \$3,791
5	\$30,750 / \$2,562	\$49,150 / \$4,095
6	\$33,050 / \$2,754	\$52,800 / \$4,400
7	\$35,300 / \$2,941	\$56,450 / \$4,704
8	\$37,600 / \$3,133	\$60,100 / \$5,008

Source: HUD 2012 Income Limits

Specify racial/ethnic background: White American: _____ Black American: _____ Native American: _____
Hispanic American: _____ Asian Pacific American: _____

The undersigned declares under penalty of perjury that the above information is complete and correct.

Signature of Section 3 Resident: _____

Print Name: _____

Date: _____

APPENDIX “D”
SECTION 3 RESIDENT CERTIFICATION
AND
SKILLS ASSESSMENT FORMS

CERTIFICATION OF SKILLS AND INTERESTS

Please indicate your area of skill and/or training interest by checking one or more boxes below:

<u>JOB CATEGORY</u>	<u>SKILLED</u>	<u>SEMISKILLED</u>	<u>TRAINING INTEREST</u>
<u>Non-Construction:</u>			
Supervisor/Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office/Clerical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Construction:</u>			
Bricklayer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cement Mason	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drywall Hanger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Iron Worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Painter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roofer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheet Metal Worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soft Floor Layer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tile Setter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carpenter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Framer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrician	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumber	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Craft Worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment Operator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Labor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I understand that the information obtained will be shared and used for assessing, planning and facilitating the delivery of services for my benefit.

Participant's Signature: _____

Participant Name Print: _____

Date: _____

Section 3 Resident Certification

Section 3 of the Housing and Urban Development Act of 1968, as amended, requires recipients federal funds for housing and community development funded activities to make a good faith effort to provide employment and training opportunities to low- and very low- income persons.

Section 3 eligible residents are defined as follows:

- ✓ Live within the Fresno metropolitan or non-metropolitan area, and
- ✓ Have income that does not exceed 80% of the area median income; or
- ✓ Is a Public Housing and/or Section 8 resident

In order to demonstrate that you meet the definition of a low- or very low-income person, please provide one of the following:

- Proof of residency in a public housing development; or
- A copy of your Housing Choice Voucher; or
- Evidence of your eligibility or participation in a federally-assisted program for low- and very low- income persons; or
- Evidence of your eligibility or participation in a State or Local Assistance Program for low- or very low- income persons
- A copy of your TANF voucher; or
- Income Tax Records

I, _____, certify that I meet the requirement stipulated above. I have provided the attached documents as evidence such.

Participant's Signature: _____

Participant's Name Print: _____

Date: _____

SECTION 3 RESIDENT ELIGIBILITY PREFERENCE FORM

A Section 3 Resident seeking the preference in training and employment provided by this part shall certify, or submit evidence to the recipient contractor or subcontractor, if requested, that the person is a Section 3 Resident, as defined in Part 135.5.

Resident's Name: _____

Resident's Address: _____

Resident's Phone #: _____

I hereby certify that I am a Section 3 resident based on the following qualification:

1. _____ Public housing resident (Specify project) _____; or
2. _____ Resident in the metropolitan area or Non-metropolitan County in which the Section 3 covered assistance is expended, and a resident who is a low- or very low-income person. Please check your household size and annual income level (from all sources), provide family tax records:

2015 HOUSEHOLD INCOME

Family Size	Very Low Income Annual/monthly income	Low Income Annual/monthly income
1	\$19,950 / \$1,662	\$31,850 / \$2,654
2	\$22,800 / \$1,900	\$36,400 / \$3,033
3	\$25,650 / \$2,137	\$40,950 / \$3,412
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6	\$33,050 / \$2,754	\$52,800 / \$4,400
7	\$35,300 / \$2,941	\$56,450 / \$4,704
8	\$37,600 / \$3,133	\$60,100 / \$5,008

Source: HUD 2012 Income Limits

Specify racial/ethnic background: White American: _____ Black American: _____ Native American: _____
 Hispanic American: _____ Asian Pacific American: _____

The undersigned by his/her signature affixed hereto declares under penalty of perjury that the above information is complete and correct.

 Signature of Section 3 Resident

 Date

**SECTION 3 RESIDENT
VOLUNTARY AUTHORIZATION TO RELEASE INFORMATION**

This release form is a voluntary consent to allow the City of Fresno to share Section 3 resident information necessary to provide on-going employment opportunities and preference to you as an eligible Section 3 resident.

I, _____, understand that my information provided by me to the City of Fresno will be shared and used for assessing, planning and facilitating opportunities for my benefit as a Section 3 resident. My signature below indicates that I consent to the City of Fresno discussing and sharing my information with other agencies for my benefit as a Section 3 Resident.

I, _____, further understand that my voluntary consent provides for on-going sharing of my information provided by me to the City of Fresno to facilitate the possible employment, training and/or job referrals for my benefit as a Section 3 Resident.

I, _____, hereby release, indemnify, and hold harmless the City of Fresno and each of its officers, officials, employees, agents and volunteers from any and all liability and claims of any kind related to the release and sharing of information provided by me to the City of Fresno as described in the foregoing statements.

I, _____, further acknowledge receiving a signed copy of this authorization to release my information. This release will expire two years from the date of signing unless otherwise revoked earlier in writing by me, _____.

I, _____, further understand that it is my responsibility to renew this form on a bi-annual basis.

AUTHORIZATION:

Consenting Participant Signature: _____

Consenting Participant Name Print: _____

Date: _____