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June 29, 2010 at 11:00 AM PDT

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

Presented by National Housing Law Project (NHLP)


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

List of materials:

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

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

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


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

HOUSING JUSTICE


National Housing Law Project
www.nhlp.org

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Presenters

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

Moderator

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

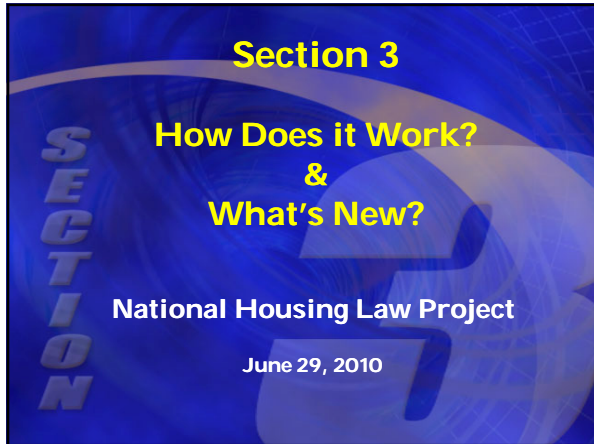
Thank you for participating

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NATIONAL HOUSING LAW PROJECT
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VISIT OUR WEBSITE FOR MORE
 INFORMATION REGARDING
 SECTION 3

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



Section 3
How Does it Work?
&
What's New?
National Housing Law Project
June 29, 2010

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Statute and Regulation

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

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Regulatory Description

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

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The slide features a blue background with a stylized globe and the word 'SECTION' written vertically on the left side.

To the Greatest Extent Feasible???

SECTION

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

Simply Stated...

SECTION

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

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Intent

SECTION

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

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Applicability

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

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Section 3 Covered Assistance

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

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Funding Thresholds

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

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Covered Public Housing Authorities

SECTION

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

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PHAs & Covered Contractors

SECTION

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

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Housing & Community Development Assistance

Funding Thresholds

SECTION

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

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Housing and Community Development Covered Activities

SECTION

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

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

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Thresholds Met for Recipients but Not Contractors

SECTION

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

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Applicability to Entire Project

SECTION

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

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Section 3 Compliance Certification(s)

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

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Penalties for Noncompliance

Sanctions for noncompliance may include:

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

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Section 3 Beneficiaries

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Eligibility Process

SECTION

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

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Section 3 Resident

SECTION

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

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Low- and Very Low-Income

SECTION

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

<http://www.huduser.org/portal/relaxels/rl.html>

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Section 3 Preference

SECTION

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

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Section 3 Business Concerns

SECTION

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

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Sample Certification Form Section 3 Businesses

SECTION

CERTIFICATION FOR BUSINESS CONCERNS (SECTION 3)
PREFERENCE IN CONTRACTING AND ADMINISTRATION OF CAPITAL

Name of Business: _____

Address of Business: _____

U.S. Business: (i) Organization: (ii) Location: (iii) Date of Incorporation: (iv) Status: (v) Federal Tax Status: (vi) Date of First Contracting:

For Business (including those not Section 3 residents) exempt:

U.S. Corp. of resident citizens; (ii) U.S. Corp. of non-resident citizens; (iii) U.S. Partnership; (iv) U.S. Trust; (v) U.S. Estate; (vi) U.S. Estate of decedent; (vii) U.S. Trust of decedent; (viii) U.S. Trust of testator; (ix) U.S. Trust of settlor; (x) U.S. Trust of a decedent.

For Business (not exempt)

U.S. Corp. of resident citizens; (ii) U.S. Corp. of non-resident citizens; (iii) U.S. Partnership; (iv) U.S. Trust; (v) U.S. Estate; (vi) U.S. Estate of decedent; (vii) U.S. Trust of decedent; (viii) U.S. Trust of testator; (ix) U.S. Trust of settlor; (x) U.S. Trust of a decedent.

U.S. Corp. of non-resident citizens; (ii) U.S. Partnership; (iii) U.S. Trust; (iv) U.S. Estate; (v) U.S. Estate of decedent; (vi) U.S. Trust of decedent; (vii) U.S. Trust of testator; (viii) U.S. Trust of settlor; (ix) U.S. Trust of a decedent.

U.S. Partnership; (ii) U.S. Trust; (iii) U.S. Estate; (iv) U.S. Estate of decedent; (v) U.S. Trust of decedent; (vi) U.S. Trust of testator; (vii) U.S. Trust of settlor; (viii) U.S. Trust of a decedent.

U.S. Estate; (ii) U.S. Estate of decedent; (iii) U.S. Trust of decedent; (iv) U.S. Trust of testator; (v) U.S. Trust of settlor; (vi) U.S. Trust of a decedent.

U.S. Estate of decedent; (ii) U.S. Trust of decedent; (iii) U.S. Trust of testator; (iv) U.S. Trust of settlor; (v) U.S. Trust of a decedent.

U.S. Trust of decedent; (ii) U.S. Trust of testator; (iii) U.S. Trust of settlor; (iv) U.S. Trust of a decedent.

U.S. Trust of testator; (ii) U.S. Trust of settlor; (iii) U.S. Trust of a decedent.

U.S. Trust of settlor; (ii) U.S. Trust of a decedent.

U.S. Trust of a decedent.

Other: _____

Authority: _____ Signature: _____

Address: _____

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Employment Opportunities

Public Housing Authorities

- All jobs with PHA or contractors

Housing & Community Development

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

SECTION

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Eligibility for employment and contracting

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

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

SECTION

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Eligibility for employment and contracting

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

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

SECTION

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Section 3 Complaint Investigations

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

U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity

OMB Approval No. 2529-0044
 (Expires 11/05/2010)

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

Against whom is the complaint being filed? _____ Business Phone _____

Name of organization or company _____
 Street Address _____
 City, State, Zip Code _____

Name and gender of person who violated the law in this case _____

<small>What are other federal codes?</small>	
<input type="checkbox"/> A. Low/Very Low Income	<input type="checkbox"/> D. Section 8 business concern
<input type="checkbox"/> B. Public Housing tenant	<input type="checkbox"/> E. Representative of D
<input type="checkbox"/> C. A representative of A or B	

B. Complaint is against (check one or more boxes)

<input type="checkbox"/> A. Applicant	<input type="checkbox"/> D. Tenant
<input type="checkbox"/> B. Sub-tenant	<input type="checkbox"/> E. Contractor

Form HUD-958

Recipient Responsibilities

24 CFR Part 135.32

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Triggering Responsibilities

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

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Responsibility #1

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

SECTION

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Section 3 Plans

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

SECTION

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Section 3 Plans

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

SECTION

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Responsibility #2

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

SECTION

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Responsibility #3

Notify covered contractors about the requirements of Section 3

SECTION

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Responsibility #4

Incorporate the Section 3 clause into covered solicitations and contracts

SECTION

--24 CFR Part 135.38

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Responsibility #5

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

SECTION

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Responsibility #6

Minimum Numerical Goals:

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

SECTION

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Minimum Numerical Goals

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

SECTION

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Section 3 Employment Opportunities

The Following Can be Counted Towards the Numerical Goals:

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

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Responsibility #7

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

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Responsibility #8

Refrain from entering into contracts with contractors that fail to comply

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Responsibility #9

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

SECTION

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Section 3 Reporting

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

SECTION

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Section 3 Reporting

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

SECTION

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Determining Compliance

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

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60002 Annual Reporting Form

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Section 3 Reporting Due Dates

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

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2008 Outcomes/Results

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

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2010 & 2011 Initiatives

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

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2010 & 2011 Initiatives

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

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2010 & 2011 Initiatives

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

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2010 & 2011 Initiatives

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

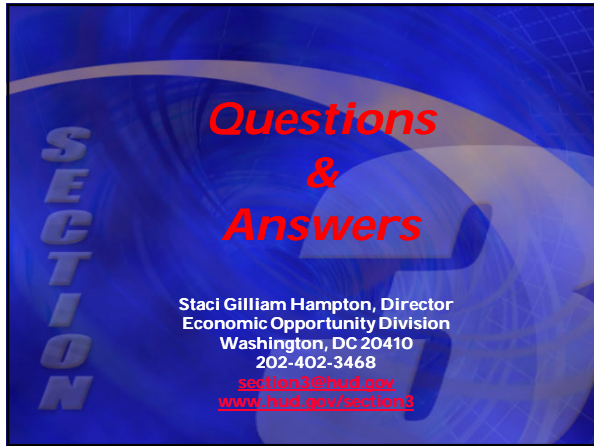
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Additional Resources

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

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

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**Questions
&
Answers**

Staci Gilliam Hampton, Director
Economic Opportunity Division
Washington, DC 20410
202-402-3468
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www.hud.gov/section3





CityBuild and the Section 3 Program in San Francisco

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




Overview



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

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Section 3 Process

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

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SAN FRANCISCO
OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT

FIRST SOURCE HIRING PROGRAM
CONSTRUCTION CONTRACTORS

FORM 3: CITYBUILD JOB NOTICE FORM

ATTENTION: Contractors **MUST** submit this notification form for any OPEN positions. This will enable your company to meet your First Source Hiring report needs under your contract. Please provide CityBuild with a minimum of 2 Business Days to enter the contractor. Upon receipt of the completed Job Notice Form, CityBuild will contact you to confirm your request. Contractors shall offer CityBuild the first opportunity to hire qualified candidates to fill such positions. CityBuild is not a Disputing Hall. All formal Disputes will be resolved through your Local Union.

Section A: Employer Information

Project Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Contact Name: _____ Title: _____ Email: _____
 Office Phone: _____ Cell Phone: _____ Fax: _____
 Alt. Contact: _____ Phone #: _____

Section B: Job Information

Title: _____ # of Jobs: _____ # of Apprentices: _____ Union: Yes No
 Local #: _____ Job Duration: _____ Start Date: _____ Rate Title: _____ Pay Rate: _____
 Brief Description of your scope of work: _____
 Contractor Representative Signature: _____ Print Name: _____ Title: _____

Please complete the job order form and FAX to CityBuild 415-581-2368.
 Call one of the following CityBuild staff in order of your list:

Payroll Manager	John Galt	Off: + 415 581 2363	Cell: 415 303 7142
Payroll Manager	John Galt	Off: + 415 581 2363	Cell: 415 303 7142
Payroll Manager	Sean Dowd	Off: + 415 581 2369	Cell: 415 533 8128
Payroll Manager	Diogo Torres	Off: + 415 581 2365	Cell: 415 533 8074
Compliance Officer	Kim Yeh	Off: + 415 581 2363	Cell: 415 303 2163



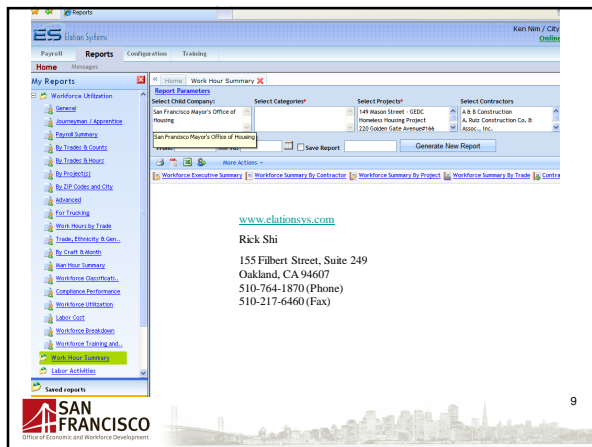
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Ongoing Oversight of Section 3 Goals

- CityBuild monitors contractor compliance towards Section 3 goals through the use of an online certified payroll reporting system called Elations (please refer to sample Elations report in your packet)
- CityBuild conducts regular progress meetings with the general contractor and subcontractors to assess Section 3 performance
- CityBuild staff regularly makes site visits to construction projects with Section 3 goals
- CityBuild stays in contact with contractors and Section 3 referrals to ensure that both parties are fulfilling their obligations
- CityBuild provides MOH with monthly progress reports on Section 3 projects



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220 GOLDEN AVE
Workforce Contractor Summary
City and County of San Francisco - CityBuild
Date before 06/15/2010

Contractor	Total Hours	LOCAL HIRING				APPRENTICE HOURS			
		San Francisco County	Offsite Credit	Section 3 Hrs	San Francisco County %	Total	Total%	San Francisco County	San Francisco County%
ACCO ENGINEERED SYSTEMS	32								
CAHILL CONTRACTORS INC.	660	626		626	94.85%				
DESIGN TENDRIS COMPANY INC.	70								
EGG KEY SERVICES INC.	4076	1206		1206	31.04%				
RELI FIRE PROTECTION	4								
Silverado Contractors, Inc.	1835	281	0	144	15.76%				
PROJECT TOTALS	2736	2113	0	2036	30.48%	0	0.07%	0	0

	ACTUAL	GOOD FAITH
TOTAL SECTION 3 HIRING		
SECTION 3 TOTALS	HRS: 2036	30%
LOCAL HIRING TOTALS	HRS: 2113	32%
APPRENTICES TOTALS	HRS: 0	20%

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Practices Towards Maximizing Section 3 Hiring Opportunities

1) Utilize Local Hiring Entity as Section 3 Coordinator

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


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Practices Towards Maximizing Section 3 Hiring Opportunities cont.

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

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Practices Towards Maximizing Section 3 Hiring Opportunities cont.

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



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Practices Towards Maximizing Section 3 Hiring cont.

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



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Practices Towards Maximizing Section 3 Hiring Opportunities cont.

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



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THANK YOU.

QUESTIONS AND ANSWERS



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EXHIBIT F

“SECTION 3” EMPLOYEE ELIGIBILITY CERTIFICATION

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

Sincerely,

San Francisco Mayor’s Office of Housing

I. Employee Information:

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

II. Income Information:

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

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

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

III. Employer Information:

Company Name	Street Address			
Name of Representative	Title	City	Zip	Email

CityBuild Use Only

IV. Section 3 Certification:

Name: .	Position/Title: .	Date:
Organization: .	Certified Low Income San Francisco Metropolitan Resident? Yes <input type="checkbox"/> No <input type="checkbox"/>	Provided Evidence for Section 3 Hiring Preference? Yes <input type="checkbox"/> No <input type="checkbox"/>
Address: . Zip: .	Signature: _____	



FORM 1: CITYBUILD WORKFORCE PROJECTION FORM

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

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

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

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

Project Name: _____ Main Contact: _____

City PM: _____ Contact Number: _____

Table 1: Workforce Projection

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

Instructions:

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

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

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

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



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT
CITYBUILD PROGRAM



FIRST SOURCE HIRING PROGRAM
CITYBUILD ATTACHMENT 1
CONSTRUCTION CONTRACTS

FORM 1: CITYBUILD WORKFORCE PROJECTION FORM
Please provide the your Core Employee information in the sheet behind.

Table 2: Core Employee Information

Name	Worker Trade or Position - If Union, List Union #	Journey or Apprentice (J/A)	City	Zip Code
		J <input type="checkbox"/> A <input type="checkbox"/>		
		J <input type="checkbox"/> A <input type="checkbox"/>		
		J <input type="checkbox"/> A <input type="checkbox"/>		
		J <input type="checkbox"/> A <input type="checkbox"/>		
		J <input type="checkbox"/> A <input type="checkbox"/>		
		J <input type="checkbox"/> A <input type="checkbox"/>		
		J <input type="checkbox"/> A <input type="checkbox"/>		
		J <input type="checkbox"/> A <input type="checkbox"/>		
		J <input type="checkbox"/> A <input type="checkbox"/>		
		J <input type="checkbox"/> A <input type="checkbox"/>		
		J <input type="checkbox"/> A <input type="checkbox"/>		
		J <input type="checkbox"/> A <input type="checkbox"/>		
		J <input type="checkbox"/> A <input type="checkbox"/>		
		J <input type="checkbox"/> A <input type="checkbox"/>		
		J <input type="checkbox"/> A <input type="checkbox"/>		
		J <input type="checkbox"/> A <input type="checkbox"/>		
		J <input type="checkbox"/> A <input type="checkbox"/>		
		J <input type="checkbox"/> A <input type="checkbox"/>		
		J <input type="checkbox"/> A <input type="checkbox"/>		
		J <input type="checkbox"/> A <input type="checkbox"/>		
		J <input type="checkbox"/> A <input type="checkbox"/>		

Successful Bidder/Company Name Street Address

Name of Signer Title City Zip Email

Signature of Authorized Representative Date Office Telephone Cell Phone Fax

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WEBSITE: [HTTP://WWW.OEWD.ORG/CITYBUILD.ASPX](http://WWW.OEWD.ORG/CITYBUILD.ASPX)
MAIN LINE: (415)581-2335**



FORM 3: CITYBUILD JOB NOTICE FORM

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

Section A. Employer Information

Project Name: _____

Jobsite Location: _____

Employer: _____ Prime Sub

Address: _____ City: _____ Zip: _____

Contact Name: _____ Title: _____ Email: _____

Office Phone: _____ Cell Phone: _____ Fax: _____

Alt. Contact: _____ Phone #: _____

Section B. Job Information

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

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

Brief description of your scope of work: _____

Contractor Representative Signature Print Name Title Date

Please complete the job order form and FAX to CityBuild 415-581-2368.

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

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

REPLY BY CITYBUILD: *Able to Fill* Yes No



FORM 2: CITYBUILD WORKFORCE HIRING PLAN

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

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

Definitions:

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

Instructions:

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

Company Name

Street Address City State Zip Code

Authorized Representative Title Email Address

Phone No. Alt Phone. No Fax No.

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



FORM 2: CITYBUILD WORKFORCE HIRING PLAN

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

**If necessary, continue on separate sheet*

Authorized Representative

Signature of Authorized Representative

Date

Workforce Compliance Officer

Signature of Approval

Date

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