

CITY OF VALLEJO SECTION 3 PLAN and VICINITY HIRING



ECONOMIC OPPORTUNITY FOR LOW AND VERY LOW INCOME PERSONS

June 2011



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SECTION 3 PLAN

I. General Policy Statement

It is the policy of the City of Vallejo City Manager and Housing and Community Development Division 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 City implements this policy through the awarding of contracts to contractors, vendors and suppliers, to create employment and business opportunities for residents for the City of Vallejo.

The policy shall result in a reasonable level of success in the recruitment, employment, and utilization of Vallejo residents and other eligible persons and business by contractors working on contracts partially or wholly funded by the United States Department of Housing and Urban Development (HUD). The Section 3 Coordinator in the Housing and Community Development Division shall examine and consider a contractor's or vendor's potential for success in providing employment and business opportunities for City of Vallejo residents prior to acting on any proposed contract award.

II. Purpose

Section 3 is a means to foster local economic development, neighborhood economic improvement, and individual self-sufficiency through housing and community development projects funded whole or in part by the U.S. Department of Housing and Urban Development (HUD). The purpose of Section 3 of the HUD Act of 1968 (U.S.C. 1701u)(Section 3) as amended by the Housing and Community Development Act of 1992, is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, **to the greatest extent feasible**, and consistent with existing Federal, state and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

Section 3 is the legal basis for providing jobs for residents and awarding contracts to businesses in areas where a project involving construction, demolition, or rehabilitation receives HUD financial assistance from the Community Development Block Grant (CDBG) Program, HOME Program, or Neighborhood Stabilization Program (NSP) in excess of **\$200,000**. Contractors or subcontractors that receive contracts in excess of **\$100,000** for Section 3-covered projects/activities are required to comply with the Section 3 regulations in the same manner as direct grant recipients.

The City of Vallejo encourages all contractors and subcontractors for City-sponsored projects and programs, regardless of funding source or legal thresholds, to seek to hire/train Section 3 residents and utilize Section 3 businesses. To expand private sector activities beyond the legal requirements of Section 3 supports the City's efforts to stimulate local economic vitality with public funds. This

Section 3 Plan provides resources and examples of activities to facilitate implementation of these goals.

In the event Section 3-covered project expenditures generate economic opportunities (training, employment or contract), these opportunities **must** be directed toward qualified Section 3 residents and Section 3 business concerns. The purpose of Section 3 preferences is to be results oriented by: 1) encouraging business concerns that are not major sources of employment for low income persons to increase the employment of these persons when economic opportunities arise from HUD financed construction related projects; and 2) promoting the growth of “profit-making” enterprises owned by low-income persons that substantially employ low-income persons with Section 3 contract awards.

Title 24 CFR Part 135 – Economic Opportunities for Low- and Very Low-Income Persons, established the standards and procedures this Section 3 Plan is based upon, and is intended to ensure the objectives of Section 3 are met. The full regulation may be found at http://www.access.gpo.gov/nara/cfr/waisidx_03/24cfr135_03.html

NSP1 references the NSP funds authorized under Division B, Title III of the Housing and Economic Recovery Act (HERA) of 2008. NSP2 refers to NSP funds authorized under the American Recovery and Reinvestment Act of 2009. The vicinity hiring preferences in NSP3 were required in the Dodd-Frank “Wall Street Reform and Consumer Protection Act” of January 5, 2010.

III. Definitions

Employment Opportunities – With respect to Section 3-covered housing and community development assistance, this term means **all** employment opportunities arising in connection with this Section 3-covered project **including** management and administrative jobs. Sample job categories and descriptions are listed in **Attachment J**.

Full Time – A position that is temporary, seasonal or permanent that requires at least 1,750 hours or employment on an annual basis.

Lowest Responsive Bid – An acceptable bid with the lowest price that meets the minimum requirements and specifications.

Low-Income – Families (including single persons) whose income does not exceed 80% of the (adjusted) median family income of the Primary Metropolitan Statistical Area (PMSA) service area. See **Attachment B**.

Neighborhood Area – Has the same meaning as defined in 24 CFR 570-204(c)(1); that is, [1] a geographic location within the jurisdiction of a unit of general local government (but not the entire jurisdiction) designated in comprehensive plans, ordinances, or other documents as a neighborhood, village or similar geographic designation; or [2] the entire jurisdiction of a unit of general local government which is under 25,000 population; or [3] a neighborhood, village or similar geographical designation in a new community.

Neighborhood Stabilization Program (NSP) Target Area: Those geographic areas identified as areas of greatest need in the City's application for NSP funding

New Hires – Means full time employees for permanent, temporary or seasonal employment opportunities which will be recruited. This includes new hires of subcontractors.

Primary Metropolitan Statistical Area (PMSA) – As established by the U.S. Office of Management and Budget. The entire geographic area encompassed by the political boundaries of the City of Vallejo has been defined as the PMSA for this Section 3 Affirmative Action Plan.

Responsible Bidder – a bidder who, at the minimum, is licensed, bonded, insured, capable and reliable.

Section 3 Resident – [1] a resident receiving public housing assistance such as Section 8, or [2] an individual who resides in the metropolitan area in which this Section 3-covered assistance in expended and who is a low-income person or a very, low-income person is as defined in **Attachment B**.

Section 3 Business Concern – A business concern: [1] that is 51 percent or more owned by Section 3 Resident; or [2] whose permanent, full time employees include persons, at least 30 percent of whom are currently Section 3 Residents, or within three years of that date of first employment with the business concern were Section 3 Residents, or [3] that provides evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to business concerns that meet that qualifications set forth in paragraphs (1) or (2) in this definition of "Section 3 Business Concerns."

Note: This part means that for a business to receive a preference under item [3] above, it must provide evidence that it subcontracted at least 25% of all subcontracts for the previous 12 months (calendar/fiscal year) to bona fide Section 3 business concerns.

Section 3-covered Contract – A contract or subcontract (including a professional service contract such as for architectural or engineering services) awarded by the City of Vallejo or contractor/subcontractor for work generated by the expenditure of Section 3-covered assistance, or for work arising in connection with this Section 3-covered project. This definition does not include contracts for the purchase of supplies and materials. However, whenever a contract for materials includes the installation of the materials, that contract constitutes a Section 3-covered contract.

Section 3-covered Project – A covered project means the construction, reconstruction, conversion or rehabilitation of housing (including reduction and abatement of lead-based paint hazards), other public construction which includes buildings or improvements (regardless of ownership) assisted with housing or community development assistance (CDBG, HOME, NSP, etc.).

Section 8 Assistance – Assistance provided under Section 8 of the 1937 Act (42 U.S.C. 1437f) pursuant to 24 CFR part 882, subpart G.

Service Area – The geographical area in which the persons benefitting from this Section 3-covered project reside. The service area shall not extend beyond the unit of general local government in which this Section 3-covered assistance is expended unless funds from other local governments are utilized to support the project, in which case the service area will include those local government areas.

Skilled Position – A position requiring knowledge, experience, or license in a particular trade or craft.

Subcontractor – Any entity (other than a person who is an employee of the contractor) which has a contract with a contractor to undertake a portion of the contractor’s obligation for the performance of work generated by the expenditure of Section 3-covered assistance, or arising in connection with a Section 3-covered project.

Unskilled Position – A position that is entry level and does not require any substantial experience of knowledge beyond the high school level.

Very Low-Income – Families (including single persons) whose income does not exceed 50% of the area (adjusted) median family income. See **Attachment B**.

Vicinity- Each neighborhood or target area identified by NSP3 grantees as being the areas of greatest need.

IV. Section 3 Economic Opportunity Plan (EOP)

All project bidders must complete the Section 3 EOP (**Attachment A**) and return it with the project bid. Part of the Section 3 EOP requires all bidders to complete a preliminary statement of workforce needs for the project, broken out by trade for all skilled, semi-skilled, and unskilled labor and trainee categories, regardless if new hires will be generated. This statement should include the anticipated workforce needs of any subcontractor the bidder intends to use where this is known. In any event, this information must be obtained from the subcontractor and submitted before any subcontract in excess of \$100,000 is awarded.

If a firm is selected for a contract that will generate economic opportunities as a result of a Section 3-covered project, the bidder will be required to meet appropriate goals for the hiring of Section 3 residents to fill the positions. Furthermore, if the firm is awarded a contract but fills its new positions with non-Section 3 area residents prior to the signing of a contract, the firm should be prepared to demonstrate that this was not done to circumvent these requirements.

In meeting these low-income resident employment requirements, contractors/ subcontractors, may wish to consider using employment/job development services of agencies and other centers that serve the economically disadvantaged within the project area such as Fight Back, Salvation Army, Catholic Social Services of Solano County, Global Center for Success, and Christian Help Center. Contact information is provided in **Attachment L**.

Job & Career Centers can review job descriptions for possible matches with prospective employees. State Employment Development Department (EDD) may provide names of potentially qualified Section 3 residents. The Vallejo Housing Authority can provide names of qualified Section 3 residents who are Section 8 voucher holders. The Solano College Small Business Development Center is able to provide technical assistance to potential Section 3 businesses. The Napa Solano Building Trades Council can potentially provide names of labor unions which have apprenticeship programs that hire unemployed and low-income persons (**Attachment K**).

Contractors will also be required to the greatest extent feasible, to award subcontracts to business firms located in or owned in substantial part by residents of the project area. There are four Chambers of Commerce (Vallejo Chamber, Black, Filipino, and Hispanic, listed in **Attachment L**) that may be able to provide names of potential Section 3 business concerns.

If a firm is awarded a Section 3-covered contract under this project, the firm will be required to give notice about making this commitment to all labor organizations with which the firm bids and has agreements. This notice should also be posted at the place of business and at the job site. A sample notice of this type is provided for reference as **Attachment I**.

In order for a bid to be acceptable under this provision, bidders should be certain that they understand the attached Section 3 clause (**Attachment D**) which is to be inserted in all Section 3-covered contracts and subcontracts. This clause commits the contractor to provide, to the greatest extent feasible, training and employment opportunities to low-income residents living in the project area or neighborhood, and contracting opportunities to Section 3 business concerns. The Resident Employment Bidder's Certification Form (**Attachment E**) states the bidder understands this Section 3 requirement. This form must be completed, signed by an authorized company representative and returned with the bid.

V. Numerical Goals for Section 3 Residents and Section 3 Business Concerns

Contractors and subcontractors may demonstrate compliance with the "greatest extent feasible" requirement of Section 3 by meeting the numerical goals set forth herein for providing training, employment, and contracting opportunities to Section 3 Residents and Section 3 Business Concerns. The numerical goals for hiring and contracting established below represent **minimum** numerical targets for a Section 3-covered contract (contractor or subcontractor) that exceeds \$100,000 of HUD financial assistance. The numerical goals are not set-aside and quotas but instead establish a "safe harbor" for contractors and subcontractors on the matter of compliance with Section 3. In the absence of evidence to the contrary, a subcontractor/ contractor that meets the minimum numerical goals for **all** new hire and contracting opportunities will be considered to have met Section 3.

In evaluating compliance under this Section 3 Plan, a contractor or subcontractor that has not met the numerical goals described below has the burden of demonstrating why it was not feasible to meet the numerical goals identified in the Section 3 Plan. Such justification may include statements regarding impediments encountered despite actions taken. In addition, to further demonstrate efforts taken to meet the numerical goals, a contractor/ subcontractor can indicate other economic opportunities provided to Section 3 residents or Section 3 business concerns as outlined on **Attachment A, Item B**.

A. Training and Employment

The numerical goals apply to all new hires generated from the Section 3-covered assistance for a project. Efforts to employ Section 3 residents should, to the greatest extent feasible, be made at all job levels (entry level and skilled positions) for those residents who are qualified (i.e. persons who are able to successfully complete the work required of the position).

1. Numerical Goals for HUD Community Development Programs

Contractors and subcontractors may demonstrate compliance with Section 3 requirements by documenting and committing to continued efforts for the duration of multiple year projects (at the time of their project bid submission) to employ Section 3 residents as follows:

- a) 10% of **the aggregate** number of new hires for the first year period beginning in Federal Fiscal Year (October 1 to September 30);
- b) 20% of **the aggregate** number of new hires for the second year period beginning in Federal Fiscal Year;
- c) 30% of **the aggregate** numbers of new hires for the third year period beginning in Federal Fiscal Year and continuing thereafter.

2. Numerical Goals for HUD Housing Programs

Regarding Housing assistance provided under other HUD programs, contractors and subcontractors may demonstrate compliance with Section 3 requirements by **documenting and committing** (at the time of their project bid submission) to employ Section 3 residents as 10% of the aggregate number of new hires generated from the Section 3 covered assistance for each year of the duration of the Section 3 project.

3. Hiring Priorities Under NSP: Vicinity Hiring

Section 3 hiring priorities in NSP-funded projects vary slightly among NSP1, 2 and 3 as shown in this chart:

Priority	NSP1 and NSP2	NSP3
First	Neighborhood or Service Area (an area no greater than the unit of general local government, such as a city)	Vicinity Preference – NSP3 Target Area
Second	HUD Youth Build participants	Neighborhood or Service Area (an area no greater than the unit of general local government, such as a city)
Third	Other Section 3 residents in the metro area or non-metro county	HUD Youth Build participants
Fourth		Other Section 3 residents in the metro area or non-metro county

B. Contracting

Numerical goals also apply to all contracting and subcontracting needs generated from the Section 3-covered assistance for a project. The numerical goals for each contractor and subcontractor may

demonstrate compliance with the requirements of this part by **documenting and committing** to award to Section 3 business concerns. The goals are:

1. At least 10% of the total dollar amount of all Section 3 covered contracts for building trades work arising in connection with housing rehabilitation, housing construction, and other public construction; and
 2. At least 3% of the total dollar amount of all other Section 3 covered contracts.
-

VI. Selection Priority for Section 3 Residents and Section 3 Business Concerns

Section 3 expressly encourages to the maximum extent feasible, a geographic **preference** in the evaluation of bids or proposals. This preference is **triggered** by the **need** for new hires (whether individual employees or contractors or subcontractors) for work on a project assisted by HUD financial assistance in an excess of \$100,000 covered by Section 3.

A. Selection Priority for Section 3 Residents in Training and Employment

A Section 3 resident seeking the preference in training and employment, provided by this part, shall certify or submit evidences to the contractor or subcontractor as needed. **Attachment B** (or similar form) must be filled out by potential Section 3 residents seeking the preference in training and employment outlined in the Section 3 Plan. A low-income resident is defined by their household annual gross income and household size as designated on page 2 of **Attachment B**.

This self-certification will be one of the methods used by contractors and subcontractors to confirm eligibility for Section 3 preference. Should said certification come into question or not be appropriate due to the type of Section 3 resident (i.e. public housing tenant). The City and contractors/ subcontractors may request other evidence of eligibility for the preference, such as evidence of receipt of public assistance or evidence of participation in a public assistance program.

Attachment B for each Section 3 resident must be submitted no later than the date of the pre-construction conference. (Please note that nothing in the Section 3 Plan shall be construed to require the employment of a Section 3 resident who does not meet the background and qualifications of the position to be filled).

B. Selection Priority for Section 3 Business Concerns in Contracting

The form provided as **Attachment C** must be used by contractors and subcontractors in order to establish Section 3 certification from contracting business concerns. This attachment must be submitted by the bid deadline by all bidders. A business concern seeking to qualify for a Section 3 contracting preference shall certify that the business concern is a Section 3 business concern and provide appropriate documentation with the certification. Should said certification come into question, City and contractors/subcontractors may request other evidence of eligibility for the Section 3 preference.

A Section 3 business concern seeking a contract or a subcontract must demonstrate to the satisfaction of the party awarding the contract or subcontract that the business concern is

responsible and has the ability to perform successfully under the terms and conditions of the proposed contract or subcontract. The ability to perform successfully under the terms and conditions of all proposed contracts and subcontracts is required of all contractors and subcontractors subject to Section 3 requirements.

VII. City of Vallejo Procurement Procedures that Provide for Preferences for Section 3 Business Concerns

This section provides a framework for awarding Section 3 covered contracts to contractors and subcontractors under Small Purchase Procedures, Procurement by Sealed Bids (Invitation for Bids), and Procurement under the competitive proposals method of procurement (Request for Proposals or RFP).

A. Small Purchase Procedures

For Section 3 covered contracts aggregating no more than \$25,000, the methods set forth in this paragraph or the more formal procedures set forth in B and C of this Section may be utilized.

1. Solicitation:

(A) Quotations may be solicited by telephone, letter or other informal procedure provided that the manner of solicitation provides for participation by a reasonable number of competitive sources. At the time of solicitation the parties must be informed of:

- The Section 3 covered contract to be awarded with sufficient specificity
- The time within which quotations must be submitted; and
- The information that must be submitted with each quotation

(B) If the method described in paragraph (A) is utilized, there must be an attempt to obtain quotations from a minimum of three qualified sources in order to promote competition. Fewer than three quotations are acceptable when the contracting party has attempted, but has been unable to obtain a sufficient number of competitive quotations. In unusual circumstances, the contracting party may accept the sole quotation received in response to a solicitation provided the price is reasonable. In all cases, the contracting party shall document the circumstances when it has been unable to obtain at least three quotations.

2. Award

(A) Where the Section 3 covered contract is to be awarded based upon the lowest price, the contract shall be awarded to the qualified Section 3 business concern with the lowest responsive quotation, if it is reasonable and no more than 10 percent higher than the quotation of the lowest responsive quotation from any qualified source. If no responsive quotation by a qualified Section 3 business concern is within 10 percent of the lowest responsive quotation from any qualified source, the award shall be made to the source with the lowest quotation.

(B) Where the Section 3 covered contract is to be awarded based on factors other than price, a request for quotations shall be issued by developing the particulars of the solicitation, including a rating system for the assignment of points to evaluate the merits of each quotation. The solicitation shall identify all factors to be considered, including price or cost. The rating system shall provide for a range of 15 to 25 percent of the total number of available rating points to be set aside for the

provision of preference for Section 3 business concerns. The purchase order shall be awarded to the responsible firm whose quotation is the most advantageous, considering price and all other factors specified in the rating system.

B. Procurement by Sealed Bids (Invitations for Bids)

Preference in the award of Section 3 covered contracts that are awarded under a sealed bid process may be provided. Bids shall be solicited from both Section 3 business Concerns and Non-Section 3 Business Concerns. An award shall be made to the qualified Section 3 Business Concern with the highest priority ranking and with the lowest responsive bid if that bid (A) is within the maximum total contract price established in the contracting party’s budget for the Section 3-covered project for which bids are being taken, and (B) is not more than “X” higher than the total bid price of the lowest responsive bid from **any** responsible bidder. “X” is determined as follows:

<i>When the lowest responsive bid from any responsible bidder is:</i>				<i>Section 3 bid difference preference</i>		
				<i>Where “X” is the lesser of:</i>		
				<i>Percentage</i>	<i>or</i>	
<i>At least</i>		<i>...but less than</i>	\$100,000	10%	<i>Of that bid</i>	\$ 9,000
	\$100,001		\$200,000	9%		\$16,000
	\$200,001		\$300,000	8%		\$ 21,000
	\$300,001		\$400,000	7%		\$ 24,000
	\$400,001		\$500,000	6%		\$ 25,000
	\$500,001		\$1 million	5%		\$ 40,000
	\$1 million		\$2 million	4%		\$ 60,000
	\$2 million		\$4 million	3%		\$ 80,000
	\$4 million		\$7 million	2%		\$105,000
\$7 million ... or more				1½% of the lowest responsive bid, with no dollar limit		

If not responsive bid by a Section 3 business concern meets the requirements of this section, the contract shall be awarded to a responsible bidder with the lowest responsive bid.

C. Procurement under the Competitive Proposals Method – Request for Proposals

For contracts and subcontracts awarded under the competitive proposals method of procurement (24 CFR 85.36(d)(3)), a Request for Proposals (RFP) shall identify all evaluation factors (and their relative importance) to be used to rate proposals.

One of the evaluation factors shall address both the preference for Section 3 business concerns and the acceptability of the strategy for meeting the greatest extent feasible requirement (section 3 strategy), as disclosed in proposals submitted by all business concerns (Section 3 and non-Section 3 business concerns). This factor shall provide for a range of 15 to 25 percent of the total number of available points to be set aside for the evaluation of these two components.

The component of this evaluation factor designed to address the preference for Section 3 business concerns must establish a preference for these business concerns in the order of priority ranking as described in 24 CFR 135.36.

With respect to the second component (the acceptability of the Section 3 strategy), the RFP shall require the disclosure of the contractor's Section 3 strategy to comply with the Section 3 training and employment preference, or contracting preference, or both, if applicable. A determination of the contractor's responsibility will include the submission of an acceptable Section 3 strategy. The contract award shall be made to the responsible firm (either Section 3 or non-section 3 business concern) whose proposal is determined most advantageous, considering price and all other factors specified in the RFP.

VIII. Section 3 Contract Compliance

Minimum compliance with Section 3 is determined by meeting numerical goals for training and contracting by contractors and subcontractors for Section 3 covered projects. In evaluating compliance under Section 3, a contractor or subcontractor that has not met the appropriate numerical goals has the burden of demonstrating why it was not feasible to meet the goals described in the Section 3 Plan. This would include documentation that every feasible attempt was made to notify, encourage and facilitate job and contracting opportunities to Section 3 residents and business concerns.

Attachment H identifies acceptable methods that, when documented, demonstrate compliance with Section 3. **Attachment I** identifies a sample notice for project area resident employment commitment and **Attachment M** has sample wording for a sign to be posted at the project site.. **Attachment J** provides a sample description of job categories connected with Section 3-covered projects.

The written records of Section 3 covered project contractors and subcontractors will be reviewed by the City as a means of establishing compliance or non-compliance with Section 3 requirements. Contractors and subcontractors who receive Section 3 contracts found to be in non-compliance will be deemed to be **ineligible** for future Section 3-covered projects for a minimum period of **24 months** from the date deemed to be in noncompliance.

Reporting

Attachment F shall be used by contractors and subcontractors to provide information and data regarding **actual** contracts/subcontracts awarded. **Attachment G** identifies a form that is required for **actual** jobs created in connection with assisted Section 3 projects. Satisfactory submission of **Attachment F** and/or **G** with each request for payment is a **prerequisite** in order for the City to authorize payment on a Section 3 covered project.

IX. Complaint Procedure

A complaint may be filed alleging a violation of Section 3 requirements. They may be filed by Section 3 residents and Section 3 business concerns. Complaints are investigated by HUD and where appropriate, voluntary resolutions are sought. These grievances that are not resolved voluntarily can result in an administrative hearing.

A complaint must be written and include:

- Name and address of grievant

- Name of address of contractor/subcontractor
- Description of acts or omission
- Corrective action sought.

Complaints should be filed with the City of Vallejo and, if warranted, may be appealed to the Area Office of HUD (SF area) and HUD in Washington, D.C., at the addresses below:

1. City of Vallejo - Economic Development Division

200 Georgia Street

Vallejo, California 94590

Telephone: (707) 649-4507 (Voice mail - 24 hours/day) Fax: (707) 648-4507

Division Hours: 9:00 a.m. - 4:00 p.m., Monday – Thursday

9:00 a.m. - 12:00 p.m., Friday

2. Dept. of Housing and Urban Development (HUD) - San Francisco Regional Office

600 Harrison Street, 3rd Floor

San Francisco, CA 94107-1300

Phone: (415) 489-6400

Fax: (415) 489-6419

Hours 8:15 a.m. to 4:45 p.m., Monday – Friday

3. Dept. of Housing and Urban Development (HUD) – Washington D.C.

Assistant Secretary, Fair Housing and Equal Opportunity

Office of Economic Opportunity

Room 5200, Dept. of HUD

451 Seventh St., S.W.

Washington, D.C. 20410-000

Phone: (405) 708-1112

X. Attachments and Required Actions

Attachment	Title	Required Action
A	Section 3 Economic Opportunity Plan	Submit with Bid
B	Section 3 Residency Certification (Includes income limits for low-income)	Submit no later than pre-construction conference
C	Certification for Business Concerns Seeking Section 3 Preference in Contracting and Demonstration of Capability (To be completed by the contractor and any applicable subcontractors)	Submit with Bid if applicable and prior to any subcontracts with Section 3 Business Concerns.
D	Section 3 Clause	Must be included in every subcontract
E	Section 3 Compliance Bidder's Certification	Submit with Bid
F	Actual Subcontracts and Suppliers for Section 3 Compliance (awarded for covered projects)	Must be submitted with requests for payment
G	Actual New Hire Information for Contractor or Subcontractor Economic Opportunities for Low and Very Low Income Persons in Connection with Assisted Section 3 Projects	Must be submitted with requests for payment
H	Section 3 Compliance - Suggested Examples (of Efforts to offer Training and Employment Opportunities to Section 3 Residents)	Information
I	Sample Notice for Project Area Resident Employment Commitment	Must be posted at project site
J	Sample Description of Job Categories for Section 3 Plan	Information
K	Apprenticeship Program Information	Information
L	Outreach: Media and Organizations Resources	Information

SUBMIT WITH BID (Page 1 of 3)

NAME OF BIDDER/ORGANIZATION: _____

The Plan will serve as the Section 3 Plan for the project described below in compliance with the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended.

The purpose of the Section 3 of the Housing and Urban Development Act of 1968, as amended (12. U.S.C. 1701u) (Section 3), is to ensure that training, employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and Local laws and regulations, be directed to the greatest extent possible to low and very low-income persons, particularly those who are recipients of government assistance of housing, and to business concerns, which provide economic opportunities to low- and very-low-income persons.

Project Name: _____ **Date:** _____

Funding Source: _____

Project Service Area/Neighborhood/NSP Target Area: _____

Bidder Contact Person and Title: _____

Telephone Number/Fax Number: _____

Email: _____

Website: _____

Address of Bidder: _____

Description of Service Area or Neighborhood, bordering streets, etc. (or attach map)

Census Tract(s) and Block Group(s): _____

A. Economic Opportunities for Local Businesses

1. List of all subcontractors and construction related vendors/suppliers you plan to use regardless of contract amount. You may use additional sheets to complete this section if necessary.

Name: Address:	Amount: Contact: Phone Number: License Number: Section 3 Business: Yes or No
Name: Address:	Amount: Contact: Phone Number: License Number: Section 3 Business: Yes or No
Name: Address:	Amount: Contact: Phone Number: License Number: Section 3 Business: Yes or No
<input type="checkbox"/> Check if additional sheets are attached.	

Attachment A - continued

(Page 2 of 3)

2. List of sources and methods of identifying and soliciting Section 3 business concerns for this project.

3. Numerical Goals for Subcontracting to Section 3 business concerns:

	<u>Section 3 Goals</u>
Total project cost:	\$ _____
Total cost of building and trades work contracts:	\$ _____
10% of construction contracts awarded to Section 3 contractors:	\$ _____
Total cost of all other contracts:	\$ _____
3% of all other contracts awarded to Section 3 contractors:	\$ _____

B. Economic Opportunities for Lower income Persons

1. List of Sources and Methods of Recruitment of Section 3 New Hires (documentation of new hires for Section 3 covered projects submitted to City weekly).

2. List State approved apprenticeship programs to be utilized, if any.

3. List any Job Training Partnership Act (JTPA) programs to be utilized, if any.

4. List other methods utilized to provide economic opportunities and comply with Section 3 requirements (use additional sheets if necessary).

Attachment A - continued

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C. Preliminary Statement of Workforce Needs

1. Complete the following table for the project. Depending upon the magnitude of the project, you may wish to prepare a table for you and each subcontractor.

Occupations	Total # of Positions Needed to Complete This Project	# of Positions Now Filled by Permanent Employees	Vacancies to Fill
Skilled Trades			
Semi-skilled			
Unskilled Labor			
Unskilled Trainees			
Semi-Skilled Trainees			
Other			
Professional & Admin			
Clerical			
Totals			

2. Identify Section 3 Project Area Hiring Goals Based on the Chart Below

Trade/Craft	(A) Projected Number of New Hires (Vacancies to be filled)	(B) Projected Number of New Hires Qualifying as Low- or Very Low Income Residents

Total Number of New Hires		

30% Hiring Goals (Total B divided by Total A)	
--	--

Section 3 guidelines require preference to Low- or Very Low Income Residents, with a goal of 30% of all new hires not to exceed 80% of median family income limits.

D. Contracting Goals

Type of Work	Number of contracts	Combined dollar Value	Section 3 Goal: Number and Value

In compliance with the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, we the undersigned have read and have received a copy of the Section 3 Plan for this project. We acknowledge being a party to this Plan and further pledge our commitment to adhere to the objectives set forth.

Chief Executive Officer of Bidder

Date

Attachment B - Section 3 Residency Certification of Eligibility for Preference

Project Title: _____

I, the undersigned, understand that the aforementioned project is subject to the Section 3 Plan which warrants that employment and other economic opportunities generated by certain U.S. Department of Housing and Urban Development (HUD) financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to low-and very-low income persons, particularly those who are recipients of assistance for housing.

I, _____, am a legal resident of _____ and meet the income eligibility guidelines for a low- or very low-income person as published on the reverse.

My permanent address is: _____

I have attached the following documentation as evidence of my status:

- | | |
|---|---|
| <input type="checkbox"/> Copy of lease | <input type="checkbox"/> Copy of Receipt of public assistance |
| <input type="checkbox"/> Copy of evidence of participation in a public assistance program | <input type="checkbox"/> Other evidence _____ |

I, the undersigned, swear that the foregoing statements are true and correct and I understand that false statements may initiate action under Federal or State laws concerning false statements.

Signature: _____ Date: _____

Print Name: _____ Telephone: _____

A picture Identification card and proof of current residency is required.

The following table shows the Fiscal Year 2011 Income Limits for Solano County, which has a 2011 Median Family Income = \$81,500.

	HOUSEHOLD SIZE							
	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
50% Median: (Low- Income)	\$28,550	\$32,600	\$36,700	\$40,750	\$74,500	\$44,050	\$50,550	\$53,800
80% Median: (Very Low- Income)	\$44,950	\$51,400	\$57,800	\$64,200	\$69,350	\$74,500	\$79,650	\$84,750

*These figures are updated annually by HUD. Prior to utilizing the above figures, please contact the City to verify these are the most recent income limits issued by HUD.

Attachment C - Certification for Business Concerns Seeking Section 3 Preference in Contracting and Demonstration of Capability

Business Name: _____ Contractor's Lic. # _____

Address: _____

Type of Business: Partnership Corporation
 Sole Proprietorship Joint Venture

With intent to claim the preference to be given business concerns providing economic opportunities to low- or very low-income persons (that is, to be given Section 3 Business Concerns), attached is the following documentation as evidence of status:

For business claiming status as a Section 3 resident-owned enterprise (51% or more owned by Section 3 Residents, as defined in the City of Vallejo's Section 3 Plan of which this certification is made part):

- Copy of Section 8 lease
- Copy of evidence of participation in a public assistance program
- Copy of receipt of public assistance
- Other evidence: _____

For business claiming Section 3 status, claiming at least 30% of their workforce are currently Section 3 Residents or were Section 3 eligible residents within three years of the date of first employment with the business:

- ___ List of all current full-time employees
- ___ Section 8 Residential lease less than less 3 years from date of employment.
- ___ List of employees claiming Section 3 status
- ___ Other evidence of Section 3 status than 3 years from date of employment

For business claiming Section 3 status by subcontracting 25% of the dollar award to qualified Section 3 business:

- ___ List of subcontracted Section 3 business (es) and subcontract amount for each for business entity

For business entity as applicable:

- ___ Copy of Articles of Incorporation
- ___ Assumed Business Name Certificate
- ___ Organization chart with names and titles
- ___ Additional documentation

Evidence of ability to perform successfully under the terms and conditions of the proposed contract (all required):

- ___ Current Financial Statement
- ___ Statement of ability to comply with public policy
- ___ List of owned equipment
- ___ List of all contracts for the past two years

Signature: _____ Date: _____

Print Name: _____ Title: _____

Telephone: _____

**SUBMIT WITH BID
AND PRIOR TO ANY SUBCONTRACTS WITH SECTION 3 BUSINESS CONCERNS**

Attachment D - Section 3 Clause

All contracts and subcontracts subject to the Section 3 requirements will include the following clause:

- A. The work to be performed under this contract is on a project assisted under a program providing direct federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701 u. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower income persons who are recipients of HUD assistance for housing or residents of the project area or NSP3 target area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by lower income persons residing in the area of the project, or the recipient of HUD assistance for housing.
- B. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR Part 135 and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other impediment which would prevent them from complying with these requirements.
- C. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or worker's representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training. 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 will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.
- 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) 2whiti persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed were not filled to circumvent the contractor's obligations under 24 CFR Part 135.
- F. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of the contract, shall be a condition of the federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors, and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and

subcontractors, its successors, and assigns to those sanctions specified by the grant or loan agreement or contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

Attachment E – Section 3 Compliance Bidder’s Certification

Name of Company: _____

Address: _____

Project Title: _____

This is to certify that I have read and understand the Section 3 resident employment and Section 3 resident business utilization requirements that apply to the above cited project, said requirements being known as the Section 3 Clause found in 24 CFR 135 and that neither the project nor the company are under any contractual restrictions or other disabilities which would prevent the company from complying with said requirements.

Signature of Company Officer: _____

Title of Officer: _____ Date: _____ :

Attachment F - Actual Subcontracts and Suppliers for Section 3 Compliance

(To be submitted with each payment request.)

NAME OF PROJECT:		DATE:	
SUBCONTRACTOR'S NAME, ADDRESS, PHONE NUMBER, LICENSE NUMBER	TYPE OF WORK (TRADE)	CONTRACT AMOUNT	SECTION 3 BUSINESS YES OR NO
SUPPLIER'S NAME, ADDRESS AND PHONE NUMBER (IF INSTALLATION REQUIRED)	TYPE OF SUPPLIES	CONTRACT AMOUNT	SECTION 3 BUSINESS YES OR NO

Attachment H – Examples of Efforts to Offer Training and Employment Opportunities to Section 3 Residents

Following are acceptable methods that *when documented*, demonstrate compliance with Section 3:

1. Consulting with State and local agencies administering training programs funded through JTPA or JOBS, probation and parole agencies, unemployment compensation programs, community organizations and other officials or organizations to assist with recruiting Section 3 Residents for a contractor's or subcontractor's training and employment positions.
2. Advertising the jobs to be filled through the local media, such as community television networks, newspapers of general circulation and radio advertisements.
3. Employing a job coordinator, or contracting with a business concern that is licensed in the field of job placement (preferably a Section 3 Business Concern) that will undertake efforts to match eligible and qualified Section 3 Residents with the training and employment positions that the contractor intends to fill.
4. Establishing training programs, which are consistent with the requirements of the Department of Labor, for public housing residents and other Section 3 Residents in the building trades.
5. Advertising the training and employment positions by distributing flyers (which identify the positions to be filled, the qualifications required, and where to obtain additional information about the application process) to housing developments where there are Section 3 Residents.
6. Entering into "first source" hiring agreements with organizations representing Section 3 Residents.
7. Contacting resident councils, resident management corporations, or other resident organizations in the housing developments where there are Section 3 Residents, to request the assistance of those organizations in notifying residents of the training and employment positions to be filled.
8. Sponsoring a job informational meeting to be conducted at a location in the housing developments where there are Section 3 Residents or in the neighborhood or service area of the Section 3 covered project.
9. Arranging assistance in conducting job interviews and completing job applications for residents of the housing developments where there are Section 3 Residents and in the neighborhood or service area in which a Section 3 project is located.
10. Arranging for a location in the housing developments where there are Section 3 Residents, or the neighborhood or service area of the project, where job applications may be delivered and collected or where job interviews can be conducted.
11. Where there are more qualified Section 3 Residents than there are positions to be filled, maintaining a file of eligible qualified Section 3 Residents for future employment positions.
12. Undertaking such continued job training efforts as may be necessary to ensure the continued employment of Section 3 Residents previously hired for employment opportunities.
13. Employing a job coordinator, or contracting with a business concern that is licensed in the field of job placement (preferably one of the Section 3 business concerns identified in part 145) that will

undertake, on behalf of the City or contractor, the efforts to match eligible and qualified Section 3 residents with the training and employment positions that the City or contractor intends to fill.

14. Undertaking job counseling, education and related programs in association with local educational institutions.

Attachment H - continued

(Page 2 of 2)

Examples of Efforts to Award Contracts to Section 3 Business Concerns that Demonstrate Compliance with the "Greatest Extent Feasible" Requirement of Section 3.

1. In determining responsibility of potential subcontractors, consider their record of Section 3 compliance as evidenced by past actions and their current plans for the pending subcontract.
2. Contacting business assistance agencies, minority contractors' associations, minority Chambers of Commerce, and community organizations to inform them of contracting opportunities and request their assistance in identifying Section 3 businesses which may solicit bids or proposals for contracts for work in connection with Section 3 covered assistance.
3. Providing written notice to all known Section 3 Business Concerns of the contracting opportunities. This notice should be in sufficient time to allow the Section 3 Business Concerns to respond to the bid invitations or request for proposals.
4. Following up with Section 3 Business Concerns that have expressed interest in the contracting opportunities by contacting them to provide additional information on the contracting opportunities.
5. Coordinating pre-bid meetings at which Section 3 Business Concerns could be informed of upcoming contracting and subcontracting opportunities.
6. Advising Section 3 Business Concerns as to where they may seek assistance to overcome limitations such as inability to obtain bonding, lines of credit, financing, or insurance.
7. Arranging solicitations, times for presentations of subcontract bids, quantities, specifications, and delivery schedules in ways to facilitate the participation of Section 3 Business Concerns.
8. Where appropriate, breaking out subcontract work items into economically feasible units to facilitate participation by Section 3 Business Concerns.
9. Advertising subcontracting opportunities through trade association papers and newsletters, and through other local media, such as newspapers of general circulation.
10. Developing a list of eligible Section 3 Business Concerns.

Providing Other Economic Opportunities

Contractors and subcontractors are encouraged to undertake efforts to provide to low-income persons economic opportunities other than training, employment, and contract awards, in connection with Section 3 covered assistance.

Other Training and Employment Related Opportunities: These include, but need not be limited to, use of trainee positions to fill vacancies; and hiring Section 3 Resident in part-time positions.

Other Business Related Economic Opportunities include, but are not limited to, the formation of Section 3 joint ventures, financial support for affiliating with franchise development, use of labor only contracts for building trades, purchase of supplies and materials from Housing Authority resident- owned businesses.

Attachment I - Sample Notice of Project Area Resident Employment Commitments

NOTICE OF PROJECT AREA RESIDENT EMPLOYMENT COMMITMENTS

INSTRUCTIONS

This Section 3 Project Area Resident Employment regulation requires that a notice similar to this sample be sent by all firms awarded a contract on this project to any labor organizations with which it has a collective bargaining agreement or other agreement or understanding. If awarded a contract, you will be required to submit a notice of this type and to post it in a prominent place available to your employees. This notice should be retyped on your company's letterhead.

[S A M P L E]

TO WHOM IT MAY CONCERN:

The (Name of Company) has entered into an agreement with the City of Vallejo for work to be performed at (Site of Work). This project is funded in part by the U.S. Department of Housing and Urban Development (HUD) and as such is subject to the terms of Section 3 of the Housing and Urban Development Act of 1968, 12 USC 1701 u. As a contractor or subcontractor on this project, and pursuant to the provisions of Section 3, the (Name of Company) is committed to utilizing residents of the Section 3 covered project area as employees and trainees to the greatest extent feasible. In addition, the (Name of Company) will utilize to the greatest extent feasible, business concerns located in or owned in substantial part by residents of the Section 3 covered project area. It is the intention of the (Name of Company) to fulfill its obligations under Section 3.

[Signature of Authorized Company Representative]

Attachment J - Sample Description of Job Categories for Section 3 Plan

Officials/Managers - Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operation. Includes: officials, executives, middle management, plant managers, superintendents, salaried forepersons.

Professionals - Occupations requiring either college graduation or experience of such kind that provides a comparable background. Includes: accountants, chemists, architects, engineers, personnel workers, registered nurses, teachers, lawyers, auditors, researchers, property managers.

Technicians (Para-professionals) - Workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work which can be obtained through about two years of post-high school education or through equivalent on-the-job training (e.g., computer programmers, draft persons, engineering aides, junior engineers, nurses, nurse's aides, assistants, surveyors, buyers).

Sales - Occupations engaging wholly or primarily in direct selling (e.g., advertising agents, brokers, sales clerks).

Office/Clerical - Includes all clerical-type work regardless of level of difficulty (e.g., bookkeepers, office clerks, typists, telephone operators, non-management).

Skilled Craft Workers - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work (e.g., auto attendants, laundry operators, truck drivers).

Operatives (Semi-skilled workers) - Workers who operate machines or processing equipment or perform other factory-type building trades, truck drivers).

Laborers (Unskilled workers) - Workers in manual occupations which generally require no special training (e.g., laborers, helpers, car washers, gardeners, elevator operators).

Apprentices/Trainees - Persons employed in a program including work training and related instruction to learn a trade or craft which is traditionally considered an apprenticeship, regardless of whether the program is registered with a Federal or State agency).

Service Workers - Workers in both protective and non-protective service occupations:

ADP/computer	Florists	Photography
Air conditioning repair	Guards	Police
Appliance repair	Handyman	Porters
Carpet	Janitorial	Printers
Consultants	Landscaping	Suppliers
Catering	Lead Based Paint Remover	Transportation providers
Engineers	Manufacturing	Vendors
Firefighters	Marketing	Waiters/Waitresses

Attachment J - continued

(page 2 of 2)

Construction Workers - Include but are not limited to the following categories

Architecture	Insulators	Refrigeration/Conditioning
Asbestos Removal	Iron works	Roofing
Bricklaying	Laborers	Sheet Metal
Carpentry	Lathers	Soft Floor Layer
Cement/Masonry	Marble and Tile	Sprinkler Fitter
Communications & Systems	Machine Operators	Stone Mason/Bricklayer
Demolition	Painters	Surveying
Drywall	Parking Lot Striping	Terrazzo
Electrical	Plastering	Tile Setting
Elevator Construction	Plumbing	Truck Driver
Fencing	Power Equipment Operators	
Glazing		
Heating		

Attachment K - Apprenticeship Program Information

Building California Construction Careers conducts outreach programs which are designed to educate the public about construction career opportunities and apprenticeship. Their website is full of information regarding various union apprenticeship programs throughout the north bay area. Their website is <http://www.buildingc3.com/>. Also, you can find more apprenticeship resources at www.calapprenticeship.org. The CA Apprenticeship Coordinators Association website has resources for more programs as well: <http://www.calapprenticeship.org/>

The **Napa Solano Building Trades Council** represents many labor organizations as well and may be useful as a resource:

2540 North Watney Way
Fairfield, CA 94533-6732
(707) 426-6454

In addition, the following labor unions may also be a source for potential employees and many have apprenticeship programs.

Asbestos Workers & Insulators:

- **Heat & Frost Insulators Apprenticeship**
3801 Park Road
Benicia CA, 94510
Phone: 707-748-0160
Fax: 707-748-0161

Boilermakers

- **Boilermakers Western States Joint Apprenticeship**
2191 Piedmont Way
Pittsburg CA, 94565
Phone: 925-427-0826
Fax: 925-427-5980

Bricklayers

- **Bricklayers and Allied Crafts Local 3 JATEC**
25347 So. Schulte Road
Tracy CA, 95377
Phone: 209-830-7200
Fax: 209-830-7202
Web: www.bac3train.com
- **Northern CA Tile Industry JATC**
15091 Wicks Boulevard
San Leandro CA, 94577
Phone: 510-632-8453
Fax: 510-632-8456
Web: www.nctijatc.org

Electrical Workers

- **Northern CA Sound & Communications JATC**
911 Bern Court, Suite 100
San Jose CA, 95112
Phone: 408-453-3101
Fax: 408-453-5822
Web: www.norcalvdv.org
- **Power Linemen--California-Nevada Apprenticeship**
9846 Limonite Ave
Riverside CA, 92509
Phone: 951-685-8658
Fax: 951-685-9473
Web: www.calnevjatc.org
- **Solano-Napa Electrical Apprenticeship**
720-A Technology Way
Napa CA, 94558
Phone: 707-251-0315
Fax: 707-251-0316

Elevator Constructors

- **International Union of Elevator Constructors--IUEC Local 8 JATC**
690 Potrero Ave
San Francisco CA, 94110-2117

Phone: 415-285-2900
Fax: 415-285-2020
Web: www.iuec8.org

Iron Workers

- **Iron Workers 377 & 378**
3130 Bayshore Rd
Benicia CA, 94510
Phone: 707-746-7666
Fax: 707-749-0145
- **Iron Workers of Northern CA JATC**
3524 51st Avenue
Sacramento CA, 95823
Phone: 916-428-7420
Fax: 916-428-7422
- **Norcal Shop Iron Workers JATC**
8130 Baldwin St
Oakland CA, 94621
Phone: 510-639-7338 x-14
Fax: 510-639-7225

Laborers

- **Construction Craft Laborers--Northern CA**
1001 Westside Dr.
San Ramon CA, 94583
Phone: 925-556-0858
Fax: 925-556-0652

Operating Engineers

- **Northern California & Northern Nevada Stationary Engineers JAC**
560 Barneveld Ave
San Francisco CA, 94124-1804
Phone: 415-285-3939
Fax: 415-285-6916
Web: www.local39training.org
- **Northern California Surveyors JAC**
1620 South Loop Rd
Alameda CA, 94502
Phone: 510-748-7413
Fax: 510-748-7277
- **Operating Engineers JAC**
4044 North Freeway Blvd #200
Sacramento CA, 95834
Phone: 916-565-6170
Fax: 916-565-6177
- **Operating Engineers Local 3**

7388 Murieta Dr
Rancho Murieta CA, 95683
Phone: 916-354-2029
Fax: 916-354-1126
Web: www.oe3.org

Operative Plasterers & Cement Masons

- **Cement Masons**
50 Executive Park Blvd #1000
San Francisco CA, 94134-3303
Phone: 415-468-4411
Fax: 415-468-7121
- **Northern California Cement Masons JATC**
2350 Santa Rita Road
Pleasanton CA, 94566-4135
Phone: 925-484-2271
Fax: 925-484-2312
Web:
www.norcalcementmasonsapprenticeship.org
- **Northern California Plasterers JATC**
1555 Overland Court
West Sacramento CA, 95691-3490
Phone: 916-372-9860
Fax: 916-371-7251

Painters & Allied Trades

- **Floor Covering JATC**
3391 Arden Road, Bldg. D
Hayward CA, 94545-3924
Phone: 510-259-1102
Fax: 510-259-1103
Web: www.dc16iupat.org/
- **Northern California District Council 16 Glaziers JATC**
3393 Arden Road
Hayward CA, 94545-3924
Phone: 510-782-4232
Fax: 510-782-4134
- **Painters/Decorators/Tapers JATC of Bay Area Inc.**
3393 Arden Rd
Hayward CA, 94545
Phone: 510-785-8467
Fax: 510-785-0928

Roofers, Waterproofers & Allied Workers

- **Bay Area Counties
Roofing/Waterproofing Industry
Apprenticeship Program**
Livermore CA, 94551
Phone: 510-628-3650
Fax: 510-628-3655
Web: www.rwprogram.com

Sheet Metal Workers

- **Sheet Metal Workers JAC--North Bay.**
1250 Petaluma Blvd. North
Petaluma CA, 94952-5916
Phone: 707-762-0181
Fax: 707-762-7104
Web: www.smw104.org

United Association (UA) Plumbers & Fitters

- **Napa/Solano Plumbers JATC.**
401 Nebraska St
Vallejo CA, 94590
Phone: 707-644-4071
Fax: 707-644-0314
Web: www.pipeta.org
- **Sprinkler Fitters U.A. Local 483 JAC**
2531 Barrington Ct
Hayward CA, 94545
Phone: 510-782-9483
Fax: 510-782-9506
- **UA Local 355 Utility & Landscape JATC**
13 Tennessee St
Vallejo CA, 94590
Phone: 707-644-0355
Fax: 707-644-0360

ATTACHMENT L – OUTREACH: MEDIA AND ORGANIZATIONS RESOURCES

Media

Vallejo Times Herald

www.timesheraldonline.com

(707) 644-1141

Outreach Agencies and Organizations

Catholic Social Services of Solano County

(707) 644-8909 www.csssolano.org

Central Core Restoration Corp.

(707) 557-6762

Fax (707) 557-6040

ccrcorp@yahoo.com

Christian Help Center

(707) 553-8192

Fax (707) 553-8195

www.christianhelpcenter.org

City of Vallejo Fighting Back Partnership

(707) 648-5230

Fax (707) 648-5212

www.fight-back.org

Filipino American Chamber of Commerce

(707) 644-3000

Fax (707) 644-3068

www.faccsolano.com

Filipino Community of Solano County, Inc.

(707) 644-4716

Global Center for Success

(707) 562-5673

Fax: (707) 562-5675 www.globalcenterforsuccess.org

Salvation Army Vallejo Service Center

(707) 643-8621

Solano College Small Business Development Center

(707) 864-3382 www.solanosbdc.org

Solano College Green Construction Industry Training Program

(707) 480-9507 <http://www.solano.edu/communityeducation/green.html>

Solano County Black Chamber of Commerce

(707) 421-5721

Fax (707) 552-2817

www.sbcc.org

Solano Diversified Services

(707) 552-9443

www.sds-inc.org

Solano Hispanic Chamber of Commerce

(888) 814-8682 www.solanohispanicchamber.com

Spark Point Solano

tel: 707.556.8600, extension 51852

<http://sparkpointcenters.org/sparkpoint-vallejo>

Vallejo Chamber of Commerce

(707) 644-5551

Fax (707) 644-5590

www.vallejochamber.com

Vallejo Inter-Tribal Council

(707) 552-2562

Workforce Investment Board of Solano County

(707)

www.solanowib.org

Youth Build Richmond

(510) 215-3306

www.youthbuild.org

ATTACHMENT N

SAMPLE NOTICE OF HUD SECTION 3 EMPLOYMENT AND TRAINING OPPORTUNITIES TO POST

CITY OF VALLEJO AND [TARGET AREA NAME] RESIDENTS MAY QUALIFY FOR EMPLOYMENT, TRAINING, AND/OR CONTRACTING OPPORTUNITIES ON THIS FEDERALLY FUNDED CONSTRUCTION PROJECT. LOW-INCOME AND VERY LOW-INCOME RESIDENTS WILL RECEIVE HIRING PREFERENCE

NUMBER OF JOBS AVAILABLE

1

AVAILABLE JOB TITLE(S)

PIPEFITTER

APPRENTICESHIP AND TRAINING OPPORTUNITIES AVAILABLE

NONE

INTERESTED CITY OF VALLEJO AND [TARGET AREA] RESIDENTS SHOULD CONTACT THE DESIGNATED PERSON BELOW TO DETERMINE THEIR ELIGIBILITY FOR CURRENT AVAILABLE POSITIONS, POSSIBLE FUTURE POSITIONS, OR OTHER TRAINING OPPORTUNITIES

=====

EMPLOYMENT/TRAINING OPPORTUNITIES	
CONTACT	JANE DOE
PHONE	(707) 123-4567
ADDRESS	DOE'S CONSTRUCTION 135 MAIN STREET VALLEJO, CA
EMAIL	JANE@DOE.COM
FAX	(707) 987-6543