

EXHIBIT C
FUNDING SOURCE REQUIREMENTS FOR JOB ORDERS
FUNDED BY THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

The Selected Respondent acknowledges, understands, and agrees to comply with the following federal regulations as promulgated in Section 3 clause of the Housing and Urban Development Act of 1968, as amended, if applicable:

- (A) The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 170(1)(u) (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low and very low income persons, particularly persons who are recipients of HUD assistance for housing.
- (B) The parties to this contract agree to comply with HUD's regulations in 24 C.F.R. 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- (C) Contractor agrees to send to each labor organization or representative of workers with which Contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- (D) Contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 C.F.R. 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause upon a finding that the subcontractor is in violation of the regulations in 24 C.F.R. 135. Contractor will not subcontract with any subcontractor where Contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 C.F.R. 135.
- (E) Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 C.F.R. 135 require employment opportunities to be directed, were not filled to circumvent the Contractor's obligations under 24 C.F.R. 135.
- (F) Noncompliance with HUD's regulations in 24 C.F.R. 135 may result in sanctions, termination of this contract for default, and debarment or suspension from further HUD-assisted contracts.

- (G) With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provision of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

Respondent acknowledges, understands, and agrees to submit a Section 3 Utilization Plan with the solicitation or the solicitation will be deemed non-responsive (included with attachment)

The Selected Respondent acknowledges, understands, and agrees to ensure that no person shall be subject to discrimination based on race, color, and/or national origin under any program or activity receiving federal financial assistance.

The Selected Respondent acknowledges, understands, and agrees ensure that no person shall be excluded from participation (including employment), denied program benefits, or subject to discrimination on the basis of race, color, national origin, or sex under any program or activity funded with HUD federal assistance.

The Selected Respondent acknowledges, understands, and agrees ensure no discrimination based on disability in federally assisted programs and shall provide that no otherwise qualified individual shall, solely by reason of his or her disability, be excluded from participation (including employment), denied program benefits, or subjected to discrimination under any program or activity receiving federal funding assistance.

The Selected Respondent acknowledges, understands, and agrees ensure workers on federally assisted activities receive no less than the prevailing wages being paid for similar work in the same area as prescribed by the Prevailing Wage Ordinance.

The Selected Respondent acknowledges, understands, and agrees to provide HUD Form 2516 to the City prior to start of project construction for each task order (included with this attachment)

The Selected Respondent acknowledges, understands, and agrees to provide the HUD Section 3 Completion Form (included with this attachment) to the City within 30 calendar days of completion of the final task order contract.



City of San Antonio Section 3 Utilization Plan

Office of Grants
Monitoring &
Administration

Please fill this form out online and print it using the **Print** button provided. [Frequently Asked Questions](#)

Contract Information

*Project Name: _____

*Name of Bidder/Proposer: _____

*Address: _____

*City: _____ *State: TX *Zip: _____

*Contact Person: _____

*Phone Number: _____ Email Address: _____

*Section 3 Certified Business? Yes No (If "Yes", include Certification Letter)

For a list of certified Section 3 Businesses and Individuals who are in our hiring database, please refer to the Grants Monitoring and Administration website at www.sanantonio.gov/gma or request an updated list by calling (210) 207-6600.

List all Subcontractors that will be used in this contract.

Section 3	Subcontractor	Subcontractor Award Amount	Certification Number
<input type="checkbox"/>	*Name: _____ *Address: _____ Email: _____ *Tax ID: _____		
<input type="checkbox"/>	Name: _____ Address: _____ Email: _____ Tax ID: _____		
<input type="checkbox"/>	Name: _____ Address: _____ Email: _____ Tax ID: _____		

Only companies certified as Section 3 businesses by the City of San Antonio can be applied toward the contracting goals. All Section 3 subcontractors must submit a copy of their certification through the General Contractor. Proof of certification must be attached to this form. If a business is not certified, please call the Office of Grants Monitoring and Administration, Special Project Division at (210) 207-6600 for information and details on how subcontractors may obtain certification.



City of San Antonio Section 3 Utilization Plan

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Estimate the number of employee new hires that will be brought onto the job, if awarded the contract. _____

What percentage of the new hires will be certified Section 3 individuals? _____

Describe how Section 3 individuals will be notified of employment opportunities.

Describe how bids from Section 3 businesses were solicited.

If Section 3 contracting and hiring goals were not achieved in a percentage that equals or exceeds the City's goals, please give an explanation.

List all bids from Section 3 contractors that were received, but rejected.

Business Name	Reason for Rejection

Affirmation

I hereby affirm that the above information is true and complete to the best of my knowledge and belief. I further understand and agree that if awarded the contract, this document shall be attached thereto and become a binding part of the contract.

Signature of Bidding Authority

Title

Date

Phone

For additional information, contact:
Section 3 Staff
Office of Grants Monitoring & Administration
1400 S. Flores, Unit 3
San Antonio, Texas 78204
(210) 207-6600

This report is to be completed by grantees, developers, sponsors, builders, agencies, and/or project owners for reporting contract and subcontract activities of \$10,000 or more under the following programs: Community Development Block Grants (entitlement and small cities); Urban Development Action Grants; Housing Development Grants; Multifamily Insured and Noninsured; Public and Indian Housing Authorities; and contracts entered into by recipients of CDBG rehabilitation assistance.

Contracts/subcontracts of less than \$10,000 need be reported only if such contracts represent a significant portion of your total contracting activity. Include only contracts executed during this reporting period.

This form has been modified to capture Section 3 contract data in columns 7g and 7i. Section 3 requires that the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs shall, to the greatest extent feasible, be directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. Recipients using this form to report Section 3 contract data must also use Part I of form HUD-60002 to report employment and training opportunities data. Form HUD-2516 is to be

completed for public and Indian housing and most community development programs. Form HUD-60002 is to be completed by all other HUD programs including State administered community development programs covered under Section 3.

A Section 3 contractor/subcontractor is a business concern that provides economic opportunities to low- and very low-income residents of the metropolitan area (or nonmetropolitan county), including a business concern that is 51 percent or more owned by low- or very low-income residents; employs a substantial number of low- or very low-income residents; or provides subcontracting or business development opportunities to businesses owned by low- or very low-income residents. Low- and very low-income residents include participants in Youthbuild programs established under Subtitle D of Title IV of the Cranston-Gonzalez National Affordable Housing Act.

The terms "low-income persons" and "very low-income persons" have the same meanings given the terms in section 3(b)(2) of the United States Housing Act of 1937. Low-income persons mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary

may establish income ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families. Very low-income persons means low-income families (including single persons) whose incomes do not exceed 50 per centum of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

Submit two (2) copies of this report to your local HUD Office within ten (10) days after the end of the reporting period you checked in item 4 on the front.

Complete item 7h. only once for each contractor/subcontractor on each semi-annual report.

Enter the prime contractor's ID in item 7f. for all contracts and subcontracts. Include only contracts executed during this reporting period. PHAs/IHAs are to report all contracts/subcontracts.

Community Development Programs

1. Grantee: Enter the name of the unit of government submitting this report.

3. Contact Person: Enter name and phone of person responsible for maintaining and submitting contract/subcontract data.

7a. Grant Number: Enter the HUD Community Development Block Grant Identification Number (with dashes). For example: B-32-MC-25-0034. For Entitlement Programs and Small City multi-year comprehensive programs, enter the latest approved grant number.

7b. Amount of Contract/Subcontract: Enter the dollar amount rounded to the nearest dollar. If subcontractor ID number is provided in 7f, the dollar figure would be for the subcontract only and not for the prime contract.

7c. Type of Trade: Enter the numeric codes which best indicates the contractor's/subcontractor's service. If subcontractor ID number is provided in 7f., the type of trade code would be for the subcontractor only and not for the prime contractor. The "other" category includes supply, professional services and all other activities except construction and education/training activities.

7d. Business Racial/Ethnic/Gender Code: Enter the numeric code which indicates the racial/ethnic /gender character of the owner(s) and controller(s) of 51% of the business. When 51% or more is not owned and controlled by any single racial/ethnic/gender category, enter the code which seems most appropriate. If the subcontractor ID number is provided, the code would apply to the subcontractor and not to the prime contractor.

7e. Woman Owned Business: Enter Yes or No.

7f. Contractor Identification (ID) Number: Enter the Employer (IRS) Number of the Prime Contractor as the unique identifier for prime recipient of HUD funds. Note that the Employer (IRS) Number must be provided for each contract/subcontract awarded.

7g. Section 3 Contractor: Enter Yes or No.

7h. Subcontractor Identification (ID) Number: Enter the Employer (IRS) Number of the subcontractor as the unique identifier for each subcontract awarded from HUD funds. When the subcontractor ID Number is provided, the respective Prime Contractor ID Number must also be provided.

7i. Section 3 Contractor: Enter Yes or No.

7j. Contractor/Subcontractor Name and Address: Enter this information for each
Previous editions are obsolete.

firm receiving contract/subcontract activity only one time on each report for each firm.

Multifamily Housing Programs

1. Grantee/Project Owner: Enter the name of the unit of government, agency or mortgagor entity submitting this report.

3. Contact Person: Same as item 3 under CPD Programs.

4. Reporting Period: Check only one period.

5. Program Code: Enter the appropriate program code.

7a. Grant/Project Number: Enter the HUD Project Number or Housing Development Grant or number assigned.

7b. Amount of Contract/Subcontract: Same as item 7b. under CPD Programs.

7c. Type of Trade: Same as item 7c. under CPD Programs.

7d. Business Racial/Ethnic/Gender Code: Same as item 7d. under CPD Programs.

7e. Woman Owned Business: Enter Yes or No.

7f. Contractor Identification (ID) Number: Same as item 7f. under CPD Programs.

7g. Section 3 Contractor: Enter Yes or No.

7h. Subcontractor Identification (ID) Number: Same as item 7h. under CPD Programs.

7i. Section 3 Contractor: Enter Yes or No.

7j. Contractor/Subcontractor Name and Address: Same as item 7j. under CPD Programs.

Public Housing and Indian Housing Programs

PHAs/IHAs are to report all contracts/subcontracts. Include only contracts executed during this reporting period.

1. Project Owner: Enter the name of the unit of government, agency or mortgagor entity submitting this report. Check box as appropriate.

3. Contact Person: Same as item 3 under CPD Programs.

4. Reporting Period: Check only one period.

5. Program Code: Enter the appropriate program code.

7a. Grant/Project Number: Enter the HUD Project Number or Housing Development Grant or number assigned.

7b. Amount of Contract/Subcontract: Same as item 7b. under CPD Programs.

7c. Type of Trade: Same as item 7c. under CPD Programs.

7d. Business Racial/Ethnic/Gender Code: Same as item 7d. under CPD Programs.

7e. Woman Owned Business: Enter Yes or No.

7f. Contractor Identification (ID) Number: Same as item 7f. under CPD Programs.

7g. Section 3 Contractor: Enter Yes or No.

7h. Subcontractor Identification (ID) Number: Same as item 7h. under CPD Programs.

7i. Section 3 Contractor: Enter Yes or No.

7j. Contractor/Subcontractor Name and Address: Same as item 7j. under CPD Programs.

City of San Antonio

Section 3 Completion Form

Project Name	Contract Number		Total Amount of Award	
Project Address/ Location	Contact Person		Phone Number (w/Area Code)	
Email Address	Contract Begin Date	Contract End Date	Report Period Begin Date	Report Period End Date

Part I: Employment and Training

(Columns B, C and F are mandatory fields. Include New Hires in E & F)

A	B	C	D	E		F
Job Category	Number of New Hires	Number of New Hires that are Sec. 3 Residents	% of Aggregate Number of Staff Hours of New Hires that are Sec. 3 Residents	% of Total Staff Hours (TSH) for Section 3 Employees and Trainees Hours (S3E&TH) S3E&TH / TSH = %		Number of Section 3 Trainees
Professional			0.0%			0.0%
Technician			0.0%			0.0%
Foreman/ Supervisor			0.0%			0.0%
Office/ Clerical			0.0%			0.0%
Cleaning/ maintenance			0.0%			0.0%
Demolition			0.0%			0.0%
Other			0.0%			0.0%
Construction by Trade						
Cabinet Maker			0.0%			0.0%
Carpenter			0.0%			0.0%
Concrete/ Terrazzo			0.0%			0.0%
Craftworker, skilled			0.0%			0.0%
Drywall/ Ceiling Tile			0.0%			0.0%
Electrician			0.0%			0.0%
Fencing			0.0%			0.0%
Flooring / Carpet			0.0%			0.0%
Gutter Installer			0.0%			0.0%
Hazardous Materials			0.0%			0.0%
HVAC			0.0%			0.0%
Insulator			0.0%			0.0%
Laborer			0.0%			0.0%
Landscape			0.0%			0.0%
Masonry, Plaster, Stucco			0.0%			0.0%
Painter			0.0%			0.0%
Paving			0.0%			0.0%
Plumber			0.0%			0.0%
Power Equipment Operator, Skilled			0.0%			0.0%
Power Equipment Operator,			0.0%			0.0%
Roofer			0.0%			0.0%
Sprinkler Installer			0.0%			0.0%
Tile/ Marble Cutter/ Setter			0.0%			0.0%
Truck Driver			0.0%			0.0%
Total	0	0	0.0%	0	0	0.0%

*Use column E if necessary to compare groups containing both full and part-time workers, and those working overtime. Show Section 3 Employees' and Trainees' hours worked, divided by Total staff hours worked.

City of San Antonio

Part II: Contracts Awarded Summary

Construction Contracts

A. Total dollar amount of construction contracts awarded on the project		
B. Dollar amount of construction contracts awarded to Section 3 businesses		
C. Percentage of construction contract dollar amount awarded to Section 3 businesses		0.0%
D. Number of Section 3 businesses receiving construction contracts		

Non-Construction Contracts

A. Total dollar amount of non-construction contracts awarded on the project/activity		
B. Dollar amount of non-construction contracts awarded to Section 3 businesses		
C. Percentage of non-construction dollar amount awarded to Section 3 businesses		0.0%
D. Number of Section 3 businesses receiving non-construction contracts		

Part III: Summary

Mark if applicable:

<input type="checkbox"/>	Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contracts with the community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
<input type="checkbox"/>	Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
<input type="checkbox"/>	Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
<input type="checkbox"/>	Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
<input type="checkbox"/>	Other; describe below (Include any obstacles that prevented achieving program goals).

If Section 3 Goals hiring and contracting goals were not met, provide a description of obstacles that prevented achievement

Narrative: