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**HOUSING AUTHORITY OF THE CITY AND COUNTY OF  
DENVER  
SECTION 3 CONTRACTING, HIRING, AND TRAINING POLICY**

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# Introduction: Policy, Purpose, Definitions

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## A. Introduction and Summary

The Housing Authority of the City and County of Denver (DHA) has established a policy whereby any construction contractor that transacts business with DHA must meet the requirements of DHA's Section 3 policy as outlined in this document. This policy applies to all construction contracts valued at \$200,000 or greater. Contractors will: 1) offer Section 3 employment, training and employment skill building programs for eligible Section 3 residents and 2) provide Section 3 Business Concerns with the maximum opportunity to participate in contracts awarded by DHA. DHA will make a good faith effort to recruit as many Section 3 eligible residents and businesses as possible for employment and instructional positions and contract opportunities, in an effort to provide economic opportunities for area residents and area business concerns.

This document serves to fulfill two (2) main objectives: 1) it outlines the Section 3 & Section 3 Business Concern policy and program compliance measures of DHA, and 2) it contains program definitions, requirements, required forms, information on program assistance provided by DHA, and other information related to DHA's Employment, Training and Contracting Policy.

## Summary of Requirements

| Section 3 Hiring  | Section 3 Training & Internship                             | Section 3 Contracting   |
|---|---|---|
| 25% of labor hours should come from Section 3 Resident Pool<br><br>5% of labor hours should come from targeted Section 3 Resident Pool (residing within one mile radius of the project) | Training and Internship Spots as listed in Chart on Page 21 | 10% of the value of construction contracts<br><br>3% of the value of non-construction contracts |

These requirements apply to all prime and subcontractors where the value of the contract with DHA is \$200,000 or greater.

## B. Definitions

**Local Hire:** Employee residing within Denver Metropolitan Area.

**Targeted Local Hire:** Employee residing within one mile radius of the funded project.

**Low-Income Person:** A family (including single persons) whose income does not exceed 80% of the area median income, as determined by HUD, with adjustments for smaller and larger families.

**Very Low-Income Person:** A family (including single persons) whose income does not exceed 50% of the area median income, as determined by HUD, with adjustments for smaller and larger families.

**New Hires:** Full-time employees not previously employed on this contract for permanent, temporary or seasonal employment opportunities.

**Section 3 Resident:** A public housing resident, Housing Choice Voucher Program (HCVP) Participant or an individual who is considered to be a low- to very low-income DHA resident.

**Core Employees:** Persons listed and verified as employed with company before the contract execution date.

**Contractor:** Any entity which contracts for the performance of work generated by the expenditure of Section 3 covered assistance, or performing work in connection with a Section 3 covered project.

**Housing Authority (HA):** Public Housing Agency

**Housing Development:** Housing owned, developed, or operated by public housing agencies in accordance with HUD's public housing program regulations codified in 24 CFR Chapter IX.

**Employment Opportunities Generated by Section 3 Covered Assistance:** All employment opportunities generated by the expenditure of Section 3 covered public assistance (i.e., operating assistance, development assistance and modernization assistance, (as described in 24 CFR Section 135.3 (a) (1)). With respect to Section 3 covered housing and community development assistance, this term means all employment opportunities arising in connection with Section 3 covered projects (as described in Section 135.3 (a) (2)), including management and administrative jobs. Management and administrative jobs include architectural, engineering or related professional services required to prepare plans, drawings, specifications, or work write-ups; and jobs directly related to administrative support of these activities, e.g., construction manager, relocation specialist, payroll clerk, etc.

**HUD Youthbuild Programs:** Programs that receive assistance under subtitle D of Title IV of the National Affordable Housing Act, as amended by the Housing and Community Development Act of 1992 (42 U.S.C. 12899), and provide disadvantaged youth with opportunities for employment, education, leadership development, and training in the construction or rehabilitation of housing for homeless individuals and members of low- and very low-income families.

**Recipient:** Any entity which receives Section 3 covered assistance, directly from HUD or from another recipient and includes, but is not limited to, any State unit of local government, PHA, or other public body, public or private nonprofit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association. Recipient also includes any successor, assignee or transferee of any such entity, but does not include any ultimate beneficiary under the HUD program to which Section 3 applies and does not include contractors.

**Section 3:** Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

**Section 3 Business Concern:** A Section 3 business concern is a business that meet sat least one of the following criteria, documented within the last six-month period:

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

**Section 3 Covered Contracts:** A contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of Section 3 covered assistance, or for work arising in connection with a Section 3 covered project. Section 3 covered contracts do not include contracts awarded under HUD’s procurement program, which are governed by the Federal Acquisition Regulation (FAR). Section 3 covered contracts also do not include contracts for the purchase of supplies and materials only. However, whenever a contract for materials includes the installation of the materials, the contract constitutes a Section 3 covered contract.

**Section 3 Covered Project:** 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.

**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.

## **C. DHA Section 3 Policy Statement**

### **i. Section 3 Policy Statement**

Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701, et seq.) (the “Act”) requires DHA to ensure that employment and other economic and business opportunities generated by financial assistance from the Department of Housing and Urban Development (“HUD”), are directed to public housing residents and other low-income persons, particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low and very low income persons.

DHA hereby reaffirms its commitment to ensuring that all contractors and any tier subcontractors that are awarded a contract of \$200,000 or greater by DHA for work generated through the expenditure of HUD funding shall take all necessary and reasonable steps to provide meaningful, full-time, permanent employment and training to Section 3 residents. It is further reaffirmed that all vendor/contractors and any tier subcontractors that are awarded a contract of \$200,000 or greater for work generated through the expenditure of HUD funding shall take all necessary and reasonable steps to provide contracting opportunities to Section 3 business concerns.

To comply with the Act, the requirement of this policy is to obtain a reasonable level of success in the recruitment, employment, and utilization of DHA residents and other eligible persons and/or businesses by contractors working on contracts partially or wholly funded with HUD monies. DHA shall examine and consider a contractor's potential for success in providing employment and business opportunities to those covered under Section 3 prior to acting on any proposed contract award.

In response to any Request for Proposals (RFP), Request for Qualifications (RFQ), Invitation for Bids (IFB) or Invitation for Quotes (IFQ), DHA will require submission of the Section 3 Opportunities Plan, and certification that the respondent will comply with the requirements of Section 3 and this policy.

DHA, in accordance with applicable laws and regulations, has established employment and training requirements that contractors and subcontractors are expected to meet in order to comply with Section 3 requirements. ***DHA's Section 3 requirement is that, to the greatest extent feasible, thirty percent (25%) of any new labor hours for the term of the contract shall be performed by Section 3 eligible workers, and 10% (construction) or 3% (non-construction) of the value of the contract shall be awarded to Section 3 eligible Businesses.*** It is the contractor's responsibility to implement progressive efforts to attain Section 3 compliance. Failure to attain Section 3 compliance in accordance with their contract will subject contractors to penalties including, but not limited to, the withholding of payments.

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# Part I: Contracting

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## A. Section 3 New Hire & Contracting Requirements

### **Section 3 Numerical Requirements and Order of Preference:**

In accordance with Section 3, DHA requires that all contractors and any tier subcontractors shall provide training and employment opportunities to Section 3 residents to meet or exceed a numerical requirement of 25% of all new labor hours performed should come from Section 3 Resident Pool, 5% of which should be performed by Targeted Section 3 Residents, to the greatest extent feasible.

DHA has established employment and training requirements that contractors and subcontractors are expected to meet in order to comply with Section 3 requirements. It is the contractor's responsibility to implement progressive efforts to attain Section 3 compliance.

### **Section 3 Hiring Preference**

Contractors shall adhere to the following order of priority for employment purposes:

- Category 1: A low- or very low-income resident of DHA housing site where the work is being done
- Category 2: A low- or very low-income resident of any DHA housing developments
- Category 3: A participant in HUD Youthbuild program in Denver Metropolitan Area
- Category 4: A low-income resident of the Denver Metropolitan Area

### **Contracting Requirements**

In accordance with Section 3, DHA requires that all contractors and any tier subcontractors shall direct 10% of the contract value to Section 3 business concerns for construction contracts and 3% for non-construction contracts to the greatest extent feasible in the following order of priority:

- Category 1: Business concerns that are 51% or more owned by residents of the DHA housing development or developments for which the Section 3 covered assistance is expended, or whose full-time, permanent workforce includes 30% of these persons as employees; or
- Category 2: Business concerns that are 51% or more owned by residents of other DHA housing developments that is expending the Section 3 covered assistance, or whose full-time, permanent workforce includes 30% of these persons as employees; or
- Category 3: HUD Youthbuild programs in Denver Metropolitan Area; or
- Category 4: Business concerns that are 51% or more owned by low income Section 3 residents, or whose permanent, full-time workforce includes 30% Section 3 residents, or that subcontract in excess of 25% of the total amount of subcontracts to business concerns identified in paragraphs (1) and (2) of this section.

Section 3 businesses seeking a contract or subcontract shall be responsible for submitting evidence, if requested, to demonstrate to DHA's satisfaction that the business concern is responsible and has the ability to perform successfully under the terms and conditions of the proposed contract.

Contractors must incorporate and enforce the provisions of the Section 3 policy and numerical requirements in any and all tier subcontracts. Requirements relative to employment and contracting with Section 3 residents and business concerns shall not apply to contracts less than \$200,000 and shall not apply to contracts for the purchase of supplies and materials unless the contract for materials includes installation.

## **B. Section 3 Contracting Requirements & Procedures**

The procedures outlined herein shall apply to all construction contractors seeking contracting opportunities with DHA.

As part of the response to an RFP or other solicitation, respondents (prime) are required to submit a DHA Education and Employment Plan to identify overall projected Section 3 hiring and training that will be implemented to ensure compliance with the requirements of Section 3. See Part III for DHA Education and Employment Plan.

The **Director of Community Connections** will be responsible for coordinating with the Procurement Department to review the Education and Employment Plan prior to the award of the contract. Upon selection, DHA will work with the selected firm to finalize the Section 3 Plan, including identification of DHA assistance to be provided (if any), timelines for action, and review of reporting and compliance requirements.

**I. Prior to Bid/Pre-Certification Process:** DHA resident-owned businesses can email [procurement@denverhousing.org](mailto:procurement@denverhousing.org) to request, complete and submit a Business Status Affidavit.

**II. Bid/Proposal Phase:** Contractors submitting bids and/or proposals to DHA shall be required to complete and submit the following Section 3 commitment forms (Appendix):

- Denver Housing Authority Education and Employment Plan
- Business Status Affidavit

**III. Pre-Award Phase:** Subsequent to the submission of bids/proposals, but prior to contract award, contractors may be requested to provide additional information regarding the submissions required in the Bid/Proposal Phase. Such requests may be made in instances where the contractor does not show sufficient detail in their required Section 3 commitment forms, where the contractor's commitment does not reflect achievement of the minimum stated requirements, where the contractor has not identified the name of the Section 3

subcontractor(s) in the required Schedules and does not have signed Letters of Intent, or where it is deemed necessary by DHA's Director of Community Connections.

#### **IV. Contract Performance Phase:**

##### **Section 3 Contract Performance Monitoring**

DHA shall monitor and evaluate the contractor's Section 3 compliance towards achieving the numerical requirements relative to Section 3 employment, training, and contracting throughout the contract period. The contractor shall be responsible for providing the following reports to DHA, which shall be submitted no later than 5:00 p.m., on the first business day of each quarter throughout the contract period (Appendix):

- Section 3 Employment and Training Compliance Reports
- Section 3 Man-hour Report
- Contracting Compliance Report
- Section 3 Affidavit for new hires that applied on site
- Employer Training Report

Upon DHA's request, the contractor and all sub-contractors are required to provide supporting documentation and proof of previous employment of any and all core employees prior to working on a DHA project.

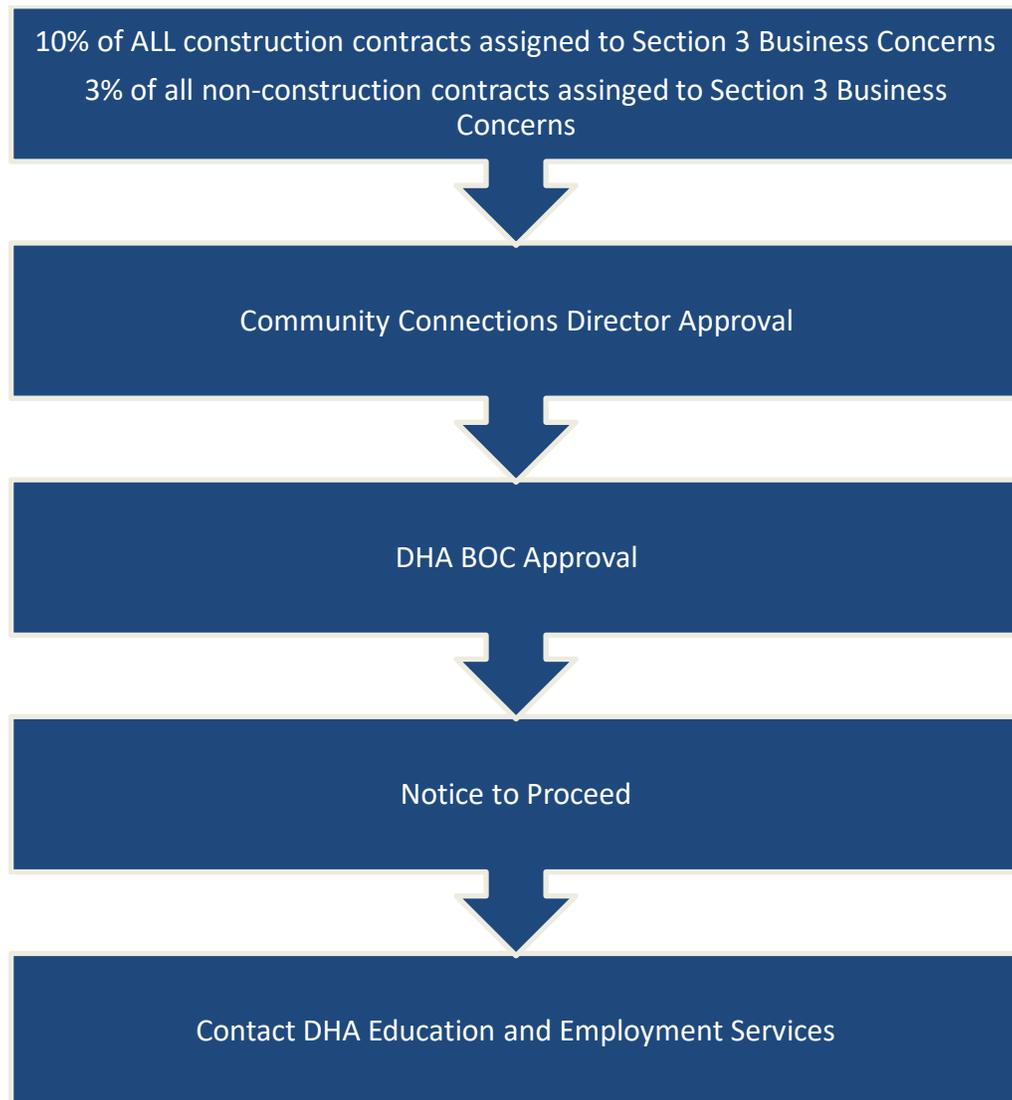
The contractor shall also ensure that for each Section 3 resident hired, a Section 3 Verification Affidavit is completed. The Section 3 Verification Affidavit shall be completed by the resident, and submitted to the contractor. This documentation should be included with the monthly reports submitted to DHA.

The contractor shall be responsible for monitoring the compliance of any subcontractors. In doing so, the contractor shall require monthly/quarterly reports, in the formats provided, from its subcontractors.

##### **Determination of Compliance**

Contractors and their subcontractors are required to demonstrate compliance with the Section 3 employment and contracting requirements by meeting the numerical requirements set forth above. Contractors who do not meet the contracting numerical requirements must thoroughly document its inability to comply. In addition, DHA requires contractors that fail to meet the contracting requirements set forth in this policy use the alternative measures listed in Part III and Part IV to comply. Contractor's efforts shall be directed towards identifying methods to achieve success under this program through hiring and training efforts.

# Contracting: How it Works



## Part II: Hiring and Training Requirements

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### A. Hiring:

- Target recruitment of Section 3 residents for training and employment by taking steps such as:
  - Prominently place a notice of commitments under Section 3 at the project site or other places where applications for training and employment are taken;
  - Contact DHA Education and Employment Services
    - 1) Denise Salazar (720) 932-3044  
Section3@denverhousing.org
  - Contact DHA Education and Employment Services for a list of agencies that may be able to provide assistance regarding opportunities for training, which can be utilized on this contract;
  - Contact local job training centers, employment service agencies, and community organizations;
  - Develop on-the-job training opportunities or participate in job training programs;
  - Develop or participate in certified pre-apprenticeship/apprenticeship trainings programs for construction trades on construction contracts.
  - Contact DHA Education and Employment Services to access qualified Section 3 candidates for available positions.
  
- Keep a list of Section 3 area residents who apply on their own or by referral for available positions.
  
- Send to labor organizations or representatives of workers with whom the recipient, contractor, or subcontractor has a collective bargaining agreement or other understanding, a notice about contractual commitments under Section 3.
  
- Select Section 3 area residents, particularly DHA residents, for training and employment positions.
  
- Provide ongoing monitoring of the program by the contractor and its subcontractors to ensure compliance and to identify problems or difficulties in meeting the requirements, and implement strategies to overcome the problems. Where problems or difficulties in meeting the requirements are encountered, take aggressive efforts to rectify the matter. Such action shall include, but not be limited to, convening a meeting with DHA Education and Employment Services to advise them of the problems and proposed solutions. DHA Education and Employment Services will offer its assistance whenever possible.

Where feasible, adjust the initial Denver Housing Authority Education and Employment Plan to increase the use of Section 3 residents in categories where the Plan has been successful to compensate for those categories of lower success.

## **B. Reporting Open Positions**

All DHA contractors and subcontractors are required to report all job openings in connection with a contract to DHA Education and Employment Services as soon as the job becomes available. This will aid in fulfilling the dual requirements of the shared job database by connecting low-income residents in need of employment with contractors seeking to hire Section 3 employees. Noncompliance with DHA's requirement may result in sanctions, termination of the contract for default, and debarment or suspension from future DHA contracts.

\* For Construction Projects – All new hires must go through the on-site hiring process or complete a DHA Education and Employment Services intake.

## **C. Compliance Requirements for Section 3 Contracting**

If a construction contractor or subcontractor cannot meet the Section 3 contracting requirements it must thoroughly document its inability to comply. In addition, DHA requires contractors that fail to meet the contracting requirements set forth in this policy use the following alternative measures to comply:

- Contractors may contribute to DHA Section 3 Training Fund, which provides training and other economic opportunities for DHA residents:
  - Trade, Construction and Rehab Contractors must contribute 1.5% to 6% of the total contract amount; dependent upon contract value.

DHA will primarily use the Section 3 Training Fund to pay for resident self-sufficiency programming through DHA's partnerships with local colleges, state approved trade programs, paid work experience/internship programs, youth summer employment programs and various other employment and training programs for residents. The site in which the construction or project is occurring will receive a portion of funds generated from that respective site for programs and equipment related to resident training.

## **D. Training and Internship Requirements**

### **Training Requirements for Construction Contracts**

- DHA requires all construction contracts that are greater than \$200,000.00 in total construction cost and is anticipated to exceed 6 months of construction to include a detailed and well-defined plan on how they will provide certified pre-apprenticeship or apprenticeship training programs to at least one (1) Section 3 Resident in its priority order. One (1) additional Section 3 Resident in its priority order will be provided training for every additional \$500,000 of the total contract value. The training plan and trainings must be aligned with the scope of work in the contract and approved by DHA. A training program participant can only count for one (1) training slot per total contract amount. Those who do not offer a certified pre-apprenticeship, apprenticeship, or training

program will contribute to the DHA Section 3 Training Fund as prescribed in the chart listed below.

➤ **Construction**

\* A portion of all funds generated at a DHA housing site will remain at that site for resident training programs and equipment

| Total Contract Amount                          | Number of Section 3 Training / Internship Slots              | Contribution to DHA Training Fund if Training or Internship Slots Are not Available |
|--|--|---|
| At least \$200,000 but less than \$500,000     | 1  | 6% of the Total Contract Value up to \$25,000                                       |
| At least \$500,000 but less than \$1,000,000   | 2  | 5% of the Total Contract Value up to \$40,000                                       |
| At least \$1,000,000 but less than \$2,000,000 | 3  | 4% of the Total Contract Value up to \$60,000                                       |
| At least \$2,000,000 but less than \$4,000,000 | 4  | 3% of the Total Contract Value up to \$80,000                                       |
| At least \$4,000,000 but less than \$7,000,000 | 10   | 2% of the Total Contract Value up to \$105,000                                      |
| \$7,000,000 or more                            | 1 additional training slot for every additional \$500,000.00 | 1.5% of that Total Contract Value, with no dollar limit                             |

**Contractors who fail to meet education and employment plan commitments may be subject to a limited denial of participation in DHA, DHA affiliate, and DHA instrumentality procurement activity for up to one (1) year.**

Hiring and Training: How It Works



Approval of Education and Employment Plan:  
Director of Community Connections

Contact Education and Employment /Job Order  
35% of labor hours must be performed by Section 3 workers and 5% by targeted Section 3 workers

Training Slots Depending on Contract Value

Report Hires Monthly  
Report Training

CPE: Contractor Performance Evaluation

OR

If contractor is unable to meet the hiring or training goal, they are encouraged to contribute to the education and training fund

## Housing Authority of the City and County of Denver

### Education & Employment Plan

|                    |                 |
|--------------------|-----------------|
| Company Name:      | Address:        |
| Contact Name:      | Title/Position: |
| Section 3 Contact: | Title/Position: |
| Telephone:         | Email:          |

### 1. Job Openings (“N/A” will not be accepted) – Scored 0 – 5 points

| Anticipated Job Opening<br>At least 25% labor hours must<br>be come from Section 3 Resident<br>Pool | Number of<br>Openings | Minimum Qualifications | Anticipated<br>Date |
|---|-----------------------|------------------------|---------------------|
|   |                       |                        |                     |
|   |                       |                        |                     |

**OR**

**If you are not currently hiring, but anticipate job openings, by checking this box, I affirm that 25% of all labor hours will be Section 3 Residents.**

### 2. Training Opportunities (“0” or “N/A” will not be accepted) – Scored 0 – 5 points

| Training/Internship | Total Number Placed | Term of Training/Internship |
|---------------------|---------------------|-----------------------------|
|                     |                     |                             |
|                     |                     |                             |

| Total Contract Amount                          | Number of Section 3<br>Training / Internship Slots                 | Contribution to DHA Training Fund if Training or<br>Internship Slots Are not Available |
|--|--|--|
| At least \$200,000 but less than \$500,000     | 1  | 6% of the Total Contract Value up to \$25,000  |
| At least \$500,000 but less than \$1,000,000   | 2  | 5% of the Total Contract Value up to \$40,000  |
| At least \$1,000,000 but less than \$2,000,000 | 3  | 4% of the Total Contract Value up to \$60,000  |
| At least \$2,000,000 but less than \$4,000,000 | 4  | 3% of the Total Contract Value up to \$80,000  |
| At least \$4,000,000 but less than \$7,000,000 | 10   | 2% of the Total Contract Value up to \$105,000   |
| \$7,000,000 or more                            | 1 additional training slot<br>for every additional<br>\$500,000.00 | 1.5% of that Total Contract Value, with no dollar<br>limit                             |

### 3. Section 3 Business Contracting Opportunities:

**If you are not a Section 3 Business, by checking this box, I will make a good faith effort to commit 25% of the dollar award of all subcontracts will be awarded to Section 3 Businesses**

**\*If you are a Section 3 Business, please verify on Business Status Affidavit.**

*To be filled out by Procurement Only:*

|                               |                       |
|-------------------------------|-----------------------|
| RFP #:                        | Assigned COR:         |
| Estimated Length of Contract: | Estimated Total Bid:  |
| Reason for Contract:          | Procurement Initials: |

Please contact DHA’s Employment & Education staff with any questions:  
Denise Salazar | 720-956-3829 | [dsalaza@denverhousing.org](mailto:dsalaza@denverhousing.org)

**Denver Housing Authority Education and Employment Services**  
**Section 3 Affidavit**

The undersigned being duly sworn, on oath, represents, warrants, certifies, deposes and says, under penalty of law, as follows:

**I Basic Information**

The following information is true and correct:

1. Name : \_\_\_\_\_
2. Address: \_\_\_\_\_  
 \_\_\_\_\_, Colorado Zip: \_\_\_\_\_

**II Section 3 Resident Category**

For purposes of this section, please refer to the below for the meanings of the terms related to "Section 3 Resident".

|                   |   |     |    |
|-------------------|---|-----|----|
| <b>Category 1</b> | A DHA Resident who lives in close proximity to the Construction site: | Yes | No |
| <b>Category 2</b> | A DHA Resident (public housing or Section 8):                         | Yes | No |
| <b>Category 3</b> | Participant in a Youthbuild Program located in Denver:                | Yes | No |
| <b>Category 4</b> | A Low Income Resident of the Denver Metropolitan Area:                | Yes | No |

| Number of Household members | Low Income Limit |
|-----------------------------|------------------|
| One                         | \$54,950         |
| Two                         | \$62,800         |
| Three                       | \$70,650         |
| Four                        | \$78,500         |
| Five                        | \$84,800         |
| Six                         | \$91,100         |
| Seven                       | \$97,350         |
| Eight                       | \$103,650        |

**\*2020 Limits**

**III Verification**

The above individual hereby agrees to provide, upon request, documents verifying the information provided above.

Under penalty of perjury, I certify that I am Category \_\_\_\_\_ Section 3 Resident.

Name (signature) \_\_\_\_\_

Name (printed) \_\_\_\_\_

|  |                  |
|--|------------------|
| State of Colorado  | County of Denver |
| Subscribed and sworn to before me this _____ day of _____, _____ |                  |
| _____  |                  |
| Notary Public  |                  |



**HOUSING AUTHORITY OF THE CITY AND COUNTY OF DENVER**

**Contractors Section 3 Employment Compliance Report**

Reporting Period: \_\_\_\_\_

**To be submitted before 5:00 p.m. on the first business day of the month**

Prime Contractor: \_\_\_\_\_ Contract No.: \_\_\_\_\_

Contract Start Date: \_\_\_\_\_ Contract Completion Date: \_\_\_\_\_

| <b>Craft/Trade</b>      | <b>Total Number of New Hires</b> | <b>Category 1 Residents Hired</b> | <b>Category 2 Residents Hired</b> | <b>Category 3 Residents Hired</b> | <b>Category 4 Residents Hired</b> | <b>Total Number of Section 3 Residents Hired*</b> | <b>Percentage of Section 3</b> | <b>Total Number of Section 3 Residents in Apprenticeship Programs</b> |
|-------------------------|----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|---|--------------------------------|---|
| <b>Example: Laborer</b> | <b>6</b>                         | <b>2</b>                          | <b>1</b>                          | <b>0</b>                          | <b>0</b>                          | <b>6</b>  | <b>100%</b>                    | <b>2</b>  |
|                         |                                  |                                   |                                   |                                   |                                   |   |                                |   |
|                         |                                  |                                   |                                   |                                   |                                   |   |                                |   |
|                         |                                  |                                   |                                   |                                   |                                   |   |                                |   |
|                         |                                  |                                   |                                   |                                   |                                   |   |                                |   |
|                         |                                  |                                   |                                   |                                   |                                   |   |                                |   |
|                         |                                  |                                   |                                   |                                   |                                   |   |                                |   |
|                         |                                  |                                   |                                   |                                   |                                   |   |                                |   |

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

**HOUSING AUTHORITY OF THE CITY AND COUNTY OF DENVER**

Employer Training Report

Company Name: \_\_\_\_\_

Type of Training: \_\_\_\_\_

| SECTION 3 RESIDENTS ATTENDED | TRAINING PROVIDER | TRAINING DATES | # OF TRAINING HOURS | TOTAL COST OF TRAINING & TRAINING MATERIALS |
|------------------------------|-------------------|----------------|---------------------|---|
| 1)                           |                   |                |                     |   |
| 2)                           |                   |                |                     |   |
| 3)                           |                   |                |                     |   |
| 4)                           |                   |                |                     |   |
| 5)                           |                   |                |                     |   |
| 6)                           |                   |                |                     |   |
| 7)                           |                   |                |                     |   |
| 8)                           |                   |                |                     |   |
| 9)                           |                   |                |                     |   |
| 10)                          |                   |                |                     |   |

Employer Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**\*\* You must attach Training agenda as well as proof that your organization paid for the training such as Receipt, Copy of Check, Purchase Order, etc.\*\***



- Category A Section 3 Business

A business that is fifty-one percent (51%) owned and controlled by low or very low income persons

- Category B Section 3 Business

Over seventy-five percent (75%) of the labor hours performed for the business over the prior three-month period are performed by Section 3 Workers (see below definition)

- Category C Section 3 Business

A business that is fifty-one percent (51%) owned and controlled by current public housing residents or residents who currently live in Section-8 assisted housing..

**Definition of Section 3 Workers:**

Categories – A Section 3 Worker is any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented:

- a. *Category One* - i A low- or very low-income resident of DHA housing site where the work is being done
- b. *Category Two* – A low- or very low-income resident of any DHA housing developments
- c. *Category Three* – is a participant in HUD Youthbuild Program
- d. *Category Four* – A low-Income resident of the Denver Metropolitan Area

4. I have read and understand the definitions contained herein.
5. The Company hereby agrees to provide within thirty (30) days, upon request, any documents DHA requires to verify the information provided herein.
6. I understand and acknowledge that the following penalties will apply if DHA determines that the Company has submitted a false Business Status Affidavit:
  - A. If discovered prior to any contract being awarded, the Company will be ineligible for award of the contract, and will be permanently placed on the DHA debarment list; or
  - B. If discovered during the term of the contract, the contract will immediately be terminated, and the Company will be permanently placed on the DHA debarment list; or
  - C. If discovered after the completion of the contract, the Company will be permanently placed on the DHA debarment list.
7. I am the \_\_\_\_\_(Title) of the Company, and I am authorized to execute this affidavit on its behalf, and to bind the Company regarding the matters

contained herein. I have personal knowledge of the statements made in this affidavit and state that the same are true.

FURTHER Affiant sayeth naught.

Signature \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by  
\_\_\_\_\_.

WITNESS my hand and official seal.

My commission expires: \_\_\_\_\_

\_\_\_\_\_

[SEAL]