

**DELAWARE COUNTY HOUSING AUTHORITY  
ECONOMIC OPPORTUNITY PLAN  
SECTION 3**

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**I**  
**SECTION 3 DEFINITIONS**

Section 3 Resident

A Public Housing Resident or an individual who resides in the metropolitan area or non-metropolitan county in which Section 3 covered assistance is expended, who is considered to be a low or very low income person.

**Low Income Persons/Families (Including single persons)**

Whose incomes do not exceed 80 per centum of the median income for the area:

<u>Number of Family Members</u>	<u>Low Income Limits</u>
1	\$ 43,600
2	\$ 49,800
3	\$ 56,050
4	\$ 62,250
5	\$ 67,250
6	\$ 72,200
7	\$ 77,200
8	\$ 82,150

**Very Low Income Persons/Families (including single persons)**

Whose incomes do not exceed 50 per centum of the median income for the area:

<u>Number of Family Members</u>	<u>Very Low Income Limits</u>
1	\$ 27,250
2	\$ 31,300
3	\$ 35,000
4	\$ 38,900
5	\$ 42,000
6	\$ 45,100
7	\$ 48,250
8	\$ 51,350

## II HOW TO OBTAIN SECTION 3 INFORMATION

Information on Section 3 and it's applicability to this project is available by contacting the following:

1. Delaware County Housing Authority  
1855 Constitution Avenue  
P.O. Box 100  
Woodlyn, PA 19094-0100

### SERVICE CONTRACTS:

Attention: Dennis C. Decker  
Director of Purchasing and Procurement  
Telephone Number: (610) 490 - 6232  
Fax number: (610) 490 - 3314  
E-mail: [ddecker@dcha1.org](mailto:ddecker@dcha1.org)

### CONSTRUCTION CONTRACTS:

Attention: John P. Parente, P.E.  
Director of Design and Construction  
Telephone Number: (610) 490-6249  
Fax Number: (610) 490-6246  
E-mail: [jparente@dcha1.org](mailto:jparente@dcha1.org)

2. U.S. Department of Housing and Urban Development  
Pennsylvania State Office  
The Wanamaker Building  
100 Penn Square East  
Philadelphia, PA 19107-3390  
Telephone Number: (215) 656-0647
3. Download from: <http://www.dcha1.org/2010/section3.pdf>

### III

#### DELAWARE COUNTY HOUSING AUTHORITY ECONOMIC OPPORTUNITY PLAN

##### I Section 3 Clause

Delaware County Housing Authority receives funds from the U.S. Department of Housing and Urban Development. It's operations are covered by Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u and are covered by the following clause:

- 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. 1701u (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 CFR Part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- c. The contractor agrees to send to each labor organization or representative of workers with which the 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 describe the number and job titles subject to hire, availability of apprenticeship and training positions; the qualifications for each; and the name and location of the person(s) taking applications for each of the positions, and the anticipated date the work shall begin.
- d. The contractor agrees to include this Section 3 Clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 Clause, upon finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.

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- e. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those 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. Noncompliance with HUD's regulations in 24 CFRPart 135 may result in sanctions, termination of this contract or default, and debarment or suspension from future HUD assisted contracts.

## **II Statement of Purpose**

The Board of Commissioners of Delaware County Housing Authority in its effort to comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u and to provide economic opportunities for residents has developed this Economic Opportunity Plan.

This plan describes in detail the opportunities to be provided in the areas of contracting and employment. It describes numerical goals for contracting and employment opportunities and outlines procedures and actions to be taken toward achieving those goals.

## **III Applicability**

The Economic Opportunity Plan is applicable to all aspects of all employment and all contracting undertaken by DCHA whether directly or through contractors or subcontractors.

## **IV Definitions**

### Economic Opportunity Plan

A plan developed by Delaware County Housing Authority, its contractors and subcontractors that discusses training and employment goals for Section 3 residents as well as contracting opportunities for Section 3 business concerns. This Plan also includes a strategy for obtaining these goals and reporting requirements to monitor results.

### DCHA Resident

A resident residing in DCHA owned public housing communities.

### Section 3 Resident

A public housing resident; or an individual who resides in the metropolitan area or non-metropolitan area county in which the Section 3 covered assistance is expended, and who is a low or very low income person.

### Section 3 Business

Means a business that is 51 percent or more owned by Section 3 Residents; or whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 Residents, or within three years of the date of employment with the business concern were Section 3 Residents; or that provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in this definition of "Section 3 Business Concern."

### Contractor

Any entity which contracts to perform work generated by the expenditure of Section 3 covered assistance, or for work in connection with a Section 3 covered project.

### 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.

### New Hires

Full-time employees for permanent, temporary or seasonal employment opportunities.

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## **V Goals**

### a. Employment

1. DCHA work force 35%
2. Contractors and subcontractors to the greatest extent feasible shall employ Section 3 residents as 50% of “new hires” in skilled positions and 100% of all “new hires” in non-skilled positions.

### b. Contracting

DCHA and its contractor’s and subcontractors, to the greatest extent feasible, will attempt to achieve a goal of awarding 10% of all contracts for work (excluding material contracts) to Section 3 Business Concerns. This percentage is determined by the following formula:

Total \$ value of contracts awarded to Section 3 Businesses divided by  
Total \$ value of all applicable contracts.

## **VI Identification of Section 3 Businesses**

- a. Annually, DCHA will solicit names of Section 3 Businesses for the purpose of updating Section 3 Business registration and will publish a notice to Section 3 Businesses advising them of potential contracting opportunities with DCHA.
- b. Prior to advertisements for bids for publicly advertised construction projects, DCHA will publish a notice to Section 3 Businesses advising them of the pending contracting opportunities.
- c. Section 3 Businesses shall be required, either annually or at the time of bidding, to submit documentation to verify their qualifications as a Section 3 business.

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- d. Documentation may include but not be limited to the following:

1. Names, addresses and third party documentation of income of owners or stockholders
  2. Names, addresses and documentation of employees' status as a Section 3 Resident
  3. Youth build documentation
- e. Advertisements and notices will be published in the Delaware County Daily Times, and on the Delaware County Housing Authority Web Site.

## **VII Identification of Section 3 Residents**

- a. DCHA shall maintain a list of all Section 3 residents applying for employment opportunities.
- b. Annually and prior to soliciting bids for publicly advertised construction contracts, DCHA will publish a notice advising Section 3 residents of potential employment opportunities.
  - . Advertisements and notices will be published in newspapers of general circulation in the Delaware County Daily Times and the Delaware County Housing Authority Web Site.

## **VIII Requirements for Publicly Bid Contracts**

- a. Notices
  1. A copy of the advertisement for bids will be mailed to all Section 3 businesses of record.
  2. Notices in accordance with VI D and VII D.

DCHA EOP

- b. Information Submission Requirements

Bidders on all publicly advertised contracts will be required to furnish information with their bid which describes their work force and subcontracting needs as follows:

- 1 Number and dollar value of all work expected to be subcontracted.
- 2 Number and dollar value of all work expected to be awarded to Section 3 businesses. Include type and amount of contract. Name, address, contact, and phone number of all Section 3 businesses to be used.
- 3 Current employees including name, address, phone number, race, sex, ethnicity, classification, income and years employed.
- 4 Number of “new hires” expected if contract is awarded including classification.
- 5 Number of Section 3 residents expected to be hired including classifications.
6. Narrative description of contractor’s planned activities to achieve employment and contracting goals.
7. Documentation of efforts made and results of efforts to employ Section 3 residents and award contracts to Section 3 business concerns. This documentation may include:
  - a. Record of solicitation of subcontractor bids
  - b. Record of subcontractor bids received
  - c. Contract award documentation
  - d. Records of communication with Section 3 businesses
  - e. Record of contact with Section 3 residents seeking employment
  - f. Record of Section 3 residents employed

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c. Contract Reporting Required

- 1 All successful contractors shall submit DCHA S3-1 Monthly Report of

Section 3 Employment and Contracting as a condition of payment for work completed.

d. Contract Awards

1 Section 3 Economic Opportunity Plan

Every bid for a publicly bid contract must be submitted with a Section 3 Economic Opportunity Plan which describes in detail how the contractor plan to comply with the Section 3 Employment and Contracting requirements. Bids that do not include a complete Section 3 Economic Opportunity Plan, in compliance with the requirements set forth in Section 3 of the Housing and Urban Development Act of 1968 and the regulations promulgated there under will be considered non-responsive and will not be considered for contract award even though the bid is the lowest bid received by the Authority.

The Authority is committed to an implementation of Section 3 to the greatest extent feasible and that each Contractor shall take the time to prepare a Section 3 Economic Opportunity Plan that is in compliance with Section 3 requirements so a to avoid a bid rejection.

2 Contract

Contractor should also be aware that the Authority will consider the Section 3 Economic Opportunity Plan submitted by each Contractor a part of the Contract Documents and by executing a Contract with the Authority following contract award, the Contractor so agrees.

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3 Breach

a Failure to Implement Section 3

Accordingly, a failure by the contractor to implement the Section 3 Economic Opportunity Plan and comply with the requirements of Section 3 to the greatest extent feasible will be considered by the Authority to be a breach of contract entered into between the Authority and the Contractor following award thereby entitling the Authority to exercise any and all remedies provided in the Contract Documents and as permitted by State and Federal law.

b. Failure to Supply Information

Further, from time to time the Authority will require the Contractor to supply documentation and /or certifications showing compliance with Section 3 and the Section 3 Economic Opportunity Plan. A Contractor's failure to supply the requested documentation and/or certifications shall also be deemed to be considered a breach of contract entitling the Authority to exercise appropriate remedies set forth in the Contract Documents and as permitted by State and Federal law.

**IX Outreach, Training and Employment**

- 1 DCHA, to the greatest extent feasible, will attempt to provide training and employment opportunities for tenants and Section 3 Residents.
- 2 DCHA may use the following media to advertise employment opportunities:
  - a. Signs in the communities
  - b. Flyers in the communities
  - c. Mailings to tenants
  - d. Public agencies and private employment and social services
  - e. Electronic media.

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DCHA will provide information and refer all DCHA residents and applicants requesting training and employment opportunities to Pennsylvania Career Link of Delaware County. A copy of the pamphlet is attached and marked S3-

**X Outreach and Contracting Opportunities**

- A. DCHA, to the greatest extent feasible, will attempt to award contracts to Section 3 businesses in accordance with this plan.
- B. DCHA may use the following media to advertise contracting opportunities:
  - 1. Posting notices in communities
  - 2. Contact with community organizations and business associations
  - 3. Providing notices of specific contracting opportunities to known Section 3 businesses
  - 4. Advertising in local newspapers
  - 5. Electronic Media
- C. DCHA may conduct workshops for Section 3 businesses on contracting opportunities, procedures and small business associations.
- D. DCHA, to the greatest extent feasible, will break contract items into economically feasible units to facilitate participation by Section 3 concerns.
- E. DCHA will develop and maintain a list of Section 3 business concerns.

**IV  
ASSISTANCE AVAILABLE FOR COMPLIANCE  
WITH  
SECTION 3 EMPLOYMENT REQUIREMENTS**

Section 3 requires that where Section 3 covered assistance or a Section 3 covered project generates employment opportunities, the contract shall make a good faith effort to direct those opportunities to Section 3 residents in the following order:

1. To residents of the housing or development/s for which the Section 3 assistance is expended (category 1 residents).
2. To Residents of other developments managed by DCHA (category 2 residents).
3. Participants in HUD Youth build Programs being carried out in the metropolitan area (or non-metropolitan county) in which the Section 3 covered assistance is expended.
6. To other low and very low income persons residing within Delaware County.

Delaware County Housing Authority can provide the following assistance to contractors in meeting the Section 3 employment requirements:

- 1 Delaware County Housing Authority maintains a list of Section 3 residents who have applied to Delaware County Housing Authority for employment. Copies of these applications can be made available to contractors.
- 2 Delaware County Housing Authority will provide space in public housing communities for any contractor that desires to accept applications for employment. DCHA will also provide assistance to residents in completing these applications.
- 3 Delaware County Housing Authority will cooperate and provide assistance as required to any contractor wishing to establish training programs in the construction trades. Such programs must be approved by the Department of Labor/BAT and all other relevant agencies.
- 4 Contact Delaware County Housing Authority for details on Section 3 employment assistance available.

For Service Contracts:

Dennis C. Decker, Director  
Purchasing and Procurement  
Telephone Number: (610) 490-6232  
Fax Number: (610) 490-6246  
E-Mail: [ddecker@dcha1.org](mailto:ddecker@dcha1.org)

For Construction Contracts:

John P. Parente, P.E., Director  
Design and Construction  
Telephone Number: (610) 490-6249  
Fax Number: (610) 490-6246  
E-Mail: [jparente@dcha1.org](mailto:jparente@dcha1.org)

**V**  
**HOW YOUR BID AND**  
**SECTION 3 ECONOMIC OPPORTUNITY PLAN**  
**WILL BE EVALUATED**

1. A Section 3 Economic Opportunity Plan is required to be submitted with every bid. Bids received without a Section 3 Economic Opportunity Plan will be declared not responsive and will not be considered.
2. Bidders who are or believe they are Section 3 Business Concerns should provide evidence that they meet the definition of Section 3 Business Concerns. Information should be submitted on DCHA Section 3 Contractors Verification Form or Section 3 Resident/Business Verification Form.
3. The Contractor should also be aware that the Authority will consider Section 3 Economic Opportunity Plans submitted by each Contractor as part of the Contract Documents and by executing a Contract with the Authority following contract award, the Contractor so agrees.

**VII  
MONTHLY REPORT ON  
SECTION 3 CONTRACTING**

1. Name of Prime Contractor: \_\_\_\_\_
  
4. Address and phone number of Prime Contractor: \_\_\_\_\_  
\_\_\_\_\_
  
5. Number of Section 3 Subcontractors executed this month: \_\_\_\_\_
  
6. Number of Subcontracts executed year to date: \_\_\_\_\_
  
7. List of Section 3 Subcontractors (include name, address, phone, description of work, amount of contract, date contract was executed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Name of person completing this form

\* \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*The above signature certifies that all the above information is true and correct, this signature also authorizes Delaware county Housing Authority to verify all information listed on this form.

Form S3-1  
11/3/95  
4/6/00

**VII**  
**DELAWARE COUNTY HOUSING AUTHORITY**  
**SECTION 3 RESIDENT/BUSINESS**  
**VERIFICATION FORM**

1. Are you a Section 3 Resident? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered "yes" to Number 1 above, please list your address:

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2. Do you own a Section 3 business? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered "yes" to Number 3 above, please list the name and address of the business:

Name of Business \_\_\_\_\_

Address of Business \_\_\_\_\_

---

3. If business is not a sole proprietorship, please attach verification of ownership.

If you answered "yes" to questions Number 1 or 3 above, please provide a copy or your most recent Income Tax Return or other income documentation.

\_\_\_\_\_  
Name (Print/Type)

\_\_\_\_\_  
\*Signature

\_\_\_\_\_  
Date

\*The above signature authorizes Delaware County Housing Authority to verify all information listed on the verification form.

**VII  
MONTHLY REPORT ON  
SECTION 3 EMPLOYMENT**

1. How many total positions are still available for this project? \_\_\_\_\_
2. Of the total positions available, how many will be occupied by permanent employees?  
\_\_\_\_\_
3. What is the total number of positions not occupied? \_\_\_\_\_
4. What is the total number of positions to be filled with Section 3 Residents? \_\_\_\_\_
5. What are the positions available for Section 3 Residents? \_\_\_\_\_  
\_\_\_\_\_
6. Section 3 Residents employed this month (list name, address, phone, SSN, hourly wage, and date of hire):  
\_\_\_\_\_  
\_\_\_\_\_
7. Section 3 Residents employed year to date (List name, address, phone, SSN, hourly wage, and date of hire): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Name of person completing this form

\* \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*The above signature certifies that all the above information is true and correct, this signature also authorizes Delaware County Housing Authority to verify all information listed on this form.

RESIDENT EMPLOYMENT OPPORTUNITY DATA

DELAWARE COUNTY HOUSING AUTHORITY

ELIGIBILITY FOR PREFERENCE

Eligibility for Preference

A section 3 resident seeking the preference in training and employment provided by this part shall certify, or submit evidence to the recipient contractor or subcontractor, if requested, that the person is a Section 3 resident, as defined in Section 135.5. (An example of evidence of eligibility for the preference is evidence of receipt of public assistance, or evidence of participation in a public assistance program.)

Certification for Resident Seeking Section 3 Preference in Training and Employment

I, \_\_\_\_\_, am a legal resident of the Delaware County Housing Authority and/or the County of Delaware 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                       |

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



# PA CareerLink Delaware County

## Programs and Services

## The Career Resource Center

Orientation Sessions

Individual Employment Assessment

Career Development Workshops

Locate training programs

Mock Interview

Resume Review

PC Skills Workshop

WorkKeys@ Workplace Skill Development and Assessment Program

Career Readiness Certification

Literacy, GED/ESL classes

Office of Vocational Rehabilitation

Senior Employment

Delaware County Assistance Office

Delaware County Transportation Management Association

Consumer Finance

Ex-Offenders

Veterans

The Career Resource Center is a dedicated area for those who are independently working toward career development goals or finding employment.

Customers are required to focus only on job search or career development activities. Limits may be set on individual use of resources to better allow us to serve everyone in need.

The following resources and services are available to the public during business hours:

- PC workstations with Internet access
- Printers
- Copiers
- Fax machines
- SEPTA schedules
- Career resource reference library
- Veterans' services information
- Recruitment notices
- Social services referral information
- Job fair announcements
- Civil Service Information
- Labor Market Information

## The Commonwealth Workforce Development System

The Commonwealth Workforce Development System, (CWDS) is the PA CareerLink online operating system which provides customers with one-stop access to a wide range of services for job seekers, employers, and training providers.

Job seeking customers can independently create a resume, define job preferences and research employment opportunities posted by participating employers. Individuals interested in developing workplace skills can use the system to research approved training programs.

Employers use the system to post current job openings and review potential candidates' resumes.

Training providers use the system to post information regarding programs available that have met specific criteria for funding through Individual Training Accounts.

ONE  
STOP  
CAREER  
SERVICE  
CENTER

*Pennsylvania*  
**CareerLink**  
DELAWARE COUNTY

PA CareerLink Delaware County

PA CareerLink at Chester City  
701 Crosby Street  
Chester, PA 19013

Phone (Voice): 610-447-3350  
TTY: 610-619-3776  
Fax: 610-447-3173

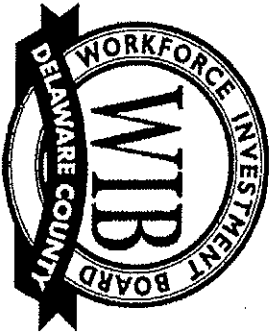
PA CareerLink at Media  
Workforce Entry Center

at  
Delaware County  
Community College  
901 South Media Line Road  
Media, PA 19063

Phone (Voice): 610-723-1220  
TTY: 610-359-5020  
Fax: 610-723-6007  
[wec@dccc.edu](mailto:wec@dccc.edu)

[www.cwds.state.pa.us](http://www.cwds.state.pa.us)

Auxiliary aids/services are available  
upon request to individuals with disabilities  
Equal Opportunity Employer Program



The vision of the Delaware County Workforce Investment Board is to develop a dynamic and high quality workforce by elevating the skill levels of all current and potential workers that will keep pace with the rapidly changing demands of the workplace.

Albert Danish  
Chairman

Francis J. Carey  
Executive Director

[www.delcoworks.org](http://www.delcoworks.org)

*Pennsylvania*  
**CareerLink**

DELAWARE COUNTY