

Section 3 Summary Report

Economic Opportunities for
 Low and Very Low-Income Persons

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

OMB Approval No.2529-0043
 (exp. 11/30/2010)

HUD Field Office :: WASHINGTON, DC

See Public Reporting Burden Statement below

1. Recipient Name:

Fairfax County Department of Housing and Community Development

Recipient Address: (street, city, state, zip)

3700 Pender Drive
 Fairfax, Virginia 22030

2. Grant Number:

B10UY510001

3. Total Amount of Award: \$ 6,463,133
 Amount of All Contracts Awarded: \$ 1,641,749

4. Contact Person:

Diane Jenkins

5. Phone: 703-246-5251

Fax: 703-246-5115

E-Mail: diane.jenkins@fairfaxcounty.gov

6. Length of Grant: 12 Month(s)

7. Reporting Period: Quarter 4 of Fiscal Year 2011

8. Date Report Submitted:

01/10/2012

9. Program Code-Name:

7-CDBG-Entitlement

Program Codes:

3A = Public/Indian Housing Development
 4 = Homeless Assistance
 7 = CDBG-Entitlement
 10 = Other Housing Programs

1 = Flexible Subsidy
 3B = Public/Indian Housing Operation
 5 = HOME Assistance
 8 = CDBG-State Administered

2 = Section 202/811
 3C = Public/Indian Housing Modernization
 6 = HOME-State Administered
 9 = Other CD Programs

Part I. Employment and Training (Columns B, C, and F are mandatory fields.)					
A Job Category	B Number of New Hires	C Number of New Hires that are Sec.3 Residents	D % of Section 3 New Hires	E % of Total Staff Hours for Section 3 Employees	F Number of Section 3 Trainees
Professionals	0	0	0.00 %	0.00 %	0
Technicians	0	0	0.00 %	0.00 %	0
Office/Clerical	0	4	0.00 %	0.00 %	0
Officials/Managers	0	0	0.00 %	0.00 %	0
Sales	0	0	0.00 %	0.00 %	0
Craft Workers (skilled)	0	0	0.00 %	0.00 %	0
Operatives (semiskilled)	0	0	0.00 %	0.00 %	0
Laborers (unskilled)	0	0	0.00 %	0.00 %	0
Service Workers	0	0	0.00 %	0.00 %	0
Other (List)	0	0	0.00 %	0.00 %	0
Total	0	4			0

Part II. Contracts Awarded

1. Construction Contracts:

A. Total dollar amount of all construction contracts awarded on the project

\$ 346,342

B. Total dollar amount of construction contracts awarded to Section 3 businesses	\$ 0
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	0.00 %
D. Total number of Section 3 businesses receiving construction contracts	0

2. Non-Construction Contracts:

A. Total dollar amount of all non-construction contracts awarded on the project	\$ 1,295,407
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$ 0
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	0.00 %
D. Total number of Section 3 businesses receiving non-construction contracts	0

Part III. Summary of Efforts

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. (Select **yes** to all that apply)

No Recruited low-income residents through: local advertising media, signs prominently displayed at the project site, contacts with 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.

No Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.

No 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.

No Coordinated with Youthbuild Programs and administered in the metropolitan area in which the Section 3 covered project is located.

Yes Other; describe below.

Two CDBG funded nonprofits each hired two Section 3 new hires. Two new hires are residents of Public Housing, the other two qualify by income and geographic residency. Detailed report will be faxed.

Public reporting burden for this collection of information is estimated to average 6 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u., mandates that the Department ensure that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as a self-monitoring tool. The data is entered into a data base and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

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Recipient Address: (street, city, state, zip)

3700 Pender Drive
 Fairfax, Virginia 22030

2. Grant Number:

va39p0195011

3. Total Amount of Award: \$ 1,505,901
 Amount of All Contracts Awarded: \$ 1,200,310

4. Contact Person:

Diane Jenkins

5. Phone: 7032465251
Fax: 7032465115
E-Mail: diane.jenkins@fairfaxcounty.gov

6. Length of Grant: 12 Month(s)

7. Reporting Period: Quarter 4 of Fiscal Year 2011

8. Date Report Submitted:

01/10/2012

9. Program Code-Name:

3C-Public/Indian Housing-Modernization

Program Codes:

3A = Public/Indian Housing Development
 4 = Homeless Assistance
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Part I. Employment and Training (Columns B, C, and F are mandatory fields.)					
A Job Category	B Number of New Hires	C Number of New Hires that are Sec.3 Residents	D % of Section 3 New Hires	E % of Total Staff Hours for Section 3 Employees	F Number of Section 3 Trainees
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Technicians	0	0	0.00 %	0.00 %	0
Office/Clerical	0	0	0.00 %	0.00 %	0
Officials/Managers	0	0	0.00 %	0.00 %	0
Sales	0	0	0.00 %	0.00 %	0
Craft Workers (skilled)	0	9	0.00 %	0.00 %	0
Operatives (semiskilled)	0	0	0.00 %	0.00 %	0
Laborers (unskilled)	0	0	0.00 %	0.00 %	0
Service Workers	0	0	0.00 %	0.00 %	0
Other (List)	0	0	0.00 %	0.00 %	0
Total	0	9			0

Part II. Contracts Awarded

1. Construction Contracts:

A. Total dollar amount of all construction contracts awarded on the project

\$ 1,200,310

B. Total dollar amount of construction contracts awarded to Section 3 businesses	\$ 208,482
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	17.40 %
D. Total number of Section 3 businesses receiving construction contracts	3

2. Non-Construction Contracts:

A. Total dollar amount of all non-construction contracts awarded on the project	\$ 0
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$ 0
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	0.00 %
D. Total number of Section 3 businesses receiving non-construction contracts	0

Part III. Summary of Efforts

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. (Select **yes** to all that apply)

Yes Recruited low-income residents through: local advertising media, signs prominently displayed at the project site, contacts with 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.

No Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.

No 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.

No Coordinated with Youthbuild Programs and administered in the metropolitan area in which the Section 3 covered project is located.

Yes Other; describe below.

Three contractors claimed Section 3 status. One contractor hired 7 7 hires who are section 3 new hires. A second contractor hired 2 Section 3 new hires. See more documentation to follow.

Public reporting burden for this collection of information is estimated to average 6 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u., mandates that the Department ensure that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as a self-monitoring tool. The data is entered into a data base and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

BUSINESS CLASSIFICATION SCHEDULE
SELF CERTIFY - Complete and return this form with your bid.

DEFINITIONS

Section 3 Business by Subcontract Status – An independently owned and operated business which subcontracts more than 25 percent of all subcontracts to business concerns that meet the qualifications of a Section 3 business.

Section 3 Business – A business concern that is at least **51 percent** owned by Section 3 Residents, or whose permanent, full-time employees include persons, at least 30 percent of whom are current Section 3 Residents or within three years of the date of first employment with the business concern were a Section 3 Resident.

Section 3 Resident - A resident of Public Housing, or an individual who resides in the metropolitan area who is *low-income*, meaning that the family income does not exceed 80 percent of the median income for the metropolitan area as determined by the US Department of Housing and Urban Development (HUD), or is a *very low-income* individual meaning that the family income does not exceed 50 percent of the median income for the metropolitan area as determined by HUD.

YOU MUST CLASSIFY YOUR BUSINESS/ORGANIZATION BY MARKING ONE (1) OF THE THREE (3) THE APPROPRIATE BOXES IN ON THE CHART BELOW.

This designation is required of all business/organizations including publicly traded corporations, non-profits, sheltered workshops, government organizations, partnerships, sole proprietorships, etc.

Examples:

- A business, that subcontracts at least 25 percent to Section 3 businesses, would mark box A on line 1.
- A business that is owned by at least 51 percent by Section 3 Residents would mark box B on line 2.
- A business that employees full time at least 30 percent Section 3 Residents, would mark box C on line 3.

<u>Line</u>	<u>BUSINESS</u>		<u>Status</u>
1.	<input type="checkbox"/>	A	25 percent Subcontract
2.	<input type="checkbox"/>	B	51 percent Owned
3.	<input checked="" type="checkbox"/>	C	30 percent Employed Full Time

NAME OF FIRM: Painters Touch

Affidavit of Section 3 Business Status

John Holzworth, am legally authorized by my position as
(Full Name)
President for the Firm or Business known as
(Job Title)
Painters Touch Inc do hereby affirm that the
(Name of Firm)

Section 3 category indicated on page 1 of this document is true and complete to the best of my knowledge

John Holzworth 3/30/11
Signature Date

WARNING

Section 1001 of Title 18 of the U.S. Code makes it a criminal offence to make willful false statements or misrepresentation to any Department or Agency of the United States as to matters within its jurisdiction.

Virginia Privacy and Freedom of Information Laws

Information supplied to the Fairfax County Department of Housing and Community Development (HCD) will be used for the purposes of verifying eligibility of Businesses and Firms as obtaining Section 3 status under Section 3 of the Housing and Urban Development Act of 1968, 24 CFR Part 135. The information furnished to HCD will be maintained and in accordance with the Virginia Freedom of Information Act, VA Code Section 2.1-340 through 346.1, as amended, and the Privacy Protection Act of 1976, VA Code Section 2.1-377 through 386, as amended.



Fairfax County is committed to a policy of nondiscrimination in all County programs, services, and activities and will provide reasonable accommodations upon request. To request special accommodations call 703-246-5100 or TTY 703-385-3578.



For information regarding section 3 contact Diane Jenkins, Section 3 Coordinator at 703-246-5251 or at dhcd-section3@fairfaxcounty.gov. Or by mail at:

Fairfax County Department of Housing and Community Development
3700 Pender Drive, Suite 300
Fairfax, VA 22030

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Examples:

- A business, that subcontracts at least 25 percent to Section 3 businesses, would mark box A on line 1.
- A business that is owned by at least 51 percent by Section 3 Residents would mark box B on line 2.
- A business that employees full time at least 30 percent Section 3 Residents, would mark box C on line 3.

<u>Line</u>	<u>BUSINESS</u>		<u>Status</u>
1.	<input type="checkbox"/>	A	25 percent Subcontract
2.	<input type="checkbox"/>	B	51 percent Owned
3.	<input checked="" type="checkbox"/>	C	30 percent Employed Full Time

NAME OF FIRM: Accubid Construction Services, Inc

Affidavit of Section 3 Business Status

Linda J. Hubbard, am legally authorized by my position as
(Full Name)

President for the Firm or Business known as
(Job Title)

Accubid Construction Services, Inc do hereby affirm that the
(Name of Firm)

Section 3 category indicated on page 1 of this document is true and complete to the best of my knowledge.

Linda J. Hubbard
Signature

9/20/2011
Date

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NA

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Examples:

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- A business that is owned by at least 51 percent by Section 3 Residents would mark box B on line 2.
- A business that employees full time at least 30 percent Section 3 Residents, would mark box C on line 3.

<u>Line</u>	<u>BUSINESS</u>		<u>Status</u>
1.	___	A	25 percent Subcontract
2.	___	B	51 percent Owned
3.	X	C	30 percent Employed Full Time

NAME OF FIRM: Kirby Kerns Contractor Inc

Affidavit of Section 3 Business Status

I S Kirby Kerns, am legally authorized by my position as
(Full Name)

Owner President for the Firm or Business known as
(Job Title)

Kirby Kerns Contractor do hereby affirm that the
(Name of Firm)

Section 3 category indicated on page 1 of this document is true and complete to the best of my knowledge.

S Kirk K
Signature

9/27/11
Date

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Examples:

- A business, that subcontracts at least 25 percent to Section 3 businesses, would mark box A on line 1.
- A business that is owned by at least 51 percent by Section 3 Residents would mark box B on line 2.
- A business that employees full time at least 30 percent Section 3 Residents, would mark box C on line 3.

<u>Line</u>	<u>BUSINESS</u>		<u>Status</u>
1.	—	A	25 percent Subcontract
2.	—	B	51 percent Owned
3.	X	C	30 percent Employed Full Time

NAME OF FIRM: Donegan's Tree Svc Inc

Affidavit of Section 3 Business Status

Patricia A Donegan am legally authorized by my position as
(Full Name)

Vice President/Secretary for the Firm or Business known as
(Job Title)

Donegan's Tree Svc Inc do hereby affirm that the
(Name of Firm)

Section 3 category indicated on page 1 of this document is true and complete to the best of my knowledge.

Patricia Donegan
Signature

9-27-11
Date

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PROGRESS Center News—Section 3

Economic Opportunities for Low and Very Low Income People (24 CFR Part 135, Section 3)

The PROGRESS Center of the Fairfax County Department of Housing and Community Development
Partnership for Resident Opportunities, Growth, Resources and Economic Self-Sufficiency

February 2012

In the Spotlight:

In January 2012, the Fairfax County Department of Housing and Community Development (HCD) submitted the annual Section 3 report to the US Department of Housing and Urban Development describing Section 3 activity in Fairfax County for 2011. One year ago, our report contained zero Section 3 businesses and zero Section 3 new hires. We were able to report a significant increase in both areas for 2011!

Our Section 3 businesses included:

- Acubid Construction
- Donegan Tree Service
- Painters Touch
- Kirby Kerns Construction

Our Section 3 new hires totaled 23 for 2011. The following businesses/agencies/nonprofits reported Section 3 eligible new hires:

- Accubid Construction
- Donegan Tree
- Good Shepherd Housing
- Fairfax County Housing and Community Development
- Kirby Kerns Construction
- Vietnamese Resettlement Association

Congratulations on being in compliance and on striving to help those most in need of employment and training in your community!

MARK YOUR CALENDAR!

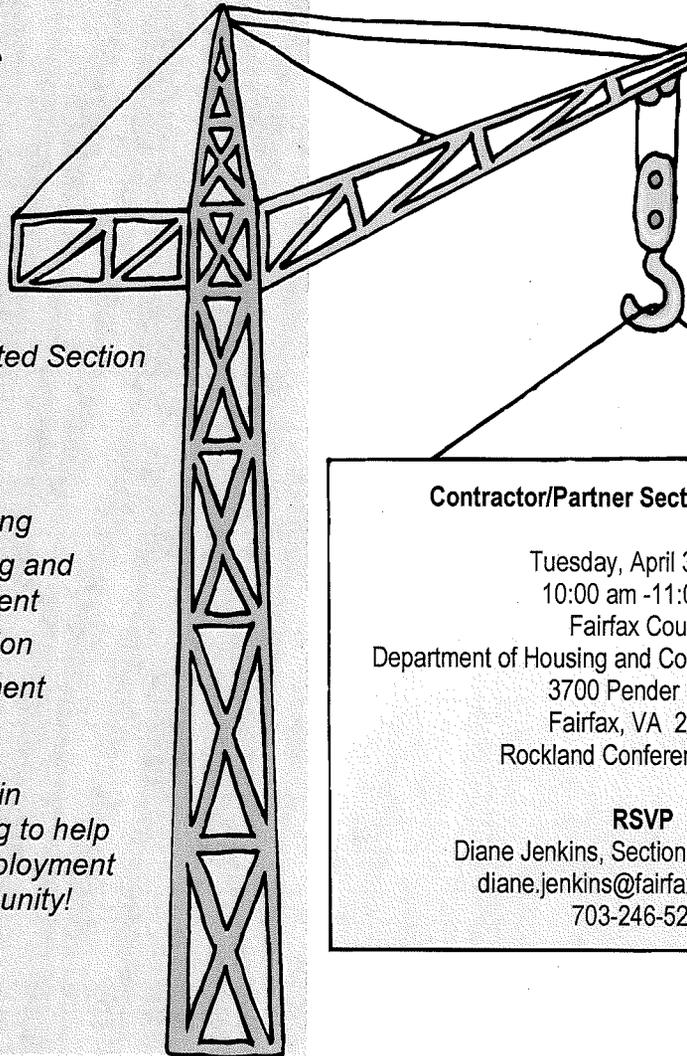
The Section 3 Business and Nonprofit Roundtable Meetings are beginning again for 2012. The 2012 meetings will be informal workshops where you can:

- Ask questions and get answers about Section 3 and Davis Bacon regulations
- Obtain necessary forms and get help completing forms
- Plan for job fair events

Dates for 2012 meetings:

- ◆ April 3, 10-11am
- ◆ August 7, 10-11am
- ◆ December 4, 10-11am

All meetings will be at
3700 Pender Drive,
Fairfax, VA 22030



Contractor/Partner Section 3 Workshop

Tuesday, April 3, 2012
10:00 am -11:00 am
Fairfax County
Department of Housing and Community Development
3700 Pender Drive
Fairfax, VA 22030
Rockland Conference Room

RSVP

Diane Jenkins, Section 3 Coordinator
diane.jenkins@fairfaxcounty.gov
703-246-5251



The information in this flyer will be made available to persons with disabilities in alternative format upon request. Call 703-246-5101 or TTY 703-385-3578.



A Fairfax County, Va., Publication.
January 2012



The PROGRESS CENTER



Look Who's Hiring! Mini Job Fairs

Saturday, February 18, 2012
10am – 12pm
West Ford Community Center
3013 Westford View Court
Alexandria, VA

Saturday, March 10, 2012
10am -12pm
Robinson Square Community Center
4400 St Edwards Place
Fairfax, VA

Both Job Fairs will feature the following HCD-contracted businesses:

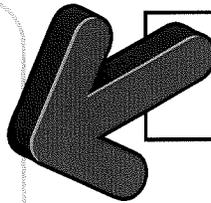
Mister Janitor (cleaning company): Requirements for employment include: current driver's license, be at least 18 years old, be legally authorized to work in the United States, be able to lift up to 50 pounds, and be able to work with a variety of chemicals.

First Lady (cleaning company): Requirements for employment include: current driver's license, be at least 18 years old, be legally authorized to work in the United States, be able to lift up to 50 pounds, and be able to work with a variety of chemicals.

Caldwell & Gregory (laundry service company): Requirements for employment include: current driver's license, be at least 18 years old, and be legally authorized to work in the United States.

Bring your resume, your driver's license, and documentation indicating legal ability to work.

Don't forget your smile!



Example of our first Mini Section 3 Job Fair. Let us help with your hiring needs.

Section 3 Reporting Is Mandatory!

Step One: Notify Diane Jenkins when you receive a new or re-negotiated contract with HCD, and/or before your company begins a new project. Diane will help you plan for any new hires you might need.

Step Two: Coordinate with Diane Jenkins during the year to advertise for potential Section 3 new hires.

Step Three: Have your Section 3 new hires complete the self-certification form and send that form to Diane Jenkins.

Step Four: If you subcontract, offer the subcontract company the Section 3 self-certification form for businesses. If the business feels that they qualify as a Section 3 business, have them complete the form and return it to Diane Jenkins.

Contact Information for the Section 3 Coordinator:
 Diane Jenkins
 Fairfax County Department of Housing and Community Development
 3700 Pender Drive, Fairfax, VA 22030
 703-246-5251 (Office) 703-246-5115 (Fax)
 Diane.jenkins@fairfaxcounty.gov
 or dhcd-Section3@fairfaxcounty.gov

Maximum income limits per household size for FY 2011 to qualify as a Section 3 eligible new hire:

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
\$45,100	\$51,550	\$58,000	\$64,400	\$69,600	\$74,750	\$79,900	\$85,050

PROGRESS Center News—Section 3

Economic Opportunities for Low and Very Low Income People (24 CFR Part 135, Section 3)

The PROGRESS Center of the Fairfax County Department of Housing and Community Development
Partnership for Resident Opportunities, Growth, Resources and Economic Self-Sufficiency

November 2011

In the Spotlight:

HCD now has **three** companies who have self-certified that they are Section 3 Certified Businesses because at least 30% of their employees are low/very low income households. Those three companies are:

- Acubid Construction
- Donegan Tree Service
- Painters Touch

Congratulations on being in compliance and on striving to help those most in need of employment and training in your community!

Our December Meeting will focus on YOUR Section 3 needs and questions!

All you businesses and sub-recipients for HCD have compliance thresholds and /or reporting requirements that must be met.

If any of you have had new hires in the past 12 months who meet the income guideline (see page 2), then please bring the completed Section 3 employee self certification forms with you!

See You Soon! Diane Jenkins

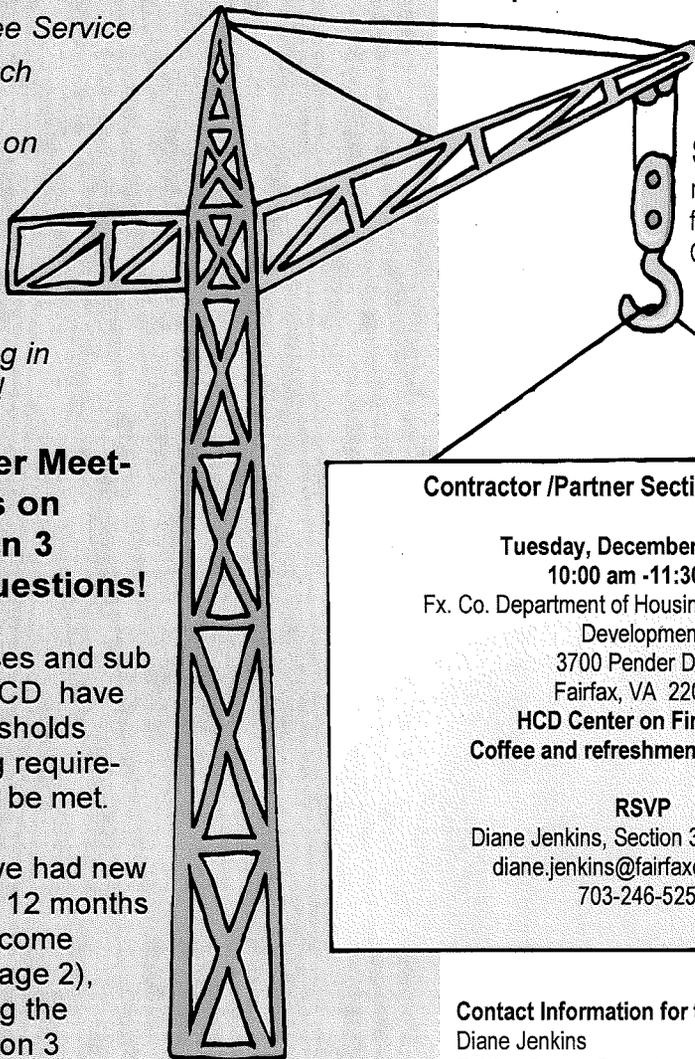
Section 3 Reporting

Step One: Notify the Section 3 Coordinator when you receive a new or re-negotiated contract with HCD, and/or before your company begins a new project by submitting a Section 3 Plan.

Step Two: Coordinate with the Section 3 Coordinator and with the SkillSource Business Services Supervisor in order to advertise and interview your Section 3 new hires.

Step Three: Have your Section 3 new hires complete the self-certification form and send that form to the Section 3 Coordinator.

Step Four: Submit monthly Section 3 report forms to the Section 3 Coordinator, and repeat steps One, Two, and Three as needed.



Contractor /Partner Section 3 Workshop

Tuesday, December 13, 2011
10:00 am -11:30 am

Fx. Co. Department of Housing and Community Development
3700 Pender Drive
Fairfax, VA 22030,
HCD Center on First floor
Coffee and refreshments provided!

RSVP

Diane Jenkins, Section 3 Coordinator
diane.jenkins@fairfaxcounty.gov
703-246-5251

Contact Information for the Section 3 Coordinator:

Diane Jenkins
Fairfax County Department of Housing and Community Development
3700 Pender Drive, Fairfax, VA 22030
703-246-5251 (Office) 703-246-5115 (Fax)
Diane.jenkins@fairfaxcounty.gov or dhcd-Section3@fairfaxcounty.gov



The information in this flyer will be made available to persons with disabilities in alternative format upon request. Call 703-246-5101 or TTY 703-385-3578. Please allow seven working days for preparation of materials.