



# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

## SECTION 3 ECONOMIC OPPORTUNITIES PLAN

**Instructions:** *This form must be completed by the Bidder and each Contractor and Subcontractor.*

### Section A. Project Information

Project Name:	Business Name:
Contract Amount:	Developer:
Principal Contact Name:	Principal Contact Phone:
Subcontractor: Yes ____ No ____	Section 3 Business Concern Yes ____ No ____

### Section B. Goals:

I intend to comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968

1. The subrecipient (Contractor/Developer) commits to **employ and/or train** residents of Fairfax County Department of Housing's residents and/or low and very low income area residents during the term of the contract. Full time, temporary, and part time hires all count toward the 30% hiring goal. The subrecipient agrees to screen all new hires for Section 3 residency using Section 3 Resident Certification form provided. I expect to hire \_\_\_\_\_ new employees for this project.

**AND/OR**

2. The subrecipient (Contractor/Developer) commits to subcontract \_\_\_\_\_ of \_\_\_\_\_ (total contract award) to Section 3 business concerns. Ten percent may be awarded for construction and three percent to other covered contracts. Contractor/Developer agrees to include the Section 3 clause in all its contracts with work to be performed on this project. Contractor/Developer agrees to require all subcontractors to submit a Section 3 Opportunities Plan. **Note:** Contracts for materials and supplies are not subject to Section 3.

**AND/OR**

3. Employment and contracting needs are not expected and the contractor/developer cannot satisfy Section 3 obligations through Option A or B. The subrecipient commits to provide "other opportunities" such as, resume assistance, entrepreneurial workshops, mock interviews, computer training, career mentoring, and internships.

**Section C. Provide the following information:**

1. Strategies to post job opportunities and hire Section 3 residents. List all job opportunities you expect. List any training opportunities you can provide.
  
2. List any subcontracting opportunities and the strategies to provide contracting opportunities to Section 3 business concerns. If subcontracting multiple contracts, please list number of contracts and amounts.
  
3. Please describe "Other opportunities" that will be provided to Section 3 residents. (e.g. internship, resume assistance, interview assistance, job coaching)

The Contractor/Developer agrees to comply with all provisions of Section 3 as set forth in 24CFR 135 and DHCD's policies implementing Section 3 requirements. Failure to make attempts to the "greatest extent feasible" with the approved plan may be deemed a compliance violation.

\_\_\_\_\_  
Developer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

## INSTRUCTIONS FOR COMPLETING THE SECTION 3 ECONOMIC OPPORTUNITIES PLAN

The purpose of this plan is to ensure economic opportunities generated by HUD financial assistance are directed to low and very low income persons. "Opportunities" is defined as hiring, training, contracting, and/or employment related services (i.e. resume assistance, internships, job shadowing, etc.)

This plan is to be completed with all bids/proposals for contracts that are for community development, maintenance, modernization, rehabilitation, and other professional services. If a subrecipient is unable to satisfy Section 3 goals, they must state reasons and/or impediments in the plan.

1. In Section A, complete all requested information.
2. In Section B, enter a check in each box that applies to your project.
  - a. For Goal 1, please enter the numerical amount of new hires or trainees you expect to need on this project.
  - b. For Goal 2, please enter the dollar amount of both the subcontract and the total contract dollars. If there will be more than one subcontract, please include all dollar amounts.
  - c. Goal 3 should be selected if the contractor/developer is not able to satisfy Section 3 requirements through options 1 or 2.
3. In Section C, please describe in detail how you will achieve the Section 3 goals. (Best Practices document is attached to assist).
4. Use the attached Section 3 Resident Certification Form to screen all new hires. Send a copy of all forms to the Section 3 coordinator.
5. Sign and date the Economic Opportunities Plan form. Please submit the form to:

Lura Bratcher, Section 3 Coordinator  
Fairfax County Department of Housing and Community Development  
3700 Pender Drive  
Fairfax, VA 22030  
[Lura.Bratcher@fairfaxcounty.gov](mailto:Lura.Bratcher@fairfaxcounty.gov)  
Fax: 703-653-1382

## **SECTION 3 BEST PRACTICES**

1. Advertising of opportunities in general circulation media, Section 3 targets media.
2. Directing written solicitations to Section 3 Residents and Section 3 Business Concerns for specific contracting opportunities whenever possible.
3. Identifying portions of work where Section 3 Residents or Section 3 Business Concerns are likely to be successful.
4. Providing specific reasons for non-utilization of unsuccessful Section 3 Residents or Section 3 Business Concerns.
5. Establishing programs to assist Section 3 Residents or Section 3 Business Concerns to meet insurance, bonding and other contracting requirements.
6. Employing joint venture agreements whenever feasible.
7. Posting of signage at project sites soliciting Section 3 Residents and Section 3 Business Concerns.
8. Maintaining records (including copies of correspondence, memoranda) that document the process and steps followed to encourage utilization of Section 3 job training, employment, contracting and economic opportunities by Section 3 Residents and Section 3 Business Concerns.
9. Including of Section 3 Plans of the Recipient and its Contractors and Subcontractors in bid documents or other contract solicitations.
10. Contacting resident councils and community organization in the housing development or developments where Section 3 residents reside to request assistance in notifying residents of the employment and training positions to be filled.
11. Entering contracts on a negotiated rather than a bid basis whenever possible.
12. Maintaining assistance to the Chamber of Commerce Small Business Service Center to assist Section 3 businesses with the development of a business profile and other administrative activities.
13. Whenever feasible, holding job information meetings and workshops and to assist Section 3 residents in completing applications. Arranging to conduct interviews in the housing development or developments or the neighborhood service area of a project.
14. Appointing or recruiting an executive official of the company or agency as Equal Opportunity Officer to coordinate the implementation of Section 3 activities.



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## Section 3 Resident Certification Form

*In accordance with HUD regulations stated in 24 CFR 135, this company is required "to the greatest extent feasible", to ensure that employment and other economic opportunities generated by HUD financial assistance, be directed to low income persons. In order to comply with this statute, all new hires including: full time, part time, and seasonal employees must complete this form. All information obtained will be kept confidential.*

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

### Demographic Information

An individual, as defined by the Section 3 regulations found at 24 CFR 135, shall certify to the recipient, if they meet the requirements as a Section 3 new hire.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

A Section 3 eligible person must meet one of the following criteria (check all that apply):

I receive housing assistance in a Metropolitan county contained within the Washington-Arlington-Alexandria, DC\_VA\_MD HUD Metro Area (see reverse for list of municipal jurisdictions).

I have a household income (before being hired) that is **BELOW** the maximum income level listed below for my family size, **and** I live in a Metropolitan county contained within the Washington-Arlington-Alexandria, DC-VA-MD HUD Metro (see reverse for list of municipal jurisdictions).

### Maximum Income Limits by Household Size

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
\$52,550	\$60,050	\$67,550	\$75,050	\$81,100	\$87,100	\$93,100	\$99,100

I, \_\_\_\_\_, (full name) certify that my answers are true and accurate. I understand that this information may be verified by my employer or Fairfax County Department of Housing and Community Development.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Metropolitan counties contained within the Washington-Arlington-Alexandria, DC-VA-MD are listed below.

Washington-Arlington-Alexandria, DC-VA-MD-WV MSA					
County Name	State	County Name	State	County Name	State
District of Columbia	DC	Fairfax County	VA	Alexandria City	VA
Calvert County	MD	Fauquier County	VA	Fairfax City	VA
Charles County	MD	Loudoun County	VA	Falls Church City	VA
Frederick County	MD	Prince William County	VA	Fredericksburg City	VA
Montgomery County	MD	Spotsylvania County	VA	Manassas City	VA
Prince George's County	MD	Stafford County	VA	Manassas Park City	VA
Arlington County	VA	Warren County	VA		
Clarke County	VA				

**WARNING**

Section 1001 of Title 18 of the U.S. Code makes it a criminal offense 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 (DHCD) will be used for the purpose 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 DHCD 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.

For information regarding Section 3, contact:  
 Lura Bratcher, Section 3 Coordinator  
 Fairfax County Department of Housing and Community Development  
 3700 Pender Drive, Suite 100  
 Fairfax, VA 22030  
 703-246-5073  
 Lura.Bratcher@fairfaxcounty.gov

