

## SECTION 3 PLAN

As a recipient of federal Community Development Block Grant (CDBG) funds through the United States Department of Housing and Urban Development (HUD) received through the State of Maryland, the Town of New Windsor is required to comply with Section 3 of the Housing and Urban Development Act of 1968 (as amended). Section 3 requires the Town to ensure, to the greatest extent possible, and consistent with existing federal, state and local laws and regulations, that employment and contracting opportunities are provided to low and very low income persons. Section 3 will apply to contracts which exceed \$100,000.00 as detailed herein.

### Definitions

A low and very low income person who qualifies as a Section 3 Person is an individual who:

- Resides in Carroll County; and
- Resides in public housing funded by the federal government; or
- Receives housing assistance from the federal government; or
- Resides in a household where the total household income is less than 50% of the area median income for Carroll County using income limits provided by HUD

A low and very low income person who benefits or qualifies as a Section Business is defined as:

- A business that is 51% or more owned by Section 3 persons; or
- A business where 30% of the permanent, full-time employees are currently Section 3 persons or within 3 years of the date of first employment were Section 3 persons; or
- A business that commits to subcontract over 25% of the total contract award to businesses that meet the definition of a Section 3 business as described above.

Carroll County is the Section 3 Business and Employment Project Area for the Town of New Windsor.

### Compliance

The Town of New Windsor certifies that it will, to the greatest extent feasible, comply with Section 3 requirements when awarding contracts to be paid for by CDBG funds for construction, non-construction, materials and supplies.

The Town of New Windsor will undertake the following steps when Section 3 applies:

1. Develop bid and solicitation documents which will identify Section 3 requirements and include the Section 3 Hiring Estimate Form which will be submitted with bid.
2. Advertise RFP/RFQ which will include the following statement: "Federal Section 3 hiring requirements apply to this project."
3. Notify local housing authority, county housing office, job training services, and other related agencies of federally funded projects that may result in hiring in the near future.
4. Require bid submittals from Section 3 Businesses or from businesses using Section 3 Business subcontractors to include a Section 3 Business Certification form.

5. Insert Section 3 Clause in selected contractor's contract and include specific language to detail contractor's Section 3 intent related to new hires and/or Section 3 Businesses as subcontractors.
6. At pre-construction conference, explain Section 3 requirements including certification process prior to hiring. Provide contractor with Section 3 Self-Certification forms to use when accepting applications for employment.
7. To the extent feasible, require contractor to submit a list of all current employees who will work on the project.
8. Review and approve any Section 3 Self-certification Form submitted by the contractor.
9. Review payroll records to document the participation of Section 3 hire(s) and Section 3 Business employees on the project.
10. At the completion of the work under the contract, complete CDBG Section 3 Tracking form which documents Section 3 compliance.

The Town will document efforts undertaken during the procurement process and maintain them in the CDBG files.

ATTEST/WITNESS

Donna Alban, Clerk

Neal C. Roop

Neal C. Roop, Mayor  
Town of New Windsor

This Section 3 Plan is hereby adopted by the Town of New Windsor on July 17, 2017 2017. It is effective for a three year period until July 17, 2020.