

**ST. LOUIS HOUSING AUTHORITY**  
**SECTION 3 ECONOMIC OPPORTUNITY PLAN**  
 Economic Opportunities for Low- and Very Low-Income Persons:  
 Section 3 Regulation (24 CFR Part 75)

Section 3 of the Housing and Urban Development Act of 1968<sup>1</sup> ("Section 3") provides that economic opportunities, most importantly employment, generated by certain U.S. Department of Housing and Urban Development ("HUD") financial assistance must be directed to low- and very low-income persons, particularly those who are either recipients of government assistance for housing or residents of the community in which the Federal assistance is spent.

The project that is the subject of this solicitation ("project") will be funded using federal financial assistance and qualifies as **Public Housing Financial Assistance** for purposes of Section 3 regulations or is otherwise subject to Section 3 compliance in accordance with SLHA's Section 3 Policy and Compliance Plan. This solicitation and the resulting contract award is subject to compliance with Section 3 regulations and the Section 3 Policy and Compliance Plan, which is available for viewing at [www.slha.org](http://www.slha.org). **SLHA places a particular importance on creating new job opportunities for Section 3 Workers and Targeted Section 3 Workers, including, providing them sufficient labor hours on the project. Awarded vendor will be required to meet or exceed the 25% and 5% labor hour benchmark.**

As a participating Bidder/Proposer, please answer the questions and provide the requested information on the pages that follow and sign where indicated. **Subcontractors employed on the project must also comply with Section 3 and complete these forms. Include your completed Section 3 forms, and the completed forms for each of your subcontractors with your bid/proposal. Failure to complete all information and/or submit all pages may result in a finding that your bid/proposal is non-responsive.**

If awarded a contract, you will be required to provide reports documenting your efforts and those of your subcontractors to comply with the requirements of Section 3 and SLHA's Section 3 Policy and Compliance Plan. A copy of your completed Section 3 package will be included in the contract.

General questions and assistance in completing Section 3 forms can be directed to [section3@slha.org](mailto:section3@slha.org).

SLHA IFB /RFP #: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

\_\_\_\_\_  
 Name of Contractor/Service Provider

\_\_\_\_\_  
 Contact Name and Title

\_\_\_\_\_  
 Services Provided

\_\_\_\_\_  
 Business Certifications<sup>2</sup>

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City/State/Zip Code

\_\_\_\_\_  
 Phone

\_\_\_\_\_  
 Email

<sup>1</sup> Section 3 is codified at 12 U.S.C. 1701u, as amended, and implemented at 24 CFR Part 75.

<sup>2</sup> Business certifications include Section 3, MBE/WBE/SBE

Bidder/Proposer Name: \_\_\_\_\_

1. Does your Business qualify as a Section 3 Business Concern? YES  NO

If you answered YES, complete the Section 3 Business Certification Form attached to this exhibit or attach a letter of certification from SLHA. Certification letters from other agencies MAY be submitted, but all certification letters will be verified and issuing agencies will be interviewed to determine legitimacy of certification.

If you answered NO, you do not need to submit the Section 3 Business Certification with your bid/proposal/quote.

A **Section 3 Business Concern** means a business concern that satisfies **at least one** of the following criteria within the last six-month period:

- a. The business is at least 51 percent owned and controlled by low- or very low-income persons;
- b. Over 75 percent of the labor hours performed for the business over the prior three month period has been performed by Section 3 workers; or
- c. The business is at least 51 percent owned and controlled by residents who currently live in publichousing or Section 8-assisted housing.

2. Will you be using any subcontractors on this project? YES  NO

If you answered YES, complete below. *Remember to provide each listed subcontractor with a copy of these Section 3 forms and include them with your bid/proposal. Attach additional pages as needed.*

Subcontractor Name	Trade	Subcontract DollarValue	Business Certification

3. If awarded a contract, how many people/workforce are needed to complete the job?

Please list the job classifications and number of workers needed for each classification.

Job Title	Current Workforce	Additional Needed

Bidder/Proposer Name: \_\_\_\_\_

**DEFINITIONS**

A **Section 3 Worker** means any worker who currently qualifies or when hired within the last five years qualified in **at least one** of the following categories:

- (i) The worker’s income for the previous or annualized calendar year is below the income limit established by HUD (includes residents of public housing);
- (ii) The worker is employed by a Section 3 business concern; or
- (iii) The worker is a YouthBuild participant.

For **Public Housing Financial Assistance** projects like this, a **Targeted Section 3 worker** means a **Section 3 worker** who is:

- b. A worker employed by a Section 3 business concern; or
- c. A worker who currently qualifies or when hired within the last five years qualified in **at least one** of the following categories:
  - (i) The worker is a resident of public housing or Section 8-assisted housing;
  - (ii) The worker is a resident of another project managed by SLHA; or
  - (iii) A YouthBuild participant.

**HUD INCOME LIMITS**

Federal low- and very low-income limits are determined annually by HUD and are published at [www.huduser.gov/portal/datasets/il/il2023/2023summary.odn](http://www.huduser.gov/portal/datasets/il/il2023/2023summary.odn). These limits are typically established at 80 percent and 50 percent of the area median individual income.

**Income Eligibility Guideline\***  
**(FY 2023 City of Saint Louis HUD Income Limits)**

**Saint Louis HUD Metro FMR Area**

Very Low (50%) Income Limit	No more than \$35,200, or
Low (80%) Income Limit	No more than \$56,250

*\*effective May 15, 2023*

\*Note: a **Section 3 worker** can be either a very low- or low-income individual.

Bidder/Proposer Name: \_\_\_\_\_

**SECTION 3 COMPLIANCE BENCHMARKS:**

If awarded a contract, you will be required to demonstrate good faith efforts and provide evidence that you followed the hiring priorities and met or exceeded the following Section 3 Benchmarks:

1. **25 percent** or more of the total number of labor hours worked by all workers on the project are **Section 3 Workers**; and
2. **5 percent** or more of the total number of labor hours worked by all workers on the project are **Targeted Section 3 Workers**.

See [www.slha.org](http://www.slha.org) for more information and graphics explaining the benchmarks.

**4. If awarded a contract, do you commit to engaging in good faith efforts to meet or exceed the Section 3 Benchmarks?**

YES  NO

For purposes of Section 3<sup>3</sup>, good faith efforts include, but are not limited to:

- a. Engaging in outreach efforts to generate job applicants who are **Targeted Section 3 Workers**, including notifying SLHA’s Section 3 team, posting job openings at job site, HUD Opportunity Portal<sup>4</sup>, social media pages and other platforms.
- b. Providing training, apprenticeship opportunities, technical assistance to help **Section 3 workers** compete for jobs (e.g., resume assistance, coaching) or holding job fairs.
- c. Providing or referring **Section 3 Workers** to services that support work readiness and retention (e.g., worker readiness activities, test fees, clothing for interviews, transportation, childcare).
- d. Providing **Section 3 Workers** assistance to apply for or attend community college, a four-year educational institution or vocational/technical training.
- e. Engaging in outreach efforts to identify and secure bids from **Section 3 Business Concerns** and providing them technical assistance to bid on contracts.
- f. Providing **Section 3 Business Concerns** bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
- g. Promoting use of business registries designed to create opportunities for disadvantaged and small businesses.

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<sup>3</sup> See 24 CFR 75.15

<sup>4</sup> See <https://hudapps.hud.gov/OpportunityPortal/> for posting jobs and contracting opportunities

Bidder/Proposer Name: \_\_\_\_\_

**5. If you are unable to satisfy the Benchmarks, please indicate whether you can provide Section 3 Workers and/or Targeted Section 3 Workers these other economic opportunities<sup>5</sup>:**

Commit to provide Section 3 Workers with apprenticeship opportunities. Specify:

\_\_\_\_\_

Commit to assist Section 3 Workers to obtain financial literacy training or coaching. Specify:

\_\_\_\_\_

Commit to provide or connect Section 3 Workers with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services. Specify:

\_\_\_\_\_

**Additional Notes/Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please sign below to acknowledge the following:*

- *You have read and understood the Section 3 requirements set forth herein.*
- *If awarded a contract, you intend to comply with all applicable requirements and satisfy Section 3 benchmarks and your expressed commitments.*
- *You understand that if awarded a contract you may be held in material default of the contract if you fail to comply with your expressed commitments.*
- *You understand that if awarded a contract, your business is required to submit compliance reports, worker certification forms, payroll or time and attendance records and documentation evidencing your efforts to satisfy Section 3 benchmarks and your expressed commitments.*

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

Signature: \_\_\_\_\_

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

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

\_\_\_\_\_

<sup>5</sup> For a complete list of qualitative efforts, please see 24 CFR 75.15

