

SECTION 01 10 01 DESOTO

Smithville/Monarch CCTV

PROJECT

PART 1 – GENERAL

1.1 SECTION INCLUDES

1. Project: Exterior CCTV Cameras at the Smithville Apartment Complex 1509 Smithville Road Dayton OH, 45410
2. Owner: Greater Dayton Premier Management
400 Wayne Avenue Dayton, Ohio 45401
3. The work includes but is not limited to the following work at the Smithville/Monarch Property:
 - Install (2) two IP-based Verkada CH52-E exterior multi-sensor hybrid 4x5MP with zoom lens, 1TB storage capacity cloud security cameras or equal.
 - The cameras shall be mounted approximately 18 inches from the building on an exterior mounting bracket for Verkada cameras or equal. This shall include cap, mount and other hardware needed to accomplish the installation.
 - Install seven (7) Verkada CF83-512E or equal interior Fisheye Cameras with 512GB storage capacity.
 - Install one (1) Verkada CM42 Interior Mini Dome Camera, 5MP Fixed lens with 256GB storage.
 - 500 feet of CAT6 cable with terminations, labels and testing.
 - Configure all cameras to connect the local network.
 - The cameras will have the capability of real time remote access and have the capability of using facial recognition.
 - The cameras must include advanced analytical features, such as people analytics with facial recognition capabilities and the ability to filter video based on attributes like clothing color.
 - The scope of work shall include a 5 Year Verkada cloud based camera license or equal agreement.
 - The installation will require a turnkey approach, with the vendor responsible for mounting, cabling, power, and internet setup. Additionally, the vendor will configure each camera, integrating them into the current network using VLANs and ensuring mobile access for footage management.
 - The cameras must also support automatic firmware and software updates to ensure continuous improvements and security.
 - The approximate location of the cameras is shown on the attached drawing. The contractor shall visit the site with the project manager to determine the precise location of the cameras.
 - The vendor shall be responsible for installing power cables or related hardware and must tie in to existing building electrical power systems/supply.

- The contractor shall visit the site to verify quantities, conditions and take measurements necessary for bidding (quotation) purposes. This shall include CAT 6 wiring and such like components, location for components, power supply and mounting etc. Arrangements to visit the site may be made by contacting Kevin Arnold project manager, at 937-910-7637.
- The means and methods of how the wiring and associated components, shall be installed at the contractor's discretion. The contractor shall be responsible for all patching and repairing of walls, drywall, plaster, cores drilling, texture etc.
- The contractor will be responsible to supply all electrical hardware, junction boxes, wiring, cables, and terminations, power supplies switches, compatible with system hardware and such like components. **The contractor shall make all electrical connections and make modifications as needed to accomplish the installation.** The contractor shall supply and install all software related to the functionality of the CCTV system.
- The contractor shall supply and install all software related to the functionality of the CCTV system.
- The contractor will be responsible for any all damages done to GDPM/DMHA and or resident property and at no additional expense to Housing Authority. Any damage caused by this work shall be completed the same day.
- Manufactures warranties shall apply and all work done by the contractor shall carry a 1-year warranty from date of acceptance. All warranty calls must have a response in a timely manner and repair technicians must be onsite no later than 1 day (within 24 hours) after receiving a call from DMHA/GDPM.
- The contractor shall be responsible for paying all permits fees and inspections necessary to complete all work related to the installation of the CCTV System All work shall comply with Federal, State, and Local Codes.
- The contractor shall conduct a training session for selected GDPM/DMHA staff on how the system operates.
- The work shall be completed within 60 days after the issuance of a purchase order to execute the work.
- Any change to the scope of work shall be done by addendum.

END OF SECTION



PLANNING & DEVELOPMENT VENDOR REGISTRATION FORM

GENERAL INFORMATION

Vendor Name

Contact Name

Contact Person's Title

Street Address

Street Address Line 2

City

State

Zip Code

Phone Number

Other Phone

Fax Number

E-mail Address

DISCLAIMER

The completion and submission of the Vendor Registration Form does not guarantee any minimum or maximum amount of work for a Vendor. It simply means that a Vendor is registered to conduct business with GDPM as opportunities are made available. At that time, the Vendor may have the opportunity to submit a bid, quote or proposal. Likewise, the submission of a bid, quote or proposal does not guarantee any Vendor the right to an award as all procurement activity conducted by GDPM must be in full compliance with the following regulations:

- 2 CFR Part 200
- HUD Procurement Handbook 7460.8 REV 2
- GDPM's Procurement Policy and Procedures

For registrations you must submit a W-9 Form.

BUSINESS CLASSIFICATION

Taxpayer Identification Number or Social Security Number

(must select at least 1)

Individual /Sole Proprietorship

Joint Venture

Corporation

Resident Owned Business

Other

Partnership

Not-for-Profit

State of Incorporation

Number of Years Company has been in Business:

Number of Employees:

ECONOMIC INCLUSION

Certifying documentation or notarized declaration must be provided to GDPM to prove status:

(must select at least 1)

Not Applicable

Disabled Owned

Woman Owned (at least 51%)

Small Business

Veteran Owned

Minority Owned (at least 51%):

Section 3 Business Concern:

Would you like to receive e-mails on development opportunities that involve your services?

VENDORS SERVICES AND/OR PRODUCTS

Please specify the type of service(s) or product(s) that your business provides:

(must select at least 1)

- | | |
|--|------------------------------------|
| Appraisal (Real Property) | Hazardous Materials Removal |
| Asphalt Repair | HVAC |
| Architecture/Engineering | Janitorial Services |
| Cabinet Installation | Land Acquisition |
| Carpet Cleaning | Land Surveying |
| Concrete Repair | Landscaping Services |
| Construction: Exterior Renovation | Masonry |
| Construction: Interior Renovation | Mowing Services |
| Construction: New | Painting |
| Construction: Repair | Planning Design |
| Construction Management | Playgrounds |
| Demolition | Plumbing |
| Design Services | Real Estate Appraisals |
| Electrical Supplies | Roofing |
| Elevators | Siding & Installation |
| Energy Services – Building Facilities | Waste Removal |
| Environmental Services | Waster Repair Restoration |
| Planning Design | Other |
| Fire Suppression and Inspection | |
| Flooring | |

BUSINESS CLASSIFICATION

Taxpayer Identification Number or Social Security Number

(must select at least 1)

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Joint Venture

Corporation

Resident Owned Business

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Section 3 Business Concern:

Would you like to receive e-mails on development opportunities that involve your services?

VENDORS SERVICES AND/OR PRODUCTS

Please specify the type of service(s) or product(s) that your business provides:

(must select at least 1)

Appraisal (Real Property)

Asphalt Repair

Architecture/Engineering

Cabinet Installation

Carpet Cleaning

Concrete Repair

Construction: Exterior
Renovation

Construction: Interior
Renovation

Construction: New

Construction: Repair

Construction Management

Demolition

Design Services

Electrical Supplies

Elevators

Energy Services – Building
Facilities

Environmental Services

Planning Design

Fire Suppression and Inspection

Flooring

Hazardous Materials Removal

HVAC

Janitorial Services

Land Acquisition

Land Surveying

Landscaping Services

Masonry

Mowing Services

Painting

Planning Design

Playgrounds

Plumbing

Real Estate Appraisals

Roofing

Siding & Installation

Waste Removal

Waster Repair Restoration

Other



SECTION 3 BUSINESS CONCERN APPLICATION

Are you a Section 3 business? Yes No

If you select 'No' to the above question you do not have to complete this form

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self sufficiency. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low-or very- low income residents in connection with projects and activities in their neighborhoods.

Name of Business:

Contact Name:

Contact Person's Title:

Street Address:

Street Address Line 2:

City:

State:

Zip Code:

Phone Number:

Other Phone:

E-mail Address:

Type of Business: (please attach supporting documentations)

Services Your Business Provides:

GDPM SECTION 3 BUSINESS CONCERN

I certify that _____(company's name) is applying to become a bona fide Section 3 business concern, and that it will meet the following definition of a Section 3 business concern:

Check at least one Category 1 Category 2 Category 3 Category 4 of the following:

Category 1

Business concerns that are 51 percent or more owned by residents of GDPM housing or developments for which the Section 3 covered assistance is expended, or whose full-time, permanent workforce includes 30 percent of GDPM Residents as employees.

Category 2

Business concerns that are 51 percent or more owned by residents of other housing developments or developments managed by the GDPM that is expending the Section 3 covered assistance, or whose full-time, permanent workforce includes 30 percent of these persons as employees.

Category 3

HUD YouthBuild programs being carried out in the metropolitan area (or non-metropolitan county) in which the Section 3 covered assistance is expended.

Category 4

Business concerns that are 51 percent or more owned by section 3 residents, or whose permanent, full-time workforce includes no less than 30 percent of employees who meet the low-income guidelines and live in the GDPM covered assistance area; or businesses that provide evidence of a commitment to subcontract in excess of 25 percent of the total dollar award of all subcontracts to be awarded to Section 3 business concerns.

Note: If you certify above that your business is a Section 3 Business, and you qualify for award of the contract based on the preference given to section 3 businesses and described in the solicitation, GDPM may request additional documentation and information as needed. If you have any questions about this form, please our Procurement Department at (937) 910-7500, or by send an e- mail to procurement@gdpm.org.

"I hereby certify the information provided by me to be true and correct, and understand any falsification of any of the information could subject me to punishment under the law."

Signature of Chief Executive Officer

Date

"General Decision Number: OH20230093 04/14/2023

Superseded General Decision Number: OH20220093

State: Ohio

Construction Type: Building

County: Montgomery County in Ohio.

BUILDING CONSTRUCTION PROJECTS (does not include single family homes or apartments up to and including 4 stories).

Note: Contracts subject to the Davis-Bacon Act are generally required to pay at least the applicable minimum wage rate required under Executive Order 14026 or Executive Order 13658. Please note that these Executive Orders apply to covered contracts entered into by the federal government that are subject to the Davis-Bacon Act itself, but do not apply to contracts subject only to the Davis-Bacon Related Acts, including those set forth at 29 CFR 5.1(a)(2)-(60).

If the contract is entered into on or after January 30, 2022, or the contract is renewed or extended (e.g., an option is exercised) on or after January 30, 2022:	. Executive Order 14026 generally applies to the contract. . The contractor must pay all covered workers at least \$16.20 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2023.
If the contract was awarded on or between January 1, 2015 and January 29, 2022, and the contract is not renewed or extended on or after January 30, 2022:	. Executive Order 13658 generally applies to the contract. . The contractor must pay all covered workers at least \$12.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on that contract in 2023.

The applicable Executive Order minimum wage rate will be adjusted annually. If this contract is covered by one of the Executive Orders and a classification considered necessary for performance of work on the contract does not appear on this wage determination, the contractor must still submit a

conformance request.

Additional information on contractor requirements and worker protections under the Executive Orders is available at <http://www.dol.gov/whd/govcontracts>.

Modification Number	Publication Date
0	01/06/2023
1	01/13/2023
2	02/03/2023
3	03/03/2023
4	04/14/2023

ASBE0008-010 03/01/2022

	Rates	Fringes
ASBESTOS WORKER/HEAT & FROST INSULATOR.....	\$ 32.33	20.19

* BROH0022-005 06/01/2022

	Rates	Fringes
BRICKLAYER.....	\$ 30.15	16.91

* BROH0022-011 07/01/2022

	Rates	Fringes
TILE FINISHER.....	\$ 26.36	9.97

ELEC0082-004 12/05/2022

	Rates	Fringes
ELECTRICIAN.....	\$ 34.25	21.26

ELEV0011-002 01/01/2023

	Rates	Fringes
ELEVATOR MECHANIC.....	\$ 52.72	37.335+a+b

PAID HOLIDAYS:

a. New Year's Day, Memorial Day, Independence Day, Labor Day, Vetern's Day, Thanksgiving Day, the Friday after Thanksgiving, and Christmas Day.

b. Employer contributes 8% of regular hourly rate to vacation pay credit for employee who has worked in business more than 5 years; 6% for less than 5 years' service.

ENGI0018-034 05/01/2018

	Rates	Fringes
POWER EQUIPMENT OPERATOR		
Crane.....	\$ 35.89	15.09

ENGI0066-045 06/01/2017

	Rates	Fringes
POWER EQUIPMENT OPERATOR		
Forklift.....	\$ 28.87	19.66
Grader/Blade.....	\$ 32.42	19.66
Mechanic.....	\$ 32.92	19.66

IRON0044-020 06/01/2021

	Rates	Fringes
IRONWORKER, ORNAMENTAL.....	\$ 31.32	21.00

IRON0290-006 06/01/2022

	Rates	Fringes
IRONWORKER (Reinforcing and Structural).....	\$ 31.59	23.85

LABO1410-005 05/01/2021

	Rates	Fringes
LABORER		
Asbestos Abatement (Removal from Ceilings, Floors, and Walls).....	\$ 29.25	11.80
Mason Tender - Brick.....	\$ 25.10	10.90

PAIN0249-005 06/01/2020

	Rates	Fringes
PAINTER (Brush and Roller).....	\$ 24.17	11.22

PAIN0387-002 11/01/2022

	Rates	Fringes
GLAZIER.....	\$ 30.33	17.22

PLUM0050-009 07/04/2022

	Rates	Fringes
PIPEFITTER (Excludes HVAC Pipe Installation).....	\$ 44.60	28.51

 PLUM0162-008 06/01/2022

	Rates	Fringes
PLUMBER (HVAC Pipe Installation Only).....	\$ 36.47	26.80

 ROOF0042-001 08/01/2022

	Rates	Fringes
ROOFER.....	\$ 30.90	18.25

 SFOH0669-009 04/01/2021

	Rates	Fringes
SPRINKLER FITTER (Fire Sprinklers).....	\$ 39.25	25.81

 * UAVG-OH-0021 01/01/2019

	Rates	Fringes
OPERATOR: Oiler.....	\$ 27.56	16.37

 * UAVG-OH-0025 01/01/2018

	Rates	Fringes
SHEET METAL WORKER, Excludes HVAC Duct and Unit Installation.....	\$ 28.10	23.41

 * UAVG-OH-0031 01/01/2018

	Rates	Fringes
BRICKLAYER: TILE SETTER.....	\$ 26.09	12.30

 SUOH2012-095 08/29/2014

	Rates	Fringes
CARPENTER.....	\$ 21.59	5.70
CEMENT MASON/CONCRETE FINISHER...	\$ 26.07	12.34

DRYWALL HANGER AND METAL STUD INSTALLER.....	\$ 21.02	4.21
FORM WORKER.....	\$ 22.41	9.01
LABORER: Common or General.....	\$ 20.87	5.92
LABORER: Mason Tender - Cement/Concrete.....	\$ 22.95	8.60
LABORER: Pipelayer.....	\$ 23.98	8.58
OPERATOR: Backhoe/Excavator/Trackhoe.....	\$ 33.36	6.13
OPERATOR: Bobcat/Skid Steer/Skid Loader.....	\$ 30.26	12.58
OPERATOR: Bulldozer.....	\$ 26.01	4.95
OPERATOR: Loader.....	\$ 29.99	12.80
OPERATOR: Paver (Asphalt, Aggregate, and Concrete).....	\$ 30.28	13.29
OPERATOR: Roller.....	\$ 28.25	12.61
PAINTER: Spray.....	\$ 22.78	12.40
PLUMBER, Excludes HVAC Pipe Installation.....	\$ 26.21	12.51
SHEET METAL WORKER (HVAC Duct and HVAC Unit Installation Only).....	\$ 24.28	10.50
TRUCK DRIVER: Dump (All Types)...	\$ 22.08	11.51

WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

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Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is

like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at <https://www.dol.gov/agencies/whd/government-contracts>.

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (ii)).

The body of each wage determination lists the classification and wage rates that have been found to be prevailing for the cited type(s) of construction in the area covered by the wage determination. The classifications are listed in alphabetical order of "identifiers" that indicate whether the particular rate is a union rate (current union negotiated rate for local), a survey rate (weighted average rate) or a union average rate (weighted union average rate).

Union Rate Identifiers

A four letter classification abbreviation identifier enclosed in dotted lines beginning with characters other than "SU" or "UAVG" denotes that the union classification and rate were prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2014. PLUM is an abbreviation identifier of the union which prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. 07/01/2014 is the effective date of the most current negotiated rate, which in this example is July 1, 2014.

Union prevailing wage rates are updated to reflect all rate changes in the collective bargaining agreement (CBA) governing this classification and rate.

Survey Rate Identifiers

Classifications listed under the "SU" identifier indicate that no one rate prevailed for this classification in the survey and the published rate is derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As this weighted average rate includes all

rates reported in the survey, it may include both union and non-union rates. Example: SULA2012-007 5/13/2014. SU indicates the rates are survey rates based on a weighted average calculation of rates and are not majority rates. LA indicates the State of Louisiana. 2012 is the year of survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. 5/13/2014 indicates the survey completion date for the classifications and rates under that identifier.

Survey wage rates are not updated and remain in effect until a new survey is conducted.

Union Average Rate Identifiers

Classification(s) listed under the UAVG identifier indicate that no single majority rate prevailed for those classifications; however, 100% of the data reported for the classifications was union data. EXAMPLE: UAVG-OH-0010 08/29/2014. UAVG indicates that the rate is a weighted union average rate. OH indicates the state. The next number, 0010 in the example, is an internal number used in producing the wage determination. 08/29/2014 indicates the survey completion date for the classifications and rates under that identifier.

A UAVG rate will be updated once a year, usually in January of each year, to reflect a weighted average of the current negotiated/CBA rate of the union locals from which the rate is based.

WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:

- * an existing published wage determination
- * a survey underlying a wage determination
- * a Wage and Hour Division letter setting forth a position on a wage determination matter
- * a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour National Office because National Office has responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the

Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations
Wage and Hour Division
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

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END OF GENERAL DECISION"

What Projects or Contracts Does Section 3 Apply to?

Housing and Community Development Financial Assistance

Section 3 applies to housing construction, housing rehab and public infrastructure projects that receive more than \$200,000 in HUD assistance. Section 3 also applies to projects that include Lead Hazard Control and Healthy Homes assistance that exceeds \$100,000.

Public Housing Financial Assistance

Section 3 applies to any amount of assistance for development, operations and management, mixed-finance development projects, and in some cases, Rental Assistance Demonstration (RAD) and Choice Neighborhoods projects.

What Are the Goals of Section 3?

Section 3 has goals that recipients, subrecipients, contractors and subcontractors must meet. The goals are as follows:

Housing and Community Development Financial Assistance

- 25% or more of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers and 5% or more of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers.

Public Housing Financial Assistance

- 25% or more of the total number of labor hours worked by all workers in a PHA's fiscal year are Section 3 workers and 5% or more of the total number of labor hours worked by all workers in a PHA's fiscal year are Targeted Section 3 workers.

What Happens if the Section 3 Goals Are Not Met?

Recipients must report qualitative nature of Section 3 compliance efforts and the efforts of its contractors and subcontractors.

How Can I Find Section 3 Opportunities in My Area?

Contact your local and state government and public housing authority to learn more about employment, training and contracting opportunities that may be available to you in your community.

How Can I Learn More About Section 3?

Visit the following websites:

- <http://www.hud.gov/section3>
- <http://www.hudexchange.info/programs/section-3/>

Want to learn more about YouthBuild?

- <http://www.dol.gov/agencies/eta/youth/youthbuild>



SECTION 3

for Workers and Businesses

Learn about employment, training and contracting opportunities that can be available to you under Section 3.

What Is Section 3 and Why Does It Matter?

- Every year the Department of Housing and Urban Development (HUD) invests billions of federal dollars into distressed communities across the country for projects that provide **access to safe and affordable housing and improve public infrastructure**.
- These funds are passed down to public housing agencies, local and state governments or other recipients through grants or financial assistance.
- The financial assistance can be used to **maintain and build affordable housing and improve public infrastructure** in your community.
- **Employment, training and contracting** opportunities that result from the covered projects or contracts must be directed to persons who are low-income (**Section 3 workers**) and businesses that are owned by or employ persons who are low-income (**Section 3 businesses**) to help build economic wealth.
- Best efforts should be made to direct economic opportunities to persons and businesses in the **order of priority** outlined in the final rule requirements.

Who Is Responsible for Providing Access to Economic Opportunities?

- Recipients and subrecipients of HUD assistance
- Contractors and subcontractors working on certain HUD-assisted projects or contracts

How Can Contractors Help PHAs and Grantees Meet the Section 3 Goals?

Contractors can help PHAs and grantees meet the Section 3 goals by being a Section 3 business or employing Section 3 workers. Some grantees or PHAs may offer incentives to businesses that can demonstrate how they will meet the Section 3 goals.

What Is a Section 3 Worker?

A **Section 3 Worker** is any worker who currently fits, or when hired within the past five years fit, at least one of the following categories as documented:

- Person who is low-income
- Employed by a Section 3 business concern
- YouthBuild participant

What Is a Targeted Section 3 Worker?

A **Targeted Section 3 Worker** is a Section 3 worker who is **employed by a Section 3 business concern** or is a worker that currently fits or when hired fit at least **one** of the following categories as documented within the past five years:

Housing and Community Development Financial Assistance

- Lives within the neighborhood of the project
- YouthBuild participant

Public Housing Financial Assistance

- Resident of public housing or Section 8-assisted housing
- Resident of other public housing projects or Section 8-assisted housing managed by the PHA that is providing the assistance
- YouthBuild participant



What Is a Section 3 Business Concern?

A business that meets at least **one** of the following categories, within the last six-month period:

- At least 51% owned and controlled by persons who are low-income
- At least 51% owned and controlled by current public housing residents or residents who currently live in Section 8 assisted housing
- Over 75% of the labor hours performed for the business over the prior three-month period were performed by Section 3 workers



Section 3 Job Aid

for Contractors & Subcontractors

1 Understand How Section 3 Applies to Your Project or Contract

Section 3 applies to any amount of public housing financial assistance for development, operations and management, and mixed-finance development projects. In some cases, Section 3 may apply to Rental Assistance Demonstration (RAD) and Choice Neighborhoods projects. Material supply contracts are excluded.

2 Understand How to Meet the Section 3 Goals


Meet the Quantitative Goals

25% or more of all labor hours in a PHA's fiscal year must be worked by Section 3 workers, and **5%** or more of all labor hours in a PHA's fiscal year must be worked by Targeted Section 3 workers

Professional service labor hours are excluded from the goals, but may be included by choice.

Make Qualitative Efforts

Provide evidence that you made qualitative efforts to assist persons and businesses that provide opportunities to persons listed in the following order of priority: 1) Residents of public housing projects where assistance is expended, 2) Residents of other public housing projects managed by the PHA providing the assistance, 3) YouthBuild participants, 4) Persons who are low-income residing in the metro area (or non-metro county) where assistance is expended.

 **Helpful Tool:** The Section 3 Guidebook provides a list of qualitative efforts that contractors and subcontractors may undertake to document that they made qualitative efforts to assist persons who are low-income with employment and training opportunities.

3 Understand What a Section 3 Worker Is

What is a Section 3 Worker? A worker who **currently fits**, or **when hired** within the past five years fit, at least **one** of the following categories as documented:

- Worker who is low-income
- Employed by a Section 3 business concern
- YouthBuild participant

*The five-year lookback period cannot date back further than 2020.

4

Understand What a Targeted Section 3 Worker Is

What is a Targeted Section 3 Worker? A worker who is:

- Employed by a Section 3 business concern

Or a worker that **currently fits** or **when hired** within the past five years fit, at least **one** of the following categories as documented:

- Resident of public housing or Section 8 assisted housing
- Resident of other public housing projects or Section 8 assisted housing that is managed by the PHA that is providing the assistance.
- YouthBuild participant



Helpful Tip:

- All Targeted Section 3 Workers are Section 3 Workers. However, not all Section 3 Workers meet the definition of a Targeted Section 3 Worker.

5

Certify Your Section 3 and Targeted Section 3 Workers

Select the Option(s) You Will Use to Certify Worker Eligibility

1. Worker Self-Certification - this option allows a worker to verify their own eligibility. A worker may use a self-certification form to certify that:

- Their income is at or below the low-income limit, or
- They are a YouthBuild participant, or
- They are a public housing resident or a resident of Section 8 assisted housing

2. Employer Certification - this option allows employers to certify that the:

- Worker's paid wage rate by the employer (if annualized on a full-time basis) is at or below the low-income limit, or
- Worker is employed by a Section 3 Business concern.

3. PHA/Owner Certification - this option allows a PHA or an owner or property manager of project based Section 8-assisted housing or administrator of tenant-based Section-8 assisted housing to certify that:

- The worker is a participant in one of their programs.



Helpful Tip:

- If a person does not currently meet any of the categories above, the person or employer can look back five years (if hired within the last five years by the same employer) to verify the worker's status.

6

Determine if Your Business Qualifies as a Section 3 Business

There are two different ways to qualify as a Section 3 business concern. Your business must meet one of the criteria below to be eligible.

1. At least 51% of your business owned and controlled by a person(s) who are low-income OR by a public housing resident or resident living in Section 8 assisted housing.

a. If your business meets the criteria, then you will need to self-certify ownership and income-levels of the qualifying owner(s).

2. In the past 3 months, more than 75% of the labor hours worked for your business must be performed by Section 3 workers?

a. How do I figure this out?

- **Divide** the *total number of labor hours* worked by **Section 3 Workers** over the last three-month period by the *total number of labor hours worked* by **all employees** over the last three-month period. **Multiply** the number by 100 to get the percentage. If the percentage is 75% or greater, your business qualifies. You may self-certify your eligibility.
- **Example:** Over the prior three month period, Contractor ABC had six employees on payroll. Two out of the six employees qualified as Section 3 Workers. The total number of hours that the six employees worked in the prior three month period was a total of 800 hours. The total number of hours that were worked by the Section 3 Workers were 500 hours. To determine eligibility, Contractor ABC divided 500 hours by 800 hours. Based upon the equation, 62.5% of the business' labor hours performed over the prior three month period were performed by Section 3 Workers. The contractor does not qualify as a Section 3 business.

Helpful Resources

<https://www.hudexchange.info/programs/section-3/resources-and-tools/#section-3-tools>

Greater Dayton Premier Management

HUD Section 3 Utilization Tool

Public Housing Financial Assistance

Public reporting for this collection of information is estimated to average 1.50 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.

Section 3 of the Housing and Urban Development Act of 1968, as amended by the Housing and Community Development Act of 1992 (Section 3), and 12 U.S.C. § 1701u ensure that employment and other economic opportunities generated by Federal financial assistance for housing and community development programs are, to the greatest extent feasible, directed toward low- and very low-income persons, particularly those who receive government assistance for housing. The regulations are found at 24 CFR Part 75. This collection of information is required to ensure that Section 3 workers and Section 3 Business concerns participating in Housing and Community Development Projects and Public Housing Assistance Projects with HUD funding are documenting Section 3 labor hours to meet the requirements of Section 3 found in 24 CFR part 75. The information will be used by the Department to monitor program recipient's 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.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to Anna P. Guido, Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2501-0040. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number. No assurances of confidentiality are provided for this information collection.

This Utilization Tool is a tool for the Dayton Metropolitan Housing Authority d/b/a Greater Dayton Premier Management (“**GDPM**”) and its contractors/subcontractors to document Section 3 labor hours for Section 3 workers and Section 3 business concerns. This document and accompanying Form 4737 and Form 4737A should be completed by businesses completing activities that utilize Public Housing funds. Please note that the procurement process and the Section 3 Worker or Section 3 business concern self-certification and verification process is completed outside of this plan.

Applicable Law

Section 3 rules apply on projects and expenses with the following public housing assistance, including:

- Development assistance pursuant to Section 5 of the Housing Act of 1937 (1937 Act),
- Operating funds pursuant to Section 9(e) of the 1937 Act,
- Capital funds for development, modernization, and management assistance pursuant to Section 9(d) of the 1937 Act,
- The entirety of a mixed-finance development project as defined in 24 CFR § 905.604, and/or
- Any public housing funding identified through a Notice of Funding Availability (NOFA) as outlined in 24 CFR 75.7.
 - Example: Choice Neighborhood implementation or planning grants or Jobs Plus/Family Self-sufficiency/Resident Opportunities and Self-Sufficiency Grants.
- Rental Assistance Demonstration (RAD) Projects

SECTION I FUNDING INFORMATION

HUD-funded entity: Dayton Metropolitan Housing Authority d/b/a Greater Dayton Premier Management

Name of HUD Funding Source: Capital Fund Program

SECTION II PRIORITIZATION REQUIREMENTS

Employment and Training

GDPM and their contractors or subcontractors will provide their best efforts to give any employment and training opportunities in connection with Section 3 and should give priority to Section 3 workers in the following order of priority:

1. Residents of the public housing project(s) for which the public housing financial assistance is expended;
2. Residents of the public housing project(s) managed by the PHA that is providing the assistance or for residents of Section 8-assisted housing managed by the PHA;
3. Participants in YouthBuild program(s); and
4. Persons of low- and very-low income residing within the metropolitan area (or nonmetropolitan county) in which the assistance is expended.

NOTE: No statement in this document is intended to require the contracting or employment of a Section 3 worker. Section 3 workers are not exempt from meeting the qualifications of an available employment or training opportunity.

Contracting

GDPM and their contractors or subcontractors will provide their best efforts to award contracts and subcontracts to business concerns that provide economic opportunities to Section 3 workers in connection with public housing financial assistance.

Contracted businesses should make best efforts to give priority in the following order listed:

1. Section 3 business concerns that provide economic opportunities for residents of the public housing project(s) for which the public housing financial assistance is expended;
2. Section 3 business concerns that provide economic opportunities for residents of the public housing project(s) or Section-8 assisted housing managed by the PHA that is providing the assistance;
3. Participants in YouthBuild program(s); and
4. Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the assistance is expended.

NOTE: No statement in this document is intended to require the contracting or procurement of a Section 3 business concern. Section 3 business concerns are not exempt from meeting the specifications of the bid or contract.

SECTION III

IDENTIFICATION AND RECORDKEEPING FOR SECTION 3 BUSINESSES

For each Section 3 Business that is completing construction or rehabilitation activities for the project identified in Section I, complete PHA Form 4737 for *each* contractor as instructed on the form. Certification will be documented prior to the execution of a contract. Certification documentation must be maintained by the recipient, subrecipient, contractor, or subcontractor for the appropriate record retention period found in 2 CFR Part 200.

NOTE: Professional service providers and recipient or subrecipient information may be entered on the form.

Form 4737 is intended to provide a template for PHAs, non-Section 3 businesses and Section 3 business concerns to record all labor hours to document compliance with Section 3 on the HUD-funded project. Each contractor must document the total number of labor hours and enter the specific amount of Section 3 business labor hours worked on the project.

NOTE: A business can also use a separate form or internal system that includes the same information on PHA Form 4737.

SECTION IV

CERTIFICATION OF SECTION 3 WORKER AND TARGETED SECTION 3 WORKER (PHA FORM B)

PHA Form 4737A is intended to provide a template for PHAs, non-Section 3 Businesses, and Section 3 Businesses to record individual labor hours to document compliance with Section 3 on the HUD-funded project, should they choose to use this. The form tracks the total number of labor hours for each construction business and professional business that is contracted to complete work on the project.

NOTE: A business can also use a separate form or internal system that includes the same information on Form 4737A.

For each Section 3 Worker or Targeted Section 3 Worker that is contributing labor hours to complete construction or rehabilitation activities for the project identified in Section I, complete PHA Form 4737A for each worker with name and appropriate information. Individuals (Section 3 workers and Targeted Section 3 workers) only need to be verified once. Documentation and verification must be maintained by recipient or its designee(s) for the appropriate record retention period found in 2 CFR Part 200. (See PHA Form 4737A attached)

SECTION V
CERTIFICATION

By signing this Section 3 Utilization Tool, [contractor/subcontractor] certifies that it meets the requirements of 24 CFR § 75.9 through § 75.17. [Contractor/subcontractor] agrees to make best efforts to ensure that employment, training, and contracting opportunities arising in connection with Section 3 are provided to Section 3 workers, Targeted Section 3 workers, YouthBuild participants, and Section 3 Business concerns that provide economic opportunities to Section 3 workers.

Printed Name of Signer

Date

Signature

Note: This form must be signed by a representative, officer, or agent of the entity or business signing and certifying this information.



Greater Dayton Premier Management

Enhancing Neighborhoods • Strengthening Communities • Changing Lives

Bidding Instructions

Complete and sign GDPM's Request for Quote (RFQ) form. If needed, the vendor may write "See attached proposal" in the Proposal Box and attach a copy of the Vendor's form of proposal.

If the bid is more than \$100,000, it must be accompanied by a Bid Guarantee and Payment/Performance Bond.

The RFQ form may be electronically signed and shall be submitted electronically to housingdevelopment@gdpm.org

Bids submitted after the deadline will not be accepted.

Evaluating Bids:

When evaluating bids, GDPM considers price, past performance, MBE/WBE/Section 3 status, equity among vendors and capacity.

Once GDPM selects a vendor, it will post a bid tabulation to the [Planning & Development Construction Opportunities webpage](#) and GDPM will formally notify the awarded vendor directly.

Section 3

HUD's Section 3 requirements apply to this project. Please carefully read and complete the Section 3 packet included within the bid packet. If awarded, GDPM will send you HUD Excel based forms to assist with tracking hours.

Prevailing Wage Requirements

If this project is covered by prevailing wage requirements, it will be identified on the RFQ Form and a copy of the applicable Wage Determination will be attached. Upon award, GDPM's Procurement Department will reach out to the vendor and explain all requirements.

Invoicing:

To avoid any delay in processing, please submit copies of all invoices to housingdevelopment@gdpm.org. Please submit applicable Section 3 forms with all invoices.

Contract Documents:

By submitting a signed RFQ form, the vendor agrees to GDPM's General Terms and Conditions. Copies of GDPM's General Terms and Conditions and other contracting documents are located here: <https://www.gdpm.org/development-construction/documents/>