

**CAMERON COUNTY
COMMISSIONERS COURT**

APPROVED

- REQUIRED "SECTION 3 PLAN" BID FORMS

EXHIBITS A-E, G & N

EXHIBIT A
CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3
PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY

Name of Business : _____

Address of Business: _____

Type of Trade/Profession Established for: _____

Type of Business: Corporation Partnership Sole Proprietorship Joint Venture

Please select the statement below (1, 2, and or 3) that best describes your business.

1. **51% (or more) of your business is owned by a Section 3 Resident(s).** A Section 3 Resident is a public housing resident or an individual who resides in the metropolitan area or nonmetropolitan county in which the Section 3 covered assistance is expended *and* who is considered to be a low-to very low-income person.

And provide:

List if current ownership and percentage of ownership along with contact information

Any of the following documents, if available:

Copy of Article of Incorporation

Certified of Good Standing

Assumed Business Name Certificate

Partnership Agreement

List of Business Name Certificate and % ownerships of each appointed officers

Corporation Annual Report

Latest Board minutes appointing officers

Organization chart with names and titles

Additional documentation and brief function statement

2. **At least 30% of your business workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of the date of first employment with your business.**

List the number of full- time employees, and provide one or a combination of the following regarding your employees:

List of employees claiming Section 3 status with 3 years from date of employment

other evidence of Section 3 status less than 3 years from date of employment

Exhibit K or L completed for each employee with 3 years from date of employment

PHA/IHA Residential lease less than 3 years from day of employment

3. **At least 25% of your total dollar award will be contracted to qualified Section 3 businesses:**

Provide:

A list of previously contracted Section 3 business (es) and subcontracted amount and

Agree to provide a list of subcontracted Section 3 business (es) and subcontract amount when submitting bids for any HUD funded projects to meet this requirement.

Company Authorizing Name, Title and Signature
(e.g. President or Owner)

Date

Witnessed by (other company official e.g. Secretary): _____

Cameron County Staff Signature : _____

Certified Date: _____

THIS FORM MUST BE RETURNED WITH YOUR BID

EXHIBIT B

**ASSURANCE OF COMPLIANCE (Section 3, HUD ACT of 1968)
TRAINING, EMPLOYMENT, AND CONTRACTING OPPORTUNITIES FOR BUSINESS
AND LOWER INCOME PERSONS**

- A. The project assisted under this (contract) (agreement) is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of the project.

- B. Notwithstanding any other provision of this (contract) (agreement), the (applicant) (recipient) shall carry out the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary set forth in 24 CFR Part 135 (published in 38 Federal Register 29220, October 23, 1973), and all applicable rules and orders of the Secretary issued thereunder prior to the execution of this (contract) (agreement). The requirements of said regulations include but are not limited to development and implementation of an affirmative action plan for utilizing Section 3 business concerns located within or owned in substantial part by persons residing in the area of the project; the making of a good faith effort, as defined by the regulation, to provide training, employment and business opportunities required by Section 3; and incorporation of the "Section 3 Clause" specified by Section 135.38 of the regulation in all contracts for work in connection with the project. The (applicant) (recipient) certifies and agrees that it is under no contractual or other disability which would prevent it from complying with these requirements.

- C. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Secretary issued thereunder prior to approval by the Government of the application for this (contract) (agreement), shall be a condition of the Federal financial assistance provided to the project, binding upon the (applicant) (recipient), its successors and assigns. Failure to fulfill these requirements shall subject the (applicant) (recipient), its contractors and subcontractors, its successors, and assigns to the sanctions specified by the (contract) (agreement), and to such sanctions as are specified by 24 CFR 135.38 (f).

BIDDERS NAME: _____

SIGNATURE: _____

ADDRESS: _____

DATE: _____

THIS FORM MUST BE RETURNED WITH YOUR BID

EXHIBIT C

**CONTRACTOR/SUBCONTRACTOR CERTIFICATION REGARDING
SECTION 3 AND SEGREGATED FACILITIES**

COMPANY'S NAME

NCRWSC WATER WELL PROJECT

PROJECT NAME

The undersigned hereby certifies that:

- (a) Section 3 provisions are included in the Contract.
- (b) The above stated company is a signatory to the developer's Section 3 Plan.
- (c) No segregated facilities will be maintained as required by Title VI of the Civil Rights Act of 1964.

NAME AND TITLE OF SIGNER (PRINT OR TYPE)

SIGNATURE

DATE

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**EXHIBIT D
CONTRACTOR'S SECTION 3 PLAN**

Contractor agrees to implement the specific following affirmative action steps directed at increasing the utilization of lower income residents and businesses within the Cameron County.

- A. To ascertain from the locality's CDBG program official the exact boundaries of the Section 3 covered project area and where advantageous, seek the assistance of local officials in preparing and implementing the affirmative action plan.
- B. To attempt to recruit from within the city/county/MSA, the necessary number of lower income residents through: local advertising media, signs placed at the proposed site for the project, and community organizations and public or private institutions operating within and servicing the project area.
- C. To maintain a list of all lower income residents who have applied either on their own or on referral from any source, and to employ such persons, if otherwise eligible and if a vacancy exists.
- D. To insert this Section 3 plan in all bid documents and to require all bidders on subcontracts to submit a Section 3 affirmative action plan including utilization goals and the specific steps planned to accomplish these goals.
- E. To insure that subcontractors adhere to the Section 3 provisions that are applicable to the Contractor.
- F. To insure that all appropriate project area business concerns are notified of pending subcontractual opportunities.
- G. To maintain records, including copies of correspondence, memoranda, etc., which document that all of the above affirmative action steps have been taken.
- H. To appoint or recruit an executive official of the company or agency as Equal Opportunity Officer to coordinate the implementation of this Section 3 plan.
- I. To maintain records concerning the amount and number of contracts, subcontracts, and purchases which contribute to Section 3 objectives.
- J. To maintain records of all projected workforce needs for all phases of the project by occupation, trade, skill level, and number of positions and to update these projections based on the extent to which hiring meets Section 3 objectives.

As officers and representatives of _____(Company),

We the undersigned have read and fully agree to the Section 3 Affirmative Action Plan, and become a party to the full implementation of the program and its provisions.

Signature

Signature

Title

Date

Title

Date

THIS FORM MUST BE RETURNED WITH YOUR BID

EXHIBIT E
Section 3 Clause

All Section 3 covered contracts shall include the following clause (referred to as the Section 3 Clause):

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD- assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly person who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any a notice advising the labor organization or workers' representative of the contractor's commitments under the Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act. (25 U.S.C 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be give to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

**EXHIBIT F
POSTED NOTICE TO PROJECT RESIDENTS**

The NRWSC Water Well Project is being partially funded by the U.S. Department of Housing and Urban Development as a Section 3 Plan and is intended to inform the public, in particular project residents, of the economic opportunities (jobs) created through the use of the federal award.

Contractor/subcontractor intends to hire for the following positions:

Number of Jobs	Title	Description of Qualifications/Licensure /Certification

Section 3 preferences:

1. Persons residing in the project area and who are of low- to very-low- income
2. Participants in HUD Youthbuild
3. Homeless Persons
4. Residents of the local Public Housing Authority
5. Residents of the local Section 8 Housing Assistance Program units

For more information including job applications, apprenticeships, training positions, and qualifications, contact:

Name of Contractor: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Phone: _____

Estimated construction start date: _____

**EXHIBIT G
ESTIMATED WORKFORCE BREAKDOWN**

NAME OF BUSINESS/CONTRACTOR/SUBCONTRACTOR _____

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6
JOB CATEGORY	SPECIFIC JOB TITLE	TOTAL ESTIMATE POSITIONS	NO. POSITIONS CURRENTLY OCCUPIED BY PERMANENT EMPLOYEES	NO. POSITIONS NOT CURRENTLY OCCUPIED	NO. POSITIONS TO BE FILLED WITH SECTION 3 RESIDENTS/LOW INCOME PERSONS *
OFFICERS					
SUPERVISORS					
PROFESSIONALS					
TECHNICIANS					
HOUSING SALES/RENTAL MANAGEMENT					
OFFICE CLERICAL					
SERVICE WORKERS					
OTHERS					

TRADE: Plumbing/Electrical/HVAC/Construction/Other: _____

JOURNEYMEN					
COMMON LABORERS					
APPRENTICES					
MAXIMUM NO. OF TRAINEES					

TRADE: Plumbing/Electrical/HVAC/Construction/Other: _____

JOURNEYMEN					
COMMON LABORERS					
APPRENTICES					
MAXIMUM NO. OF TRAINEES					

TRADE: Plumbing/Electrical/HVAC/Construction/Other: _____

JOURNEYMEN					
COMMON LABORERS					
APPRENTICES					
MAXIMUM NO. OF TRAINEES					

TRADE: Plumbing/Electrical/HVAC/Construction/Other: _____

JOURNEYMEN					
COMMON LABORERS					
APPRENTICES					
MAXIMUM NO. OF TRAINEES					

*A Section 3 Resident is 1) a public housing resident; or 2) a low or very low income person residing in the metropolitan area or non-metropolitan county where the project is located.

FOR ALL NEW HIRES MUST COMPLETE AN INCOME DOCUMENTATION CERTIFICATION—SEE EXHIBITS K AND L.

For all new hires, employer/contractor must contact their respective Texas Workforce Solutions Board and access the Work-In-Texas Site and verify that it was done.

https://wit.twc.state.tx.us/WORKINTEXAS/wtx?pageid=APP_HOME&cookiecheckflag=1

Signature: _____ Date: _____

THIS FORM MUST BE RETURNED WITH YOUR BID

Exhibit H
WORKFORCE CENTER INFORMATION

Workforce Solutions Cameron and Willacy

Pat Hobbs - Executive Director

Brownsville Office

Lori Villarreal - Center Manager
851 Old Alice Road
Brownsville, TX 78520
Tel: (956)546-3141
Fax: (956) 544-6003

Harlingen Office

Belinda Olivarez - Center Manager
601 E. Harrison Street
Harlingen, TX 78550
Tel: (956)423-9266
Fax: (956) 423-3770

Satellite Office (Limited Services)

Lori Villarreal - Center Manager
5636 Southmost Road
Brownsville, TX 78550
Tel: (956) 621-3480
Fax: (956)621-3483

Willacy County

Brenda Guerrero - Center Supervisor
700 FM 3168 Ste. 3
Tel: (956) 689-3412
Fax: (956) 690-0285
Raymondville, TX 78580

*****Centers are open Monday through Friday from 8:00 a.m. to 5:00 p.m., except on federal holidays. *****

EXHIBIT I
SECTION 3 MONTHLY COMPLIANCE FORM

Contractor and all subcontractor(s) must sign, date and deliver this form monthly to:

Cameron County Program Development & Management Department
1100 E. Monroe Room 105
Brownsville, Texas 78520

Or

CONTRACTOR (present firm(s) you have subcontracted with under this Section 3 Covered Project).

Name of Firm: _____

Project Name: _____ Project Location: _____

For the Month of: _____

I. Hiring /Select one:

I have not hired any new employees during the month specified.

I have hired Section 3 employees, and/or non-Section 3 employees during the month.

II. Recruitment

I have taken one or more of the following recruitment steps to hire a Section 3 resident with the highest training and employment priority ranking: (check all that apply)

I have made Texas Workforce Solutions Center, and/or WorkInTexas.com the initial contact for all new hires.

I have advertised to fill vacancy(ies) at the site(s), where work is taking place, in connection with this project. Below, I have checked the steps I have taken to find Section 3 low-income residents, from the targeted groups and neighborhoods, to fill any vacancies.

Placed signs or posters in prominent places at project site(s).

Taken photographs of the above item to document that the above step was carried out.

Distributed employment flyers to the administrative office of the local Public Housing Authority.

Contacted Cameron County employment referrals or Youthbuild Program referrals.

Kept a log of all applicants and indicated the reasons why Section 3 residents who applied were not hired.

Retained copies of any employment applications completed by Public Housing Authority, Section 8 certificate or voucher holders or other Section 3 residents.

Sent a notice about Section 3 training and employment requirements and opportunities to labor organizations or to worker representatives with whom our firm has a collective bargaining or other agreement.

III. Verification

I have attached proof of all checked items.

I hereby certify that the above information is a true and correct.

Signature

Title

Date

Business Name: _____

EXHIBIT J

MONTHLY EMPLOYMENT UTILIZATION REPORT

TO: CAMERON COUNTY-PD&M DEPT. 1100 E. Monroe St. Brownsville, Tx. FROM: _____

(Contractor)

ADDRESS OF CONTRACTOR

NAME OF PROJECT: _____

Street _____

Bid No.: _____

City, State _____

GRANT NUMBER:

CONTRACTOR'S PHONE NUMBER:
() _____

REPORTING PERIOD: _____

PERCENTAGE OF PROJECT COMPLETION: _____

CLASSIFICATION	WORK HOURS OF EMPLOYMENT ON THIS PROJECT								
	TOTAL	BLACK	WHITE	ASIAN OR PACIFIC ISLANDER	HISPANIC	FEMALE	DISABLED	VETERAN	SECTION 3 RESIDENT
OFFICERS									
SUPERVISORS									
PROFESSIONALS									
TECHNICIANS									
HOUSING SALES/RENTAL MANAGEMENT									
OFFICE CLERICAL									
SERVICE WORKERS									
JOURNEYMEN									
COMMON LABORERS									
APPRENTICES									
TRAINEES									
TOTAL	0	0	0	0	0	0	0	0	0

% OF MINORITY EMPLOYEES 0 #DIV/0!
 % FEMALE EMPLOYEES #DIV/0!
 % LOW INCOME/SECTION 3 EMPLOYEES #DIV/0!
 % HANDICAPPED EMPLOYEES #DIV/0!

SIGNATURE

TITLE OF COMPANY OFFICIAL COMPLETING REPORT

DATE SIGNED

****This form must be completed monthly by the General Contractor for all workers****

**EXHIBIT K
SECTION 3 EMPLOYEE DATA & CERTIFICATION**

The U.S. Department of Housing and Urban Development (HUD) requires that the Cameron County document the income of newly hired persons working on federally-funded construction projects. This form may also be utilized as supportive documentation for Exhibit A (#2) and is intended to comply with HUD Community Development Block Grant requirements.

Section I

Applicant's Name: _____

Job Title: _____

Address: _____

Phone: _____

What is your race? (Circle one)

WHITE

BLACK/AFRICAN AMERICAN

ASIAN

AMERICAN INDIAN/ALASKAN NATIVE

NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER

ASIAN & WHITE

BLACK & WHITE

AM. INDIAN/ALASKAN NATIVE & BLACK

OTHER MULTIRACIAL

Is your family of Hispanic origin? (Circle one)

YES

NO

Do you currently reside in Public Housing? If yes, you do not need to fill out the rest of this form.

(Circle one) **YES**

NO

Have you been unemployed in the last 3 years? If yes, you do not need to fill out the rest of this form.

(Circle one) **YES**

NO

Section II

At the time of hire by your current employer were you low income/unemployed/ or a Section 3 resident within 3 years of the date of first employment? (Circle One) **YES** **NO**

How many people are in your family? (Circle one) **1 2 3 4 5 6 7 8+**

What is your family's gross annual income (before taxes)? _____

I certify that all of the above information is true and correct to the best of my knowledge.

Employee's Signature

Date

EXHIBIT L
SECTION 3 EMPLOYEE DATA & CERTIFICATION

El Departamento de Vivienda y Desarrollo Urbano (HUD) requiere que el Condado de Cameron obtenga documentos de ingresos de las personas nuevamente empleadas que trabajan en los proyectos que reciben beneficios de programas federales. Este formulario se puede utilizar como documentación de apoyo para el Anexo A (#2) pero también es requerida para cumplir con los requisitos de Subvención de Bloque de Desarrollo de Comunidad de HUD.

Sección I

Nombre del Participante: _____

Título de Trabajo: _____

Dirección: _____

Teléfono: _____

¿Cuál es su raza? (Circule uno)

AMERICANO

NEGRO/ AMERICANO AFRICANO

ASIÁTICO

INDIO AMERICANO/NATURAL DE ALASKA

NATURAL DE HAWAII/ EL OTRO ISLEÑO PACÍFICO

ASIÁTICO & AMERICANO

AMERICANO AFRICANO & AMERICANO

INDIA AMERICANO/NATURAL DE ALASKA & AMERICANO AFRICANO

EL OTRO MULTI-RACIAL

¿Está su familia de origen hispanico?(Circule uno) **Sí** **No**

¿ En la actualidad reside en una vivienda publica ? Si su respuesta es si, no tiene que terminar este formulario. (Circule uno) **Sí** **No**

¿ Ha estado desempleado en los ultimos tres años ? Si su respuesta es si, no tiene que terminar este formulario. (Circule uno) **Sí** **No**

Sección II

Al momento de ser contratado por su empleador actual, ¿era usted una persona de bajos ingresos / desempleado / o un residente de la Sección 3 en los 3 años siguientes a la fecha de su primer empleo?(Circule uno) **Sí** **No**

¿Cuántos personas en su Familia ? (Circule uno) **1** **2** **3** **4** **5** **6** **7** **8+**

¿Cuál es dinero anual gruesa de su familia (antes de impuestos)? _____

Certifico que toda la información ante dicha está verdad y correcta al mejor de mi conocimiento.

Firma del Empleado

Fecha

EXHIBIT M

Contractor Performance Evaluation Form for Reconstruction/ Rehabilitation Assignments

Contractor Name: _____

Date: _____

Evaluated by: _____

The following evaluation is for the period of _____. Contractor performance for the criteria identified below is based on a scale of 1 - 4, four (4) being the highest performance score. Preference in assignments will be given to contractor(s) with the highest total performance score.

1 - Unacceptable 2 - Needs Improvement 3 - Meets Expectation 4 - Exceeds Expectation

Performance Criteria	Score	Supporting Documentation/Observations
Section 3 Compliance 1 - No history with Section 3 hiring. 2 - Full compliance with Section 3 Plans without hiring. 3 - Meeting the targeted Section 3 goals 4 - Exceeding the targeted Section 3 goals, and/ or verification that 30% of hours worked by Section 3 residents, as highest priority award assuming all other performance is adequate.		•
Workmanship/Final Inspection 2 - Passes final inspection, with re-inspection. 4 - Passes final inspection, with no re-inspection needed.		•
Construction Build Time (days) 1 - >90 2 - 61 - 90 3 - 36 - 60 4 - <36 days		•
Customer Service for Contractor Performance Survey 1 - Average Contractor Performance Survey score is less than 2. 2 - Average Contractor Performance Survey score is 2 and 2.9. 3 - Average Contractor Performance Survey score is between 3 and 4. 4 - Average Contractor Performance Survey score is greater than 4.		•
Project Management (1 - 4 points) - Removes all construction debris from the site; leaves home move-in ready - Safe and secure worksite - Appropriate signage and notifications are posted at worksite - Timely submittal of all required documentation including inspection and draw requests		•
Bonus point for Certified Section 3 Business (1 point max)		
Total Performance Score		

Completed by Section 3 Coordinator: _____

Date: _____

Exhibit M#2
HOUSING ASSISTANCE
Contractor Performance Survey

Contractor Name: _____

Date: _____

Evaluated by: _____

Please take a moment to answer our quick survey and evaluate your Contractor's performance for the criteria identified below. Circle a score of 1 - 4, four (4) being the highest score.

The completed home met your expectations as discussed with you prior to beginning the project.	1	2	3	4
The people you worked with were polite and knowledgeable.	1	2	3	4
You were kept informed of progress toward completing your home.	1	2	3	4
The contractor was responsive to your needs.	1	2	3	4
The jobsite was organized and clean.	1	2	3	4
Your new home was move-in ready when you were given keys.	1	2	3	4
Rate the overall performance of your contractor.	1	2	3	4

Total Score _____

Were all concerns regarding the construction of your home resolved? If not, please tell us what was not corrected. **Be as specific as possible.**

Signature of Homeowner: _____

Date: _____

For Office Use

Method survey received		Mail	Phone	Web
Based on homeowner response, is further action required?		Yes	No	
Follow Up Assigned to		Date		
Issue Resolved		Yes	No	
Notes:				

Staff Signature: _____

Section 3 Action Plan

All firms and individuals bidding on any Section 3 covered contract with Cameron County **MUST COMPLETE AND SUBMIT THIS ACTION PLAN WITH THE BID, OFFER, OR PROPOSAL.** Any solicitation response that does not include this document (completed and signed) will be considered non-responsive and not eligible for award.

PRELIMINARY STATEMENT OF CURRENT WORKFORCE AND HIRING NEEDS

THIS PLAN OUTLINES YOUR COMMITMENT TO CAMERON COUNTY SECTION 3 HIRING GOALS

COMPANY NAME: _____

ADDRESS: _____

PROJECT (BID/RFP#): _____

GENERAL SUBCONTRACTOR

JOB CATEGORY: Examples ADMINISTRATIVE ASST., OFFICE MANAGER, CLERK, PROJECT MANAGER, EQUIPMENT MECHANIC, JANITORIAL, HOUSING MANAGEMENT, LABORER, LANDSCAPER, GLAZIER-JOURNEYMAN, GLAZIER-APPRENTICE, PLUMBER-JOURNEYMAN, PLUMBER- APPRENTICE	(A) # of CURRENT Employees (Core Staff)	(B) PROJECTED # of new Hires FOR THIS PROJECT	(C) PROJECTED # of Section 3 Hires	(D) PROJECTED Section 3 Hires as a Percentage of NEW HIRES
				%
				%
				%
				%
				%
				%
				%
				%

(Check here and attach another sheet if applicable)

Check this box if contractor does not anticipate triggering the regulation by the need for new hiring or subcontracting opportunities. Complete the signature block at the bottom of this page.

I attest that the above information is true and correct. The company certifies that the above table represents the appropriate number of employee positions and also represents the number of Section 3 employees that the company proposes to hire.

Signature

Printed Name

Title

Date

THIS FORM MUST BE RETURNED WITH YOUR BID