

Attachment D

*City of Kenosha
Section 3 Plan Guide Form*

APPLICANT'S NAME: _____

NAME OF PROJECT	FUNDING SOURCE	FISCAL YEAR	AMOUNT

This Plan will serve as the Section 3 Plan for the above project in compliance with the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended.

The purpose of Section 3 of the Housing and Urban Development Act of 1968, as amended (12. U.S.C. 1701u) (Section 3), is to ensure that training, employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and Local laws and regulations, be directed to the greatest extent possible to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns, which provide economic opportunities to low- and very low-income persons.

NUMERICAL GOALS FOR TRAINING AND EMPLOYMENT OPPORTUNITIES:

The _____ (**Applicant's Name**) will, to the greatest extent feasible, when awarding contracts or providing training and/or employment opportunities for activities or projects subject to the requirements of Section 3, strive to comply with the goals established in this section.

The numerical goals established in this section represent minimum numerical targets.

Training and employment opportunities will be made available to Section 3 residents as follows:

- (i) 30 percent of the aggregate number of new hires/training opportunities resulting from funds awarded for FY 2011 and continuing thereafter. Number of Section 3 jobs/training opportunities anticipated _____.

PREFERENCE FOR SECTION 3 RESIDENTS IN TRAINING AND EMPLOYMENT OPPORTUNITIES:

In providing training and employment opportunities, generated from the expenditure of Section 3 activities to Section 3 residents, the following order of preference will be followed:

- (1) First priority will be given to Section 3 residents from the service area or neighborhood in which the Section 3 covered project is located.
- (11) Other Section 3 residents of Kenosha County.

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NUMERICAL GOALS FOR CONTRACTING ACTIVITIES:

These goals apply to contract awards in excess of \$100,000 in connection with a Section 3 eligible project, and it applies to developers, contractors and subcontractors.

The _____ commits to award to Section 3 business concerns:

1. At least **10 percent** of the total dollar amount of all Section 3 covered contracts for building trades work arising in connection with housing rehabilitation, housing construction and other public construction; and
2. At least **3 percent** of the total dollar amount of all other Section 3 covered contracts

PREFERENCE FOR SECTION 3 BUSINESS CONCERNS:

The following order of preference will be followed when providing contracting opportunities to Section 3 businesses:

- (i) First priority will be given to Section 3 business concerns that provide economic opportunities for Section 3 residents in the service area or neighborhood in which the Section 3 covered project is located.
- (ii) Other Section 3 Residents of Kenosha County.

In compliance with the Section 3 Plan requirements, you must develop a list of strategies to be adopted for compliance with the stated employment, training and contracting goals. Contracts in excess of \$100,000 must include the Section 3 Clause.

If Federal and State funds are combined to fund an eligible Section 3 project, the combined amount is subject to the Section 3 requirements.

In compliance with the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, we the undersigned have read and have received a copy of the Section 3 Plan for this project. We acknowledge being a party to this Plan and further pledge our commitment to adhere to the objectives set forth.

Applicant's Chief Executive Officer

Date

General Contractor's Chief Executive Officer

Date

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Section 3 Training/Employment Goals

DEVELOPER'S NAME: _____

CONTRACTOR'S NAME: _____

NAME: _____

	Total Employees Required	Number Filled	Section 3 Goal	Developer's Vacancy (X)	Contractor's Vacancy (X)
Other					
Skilled					
Semi-Skilled					
Skilled Trainees					
Unskilled Trainees					
Semi-Skilled Trainees					
Professional & Administration					
Clerical					
Apprentices					

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***Contractor/Subcontractor Certification Regarding
Section 3 and Segregated Facilities***

COMPANY'S NAME	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

SECTION 3 BUSINESS CONCERN CERTIFICATION APPLICATION

*City of Kenosha
Department of City Development*

Dear Business Owner:

This is your invitation to become certified as a Section 3 Business Concern. As part of our effort to promote contract, employment and training opportunities for all residents of the City of Kenosha in compliance with Federal Section 3 regulations, the City of Kenosha Department of City Development has created this simple Section 3 Certification Application process. The City of Kenosha is seeking to extend the benefits of and to promote compliance with Section 3 by:

1. Identifying Section 3 Business Concerns;
2. Targeting Section 3 Business Concerns for Kenosha County business opportunity events and educational programs;
3. Promoting Section 3 Business Concerns by making available a directory both online and within the agency; and
4. Providing access to any training and technical assistance opportunities that may be offered by the City of Kenosha especially for Section 3 Business Concerns.

All applicants seeking this recognition must complete and submit the enclosed Section 3 Business Concern Application form. If your company is qualified because it is owned by one (1) or more Section 3 residents, then complete the form titled, "*Section 3 Business Concern – Resident Business Owner(s).*" If your company is qualified because 30% or more of its full time permanent workforce are Section 3 Residents as defined on the web page, then complete the form titled, "*Section 3 Business Concern – 30%+ Workforce.*"

YOU ONLY NEED TO SUBMIT THE BUSINESS CONCERN APPLICATION FORM WITH EITHER the *Resident Business Owner(s) form OR the Section 3 Business Concern – 30%+ Workforce form* TO BE ELIGIBLE FOR SECTION 3 CERTIFICATION.

Please answer all questions and sign the forms. Then forward the form via email to:

City of Kenosha
Department of City Development
625 52nd Street, Room 308
Kenosha, WI 53140

If you have any questions or concerns, please feel free to contact the City of Kenosha Department of City Development at 262.653.4030.

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SECTION 3 BUSINESS CONCERN
Resident Business Owner(s)

Name of Owner: _____

Home Address: _____

Name of Business: _____

Percentage of Ownership: _____ %

Check the appropriate box for your family size and income:

Check Box	# of Persons in Household	Gross Household Income Max.
<input type="checkbox"/>	1 Person	\$39,800
<input type="checkbox"/>	2 Persons	\$45,450
<input type="checkbox"/>	3 Persons	\$51,150
<input type="checkbox"/>	4 Persons	\$56,800
<input type="checkbox"/>	5 Persons	\$61,350
<input type="checkbox"/>	6 Persons	\$65,900
<input type="checkbox"/>	7 Persons	\$70,450
<input type="checkbox"/>	8 Persons	\$75,000

I certify that I am a resident of Kenosha County. My Total Household Income (THI) last year was less than the amount shown above for my family size.

If the business is owned by more than one (1) Section 3 resident, each should submit a separate Resident Business Owner Verification Form. List each owner below:

I certify that the Section 3 residents listed below own at least 51% of the business.

Name	Position	Percentage of Ownership

I certify that the information provided is true and accurate.

Print Name:	Date:
Signature:	

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SECTION 3 BUSINESS CONCERN
30%+ Workforce

A business can be certified as a Section 3 Business Concern if at least 30% of its permanent, full-time employees are Section 3 residents of Kenosha County, or were Section 3 residents within three (3) years of the date of first employment with the business.

For your firm to be eligible UNDER THIS CRITERIA, you must provide the following information for all permanent full time (FT) employees.

Copy this form if necessary.

LIST NAME AND ADDRESS FOR ALL EMPLOYEES	DATE HIRED (MM/DD/YYYY)	CHECK IF SECTION 3 RESIDENT*	JOB TITLE/TRADE
Name: Address: City/Zip:		<input type="checkbox"/>	
Total Number of Employees:			
Number of Section 3 Residents:			
Percentage of Total Workforce:			

- Refer to the Household Size and Income Chart on page 3.

I certify that the above statements are true, complete, and correct to the best of my knowledge and belief.

Print Name:

Title:

Company Name:

Date:

Signature:

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**CITY OF KENOSHA
RESIDENT EMPLOYMENT OPPORTUNITY DATA
SECTION 3 RESIDENT CERTIFICATE**

ELIGIBILITY FOR PREFERENCE

A Section 3 resident seeking the preference in training and employment provided by this part shall certify, or submit evidence to the recipient contractor or subcontractor, if requested, that the person is a Section 3 resident, as defined in Section 135.5. (An example of evidence of eligibility for the preference is evidence of receipt of public assistance or evidence of participation in a public assistance program.)

**CERTIFICATION FOR RESIDENT SEEKING SECTION 3 PREFERENCE
IN TRAINING AND EMPLOYMENT**

I, _____, AM A LEGAL RESIDENT OF KENOSHA COUNTY AND MEET THE ATTACHED INCOME ELIGIBILITY GUIDELINES FOR MY HOUSEHOLD SIZE.

MY PERMANENT ADDRESS IS: _____

I HAVE ATTACHED THE FOLLOWING DOCUMENTATION AS EVIDENCE OF MY STATUS:

- COPY OF SECTION 8 VOUCHER:
- EVIDENCE OF ELIGIBILITY OR PARTICIPATION IN A FEDERALLY-ASSISTED PROGRAM FOR LOW AND VERY LOW INCOME PERSONS (E.G., JOBS, JTPA, JOB CORPS, ETC.);
- EVIDENCE OF ELIGIBILITY OR PARTICIPATION IN A STATE OR LOCAL ASSISTANCE PROGRAM FOR LOW OR VERY LOW INCOME PERSONS;
- FEDERAL INCOME TAX RECORDS;
- OTHER EVIDENCE: _____

SIGNATURE:

DATE:

PRINT NAME:

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SECTION 3 – INCOME LIMITS

INDIVIDUALS RESIDING IN KENOSHA COUNTY WHO MEET THE INCOME LIMITS SET FORTH BELOW CAN ALSO QUALIFY FOR SECTION 3 STATUS.

A PICTURE IDENTIFICATION CARD AND PROOF OF CURRENT RESIDENCY IS REQUIRED.

ELIGIBILITY GUIDELINE		
NUMBER IN HOUSEHOLD	VERY LOW INCOME	LOW INCOME
1 INDIVIDUAL	\$24,850	\$39,800
2 INDIVIDUALS	\$28,400	\$45,450
3 INDIVIDUALS	\$31,950	\$51,150
4 INDIVIDUALS	\$35,500	\$56,800
5 INDIVIDUALS	\$38,350	\$61,350
6 INDIVIDUALS	\$41,200	\$65,900
7 INDIVIDUALS	\$44,050	\$70,450
8 INDIVIDUALS	\$46,900	\$75,000