



## EXAMPLES OF EFFORTS TO CREATE EMPLOYMENT AND CONTRACTING OPPORTUNITIES

### Section 3 Business Concerns, MBE, WBE and Labor Surplus Area Businesses

**At a minimum, outreach efforts must include contacting the businesses listed in SDHC's registry of certified Section 3 Business Concerns.** If registry does not represent the trades/services that you are seeking, refer to the following examples of efforts to award contracting opportunities:

1. Contacting business assistance agencies, minority contractors associations and community organizations to inform them of contracting opportunities and request their assistance in identifying Section 3 Business Concerns, MBE, WBE, & Labor Surplus Area Businesses which may solicit bids or proposals for contracts for work. (*Contact at least 15 calendar days prior to proposal/bid due date. For proposals/bids with a 2-week response time, contact must be made at least 7 calendar days prior to due date.*)
2. Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways to facilitate the participation of Section 3 Business Concerns. (*Advertise at least 15 calendar days prior to proposal/bid due date. For proposals/bids with a 2-week response time, contact must be made at least 7 calendar days prior to due date.*)
3. Placing qualified Section 3 Business Concerns, MBE, WBE, & Labor Surplus Area Businesses on solicitation lists.
4. Providing written notice to all known Section 3 Business Concerns of the contracting opportunities. The notice should be in sufficient time to allow Section 3 Business Concerns to respond to the bid invitation or request for proposal. (*Notify at least 15 calendar days prior to proposal/bid due date. For proposals/bids with a 2-week response time, notification must be provided at least 7 calendar days prior to due date.*)
5. Assuring that MBE, WBE, & Labor Surplus Area Businesses are solicited whenever they are a potential source.
6. Coordinating pre-bid meetings at which Section 3 Business Concerns, MBE, WBE, & Labor Surplus Area Businesses could be informed of upcoming contracting and subcontracting opportunities.
7. When economically feasible, breaking out contract work items into smaller tasks or quantities to permit maximum participation by Section 3 Business Concerns, MBE, WBE,



& Labor Surplus Area Businesses.

8. Establishing delivery schedules, where the requirement permits, that encourage participation by Section 3 Business Concerns, MBE, WBE, & Labor Surplus Area Businesses.
9. Providing technical assistance to help Section 3 Business Concerns understand and bid on contracts; bonding assistance, guaranties, or other efforts to support viable bids from Section 3 Business Concerns.
10. Contacting agencies administering HUD Youthbuild programs, and notifying these agencies of the contracting opportunities. *(Contact at least 15 calendar days prior to proposal/bid due date. For proposals/bids with a 2-week response time, contact must be made at least 7 calendar days prior to due date.)*
11. Advertising the contracting opportunities through trade association papers and newsletters, and through local media, such as community television networks, newspapers of general circulation, and radio advertisement. *(Advertise at least 15 calendar days prior to proposal/bid due date. For proposals/bids with a 2-week response time, advertisements must be at least 7 calendar days prior to due date.)*
12. Using the services and assistance of the U.S. Small Business Administration and the Minority Business Development Agency of the U.S. Department of Commerce (<http://www.mbda.gov/>). *(Use services at least 15 calendar days prior to proposal/bid due date. For proposals/bids with a 2-week response time, use services at least 7 calendar days prior to due date.)*

**For additional information or the registry of certified Section 3 Business Concerns go to:**  
<https://www.sdhc.org/doing-business-with-us/section-3/> .



## EXAMPLES OF EFFORTS TO CREATE EMPLOYMENT AND CONTRACTING OPPORTUNITIES

---

---

### Section 3 Workers

---

---

**At a minimum, outreach efforts must include contacting the SDHC Section 3 Unit at [section3@sdhc.org](mailto:section3@sdhc.org) to request referrals of certified Section 3 Workers, when there is a need to hire employees.** The following are examples of efforts to create employment opportunities:

1. Engaging in outreach efforts to generate job applicants who reside in public housing, HUD Section 8 assisted housing, or within one mile of the Section 3 covered project.
2. Providing training or apprenticeship opportunities.
3. Providing technical assistance to help Section 3 Workers compete for jobs (*e.g., resume assistance, coaching*).
4. Providing or connecting Section 3 Workers with assistance in seeking employment including: *Drafting resumes, preparing for interviews, and finding job opportunities connecting Section 3 Workers to job placement services.*
5. Creating one or more job fairs.
6. Providing or referring Section 3 Workers to services supporting work readiness and retention (*e.g., work readiness activities, interview clothing, test fees, transportation, child care*).
7. Providing assistance to apply for/or attend community college, a four-year educational institution, or vocational/technical training.
8. Assisting Section 3 Workers to obtain financial literacy training and/or coaching.
9. Outreach, engagement, or referrals with the state one-stop system as defined in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.

**For additional information go to: <https://www.sdhc.org/doing-business-with-us/section-3/>. Contact the Section 3 Unit at [section3@sdhc.org](mailto:section3@sdhc.org) to request referrals of certified Section 3 Workers.**