



**SECTION 3 AND EQUAL OPPORTUNITY CONTRACTING  
PROJECT UTILIZATION PLAN**

**COVER SHEET**

**General Submittal Instructions:**

**Bidder/Proposer AND its first-tier subcontractors are to submit a completed Section 3 and Equal Opportunity Contracting Project Utilization Plan(s) in bid. If not, Utilization Plan(s) must be submitted within 24 hours, upon request by SDHC. A “non-responsive” determination may be made due to non-submittal within 24 hours.**

**Bidder/Proposer AND its first-tier subcontractors whose Utilization Plans indicate no subcontract awards to certified Section 3 Business Concerns will be required to submit, within 24 hours upon request by SDHC, supporting documentation for review and approval verifying efforts to outreach to and award subcontracts to Section 3 Business Concerns. A “non-responsive” determination shall be made due to a lack of documented outreach to Section 3 Business Concerns by the Bidder/Proposer. Exception: Bid/proposal indicating no projected hiring and/or subcontracting opportunities.**

**Bidder/Proposer AND its first-tier subcontractors whose Utilization Plans indicate that existing employees do not meet the definition of a Section 3 Worker, and do not agree to make a documented good faith effort to hire Section 3 Workers (when there is a need to hire new employees), may be deemed “non-responsive.” Exception: Bidders/proposers whose geographic location and industry preclude them from hiring County of San Diego residents.**

**Special Instructions for SDHC Developers:**

Submit all completed Section 3 and Equal Opportunity Contracting Project Utilization Plans before construction begins and/or at the beginning of each project phase (to be determined on case-by-case basis). Developers submit completed Utilization Plans to: [Section3@sdhc.org](mailto:Section3@sdhc.org) (preferred) or San Diego Housing Commission, Section 3 Unit, 1122 Broadway, Ste. 300; San Diego, CA 92101.

Prime Contractor Name:		Bid/Solicitation # and Project Name:	
<input type="checkbox"/> Contractor or Name and Address: <input type="checkbox"/> Subcontractor			
List if ELBE, DBE, DVBE, MBE, SB, SLBE or WBE (or mark “N/A” if non-applicable):		Email Address:	
Contact Name and Telephone Number:		Proposed Dollar Value of <input type="checkbox"/> Contract or <input type="checkbox"/> Subcontract: \$	

**Check All That Apply For This Project And Follow Instructions As Applicable**

I am the Prime Contractor:  I am a Subcontractor:   
 There will be subcontracts as a result of this bid/proposal:  Complete Cover Sheet and Attachment I.  
 There will be new hires as a result of this bid/proposal:  Complete Cover Sheet and Attachment II.  
 There will be no subcontracts or new hires as a result of this bid/proposal:  Complete Cover Sheet and Attachment II.

*Bidder for the above bid/solicitation number and project hereby understands and agrees to comply with all provisions of Section 3 as set forth in 24CFR75 and SDHC’s Section 3 requirements, as applicable. Non-compliance with HUD’s Section 3 regulations may result in sanctions, termination of the contract/agreement for default and debarment or suspension from future HUD-assisted contracts.*

Authorized Official’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

FOR ADDITIONAL INFORMATION, REGISTRY OF CERTIFIED SECTION 3 BUSINESS CONCERNS AND INSTRUCTIONS FOR COMPLETING FORMS GO TO: [WWW.SDHC.ORG/DOING-BUSINESS-WITH-US/SECTION-3/](http://WWW.SDHC.ORG/DOING-BUSINESS-WITH-US/SECTION-3/)



**SECTION 3 AND EQUAL OPPORTUNITY CONTRACTING  
PROJECT UTILIZATION PLAN**

**ATTACHMENT I: SECTION 3 BUSINESS CONCERN UTILIZATION PLAN**

If you plan to award subcontracts and your Utilization Plan does not indicate subcontract awards to certified Section 3 Business Concerns, you will be required to submit supporting documentation verifying your efforts, to the greatest extent feasible, to contact and invite Section 3 Business Concerns to submit quotes, bids or proposals. **AT A MINIMUM, YOU MUST CONTACT THE BUSINESSES LISTED IN SDHC’S REGISTRY OF CERTIFIED SECTION 3 BUSINESS CONCERNS.** 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.

If the registry of certified Section 3 Business Concerns does not represent the trades/services that you are seeking, contact the SDHC Section 3 Unit at [section3@sdhc.org](mailto:section3@sdhc.org) or go to [www.sdhc.org/doing-business-with-us/section-3/](http://www.sdhc.org/doing-business-with-us/section-3/) to obtain “Examples of Efforts to Create Employment and Contracting Opportunities.”

Section 3 Business Concerns **must be certified by SDHC**. For ELBE, SLBE, SB, DBE, MBE, WBE or DVBE firms, please attach a copy of their certification(s).<sup>1</sup> **List ALL** proposed subcontractors (including subconsultants) for this project on the table below.

<i>Name, City &amp; State</i>	<i>Certified Section 3 Business Concern (yes/no)</i>	<i>Identify if ELBE/SLBE/SB/DBE/MBE/WBE/DVBE</i>	<i>Subcontract Amount (\$) and Percentage (%) of Total Contract Amount</i>		<i>Trade/Category of Work</i>
			\$	%	
			\$	%	
			\$	%	
			\$	%	
			\$	%	
			\$	%	
Total Subcontract Amount - Dollars and Percentage of Total Contract Amount:			\$	%	
Total Subcontract Amount Awarded to Certified Section 3 Business Concerns – Dollars and Percentage of Total Contract Amount:			\$	%	

Owner/Authorized Officer and Title: \_\_\_\_\_ Company: \_\_\_\_\_

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

FOR ADDITIONAL INFORMATION, REGISTRY OF CERTIFIED SECTION 3 BUSINESS CONCERNS AND SECTION 3 WORKERS, AND INSTRUCTIONS FOR COMPLETING FORMS GO TO: [WWW.SDHC.ORG/DOING-BUSINESS-WITH-US/SECTION-3/](http://WWW.SDHC.ORG/DOING-BUSINESS-WITH-US/SECTION-3/)

<sup>1</sup> There are no numeric goals established for these certifications. However, affirmative efforts are required to ensure small businesses (SB), minority-owned (MBE) and woman-owned business enterprises (WBE) and other individuals and firms located in or owned by, in substantial part, persons residing in SDHC’s and/or Labor Surplus Areas are used whenever possible.



SECTION 3 AND EQUAL OPPORTUNITY CONTRACTING PROJECT UTILIZATION PLAN

ATTACHMENT II: SECTION 3 WORKER UTILIZATION PLAN

Bidder/Proposer AND its first-tier subcontractors are to make their best efforts to provide employment and training opportunities generated by HUD financial assistance to low- and very low-income persons referred to as "Section 3 Workers." See attached FAQ.

Table with 2 rows: 2023 HUD INCOME LIMITS, \$77,200

Instructions:

Answer all questions. Section 3 Worker Utilization Plans that indicate a "No" response for question #3 or "No" response for all three questions, may be deemed "non-responsive." Exception: Bidders/proposers whose geographic location and/or industry preclude them from hiring County of San Diego residents.

Form with 3 questions regarding employee residency, hiring plans, and good faith effort to hire Section 3 Workers. Includes checkboxes for YES/NO and instructions for providing employee lists.

Owner/Authorized Officer and Title: \_\_\_\_\_

Company: \_\_\_\_\_

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

FOR ADDITIONAL INFORMATION, REGISTRY OF CERTIFIED SECTION 3 BUSINESS CONCERNS AND SECTION 3 WORKERS, AND INSTRUCTIONS FOR COMPLETING FORMS GO TO: WWW.SDHC.ORG/DOING-BUSINESS-WITH-US/SECTION-3/



## ABRIDGED SECTION 3/EOC FAQ FOR BIDDERS/PROPOSERS

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**1. Who is a Section 3 Worker?**

A Section 3 Worker is a County of San Diego resident who is low- or very low-income person according to HUD Income Limits; employed by a Section 3 Business Concern, or a YouthBuild participant. For additional information go to [www.sdhc.org/doing-business-with-us/section-3/](http://www.sdhc.org/doing-business-with-us/section-3/).

**2. What is a Section 3 Business Concern?**

A Section 3 Business Concern means a business concern that meets one of the following criteria: (1) at least 51 percent owned and controlled by a Section 3 Worker or (2) over 75 percent of the labor hours performed for the business over the prior three-month period were performed by Section 3 Workers.

**3. Who can become certified as a Section 3 Business Concern with the San Diego Housing Commission (SDHC)?**

A business concern whose principal office is located in the County of San Diego and meets the eligibility criterion of (1) or (2) as set forth in the answer to question #2, "What is a Section 3 Business Concern?" can certify.

**4. Do certified Section 3 Business Concerns have to comply with the Section 3 requirements?**

Yes. Certified Section 3 Business Concerns that are awarded Section 3-covered contracts or subcontracts must comply.

**5. How can I demonstrate Section 3 compliance in my proposal/bid/quote?**

A bidder/proposer and its first-tier subcontractors demonstrate Section 3 compliance by submitting: (1) Section 3 and Equal Opportunity Contracting Project Utilization Plans (includes Attachments I and II) that project a commitment to award contracts to certified Section 3 Business Concerns, currently employ Section 3 Workers and/or hire certified Section 3 Workers when there is a need to award contracts and/or hire new employees; and (2) supporting documentation verifying that the bidder/proposer and its first-tier subcontractors outreached to Section 3 Business Concerns and Section 3 Workers.

**6. What are examples of documentation verifying outreach to Section 3 Business Concerns and Section 3 Workers?**

At a minimum, supporting documentation shall include a log of calls or copies of emails—with outcomes—to SDHC certified Section 3 Business Concerns; and notifying the SDHC Section 3 Unit of employment opportunities for SDHC certified Section 3 Workers. The registry of certified Section 3 Business Concerns and "Examples of Efforts to Create Employment and Contracting Opportunities" are available at [www.sdhc.org/doing-business-with-us/section-3/](http://www.sdhc.org/doing-business-with-us/section-3/). For referrals of certified Section 3 Workers, contact the SDHC Section 3 Unit at [section3@sdhc.org](mailto:section3@sdhc.org).

**7. What happens if I do not submit, upon request, documentation verifying outreach to Section 3 Business Concerns?**

A bid/proposal shall be deemed "non-responsive" and not eligible for award due to a lack of documented outreach to Section 3 Business Concerns.

**8. Do I have to comply with Section 3 requirements, if I do not plan to hire new employees and I do not plan to award contracts/subcontracts?**

Upon contract award, to the greatest extent feasible, contractors and/or subcontractors shall ensure that employment and training opportunities on Section 3 covered contracts and projects are provided to Section 3 Workers; and report total labor hours performed by Section 3 Workers as a percentage of total labor hours of all employees performing on the Section 3 covered contract or project.

**9. Does SDHC monitor Section 3 Compliance?** Yes. SDHC Section 3 Unit monitors compliance by reviewing contractors' and subcontractors' certified payroll or quarterly labor hour reports which indicate the total labor hour worked by Section 3 Workers as a percentage of the total labor hours worked by all employees performing on the Section 3 covered contract or project. Contractors and subcontractors must seek to maintain their approved percentages of Section 3 participation throughout the term of the Section 3 covered contract or project.

**10. Are there goals for Small Businesses (SB), Minority-Owned (MBE) and Woman-Owned Business Enterprises (WBE)?**

There are no established numerical goals; however, affirmative efforts are required to ensure SB, MBE and WBE participation on all SDHC contracts and projects. "Examples of Efforts to Create Employment and Contracting Opportunities," are available at [www.sdhc.org/doing-business-with-us/section-3/](http://www.sdhc.org/doing-business-with-us/section-3/)