

**Memorandum
Public Works Department**



To: City Manager
Subject: Housing and Urban Development Act of 1968, Section 3 Policy
Date: February 23, 2016
Number: 2016-026

The Public Works Department has been notified by the Illinois Disaster Recovery Program that they are now requiring that the City adopt a Housing and Urban Development Act of 1968, Section 3 Policy in order to finalize the IKE grant. A portion of the funding for the 6th Avenue Relief Sewer Project was funded with an IKE grant.

This policy is for compliance with Section 3 of the U.S. Housing and Urban Development Act of 1968 ("Section 3") by increasing opportunities for employment and contracting for Section 3 residents and businesses. To obtain such compliance, the City of Rock Island, to the greatest extent feasible, will provide job training, employment and contracting opportunities for Section 3 residents and businesses in which federal grant projects are being carried out.

Recommendation

It is recommended that City Council adopt the attached Housing and Urban Development Act of 1968, Section 3 Policy and authorize the City Manager to sign the policy.

Submitted by: Randall D. Tweet, Public Works Director
Michael J. Kane, P.E., City Engineer

Approved by: Thomas Thomas, City Manager

**HOUSING AND URBAN DEVELOPMENT ACT OF 1968
SECTION 3 POLICY**

I. Purpose

It is the policy of the City of Rock Island to attain goals for compliance with Section 3 of the U.S. Housing and Urban Development Act of 1968 ("Section 3") by increasing opportunities for employment and contracting for Section 3 residents and businesses. To obtain such compliance, the City of Rock Island, to the greatest extent feasible, will provide job training, employment and contracting opportunities for Section 3 residents and businesses in which federal grant projects are being carried out.

II. Policy

- A. The City of Rock Island shall notify Section 3 residents and business concerns of potential new employment and contracting opportunities as they are triggered by federal grant awards as follows:

- X public notices;
- X bidding advertisements and bid documents;
- X notification to local business organizations, such as the local Chamber of Commerce and/ or the Urban League;
- X local advertising media including public signage;
- X project area committees and citizen advisory boards;
- X local HUD offices;
- X regional planning agencies; and
- X all other appropriate referral sources.

The City of Rock Island shall include Section 3 clauses in all covered solicitations and contracts.

- B. The City of Rock Island will maintain a list of those businesses that have identified themselves as Section 3 businesses for utilization in CDBG funded procurements. The listed businesses will be notified of pending contractual opportunities. Additionally, the list will be made available for general Grant Recipient procurement needs.
- C. The City of Rock Island will maintain a list of those persons who have identified themselves as Section 3 residents. The City of Rock Island will contact the individuals on the list when hiring/training opportunities are available through either the Grant Recipient or contractors.

- D. The City of Rock Island will require that all prime contractors and subcontractors with contracts over \$100,000.00 commit to this Policy as part of their contract work. The City of Rock Island will monitor the contractors' performance with respect to meeting Section 3 requirements and require that the contractors submit reports as may be required by HUD or DCEO to the Grant Recipient.
- E. The City of Rock Island will submit the required HUD or DCEO reports regarding contracting with Section 3 businesses and/or employment as they occur. The City of Rock Island will submit reports within twenty (20) days of calendar year end which identify and quantify Section 3 businesses and employees.
- F. The City of Rock Island will maintain records, including copies of correspondence, memoranda, etc., which document all actions taken to comply with Section 3 regulations.

III. Enforcement

The City of Rock Island City Manager is hereby designated to carry out and implement the Section 3 Policy set forth herein.

IV. Execution

As officers and representatives of the City of Rock Island, the undersigned have read and fully agreed to this Policy, and become a party to the full implementation of this Policy.

Thomas Thomas

City Manager

Date

Seal

ATTEST

City Clerk