

It is the policy of the City of Moore’s Capital Planning and Resiliency Department to require its contractors to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, disability, veteran’s or marital status, or economic status and to take affirmative measures to ensure that both job applicants and existing employees are given fair and equal treatment.

The policy shall result in a reasonable level of success in the recruitment, employment, and utilization of eligible residents and persons and business by contractors working on contracts partially or wholly funded with the United States Department of Housing and Urban Development (HUD) monies.

Contractors and subcontractors may demonstrate compliance with the "greatest extent feasible" requirement of Section 3 by meeting the numerical goals set forth herein for providing training or employment to Section 3 Residents and/or contracting opportunities to Section 3 Business Concerns. The goals are contained in Table 1:

TABLE 1: SECTION 3 NUMERICAL GOALS		
Type	Goal	Criteria
Section 3 Employment	30%	30% of new hires are Section 3 residents of the City of Moore
Section 3 Contracting Opportunities	10%	10% of the Contractors or Subcontractors meet the definition of a Section 3 Business Concern
Section 3 Contracting Opportunities (Professional Services)	3%	3% of the total amount of all other CDBG funded contracts including: Architectural; Engineering; Legal; Management and Administrative support

In evaluating compliance under the City’s Section 3 Plan, a **contractor or subcontractor that has not met the numerical goals described above has the burden of demonstrating why it was not feasible to meet the numerical goals identified in the City’s Section 3 Plan.** Such justification may include statements regarding impediments encountered despite actions taken.

**Following are acceptable methods that, when documented, demonstrate compliance with Section 3 New Hire**

1. Consulting with State and local agencies administering training programs funded through JTPA or JOBS, probation and parole agencies, unemployment compensation programs, community organizations and other officials or organizations to assist with recruiting Section 3 Residents for a contractor's or subcontractor's training and employment positions.
2. Advertising the jobs to be filled through the local media.
3. Employing a job coordinator, or contracting with a business concern that is licensed in the field of job placement (preferably a Section 3 Business Concern) that will undertake efforts to match eligible and qualified Section 3 Residents with the training and employment positions that the contractor intends to fill.
4. Establishing training programs, which are consistent with the requirements of the Department of Labor, for public housing residents and other Section 3 Residents in the building trades.
5. Advertising the training and employment positions by distributing flyers (which identify the positions to be filled, the qualifications required, and where to obtain additional information about the application process) to housing developments where there are Section 3 Residents.
6. Entering into "first source" hiring agreements with organizations representing Section 3 Residents.
7. Contacting resident councils, resident management corporations, or other resident organizations

in the housing developments where there are Section 3 Residents, to request the assistance of those organizations in notifying residents of the training and employment positions to be filled.

8. Sponsoring a job informational meeting to be conducted at a location in the housing developments where there are Section 3 Residents or in the neighborhood or service area of the Section 3 covered project.
9. Arranging assistance in conducting job interviews and completing job applications for residents of the housing developments where there are Section 3 Residents and in the neighborhood or service area in which a Section 3 project is located.
10. Arranging for a location in the housing developments where there are Section 3 Residents, or the neighborhood or service area of the project, where job applications may be delivered and collected or where job interviews can be conducted.
11. Where there are more qualified Section 3 Residents than there are positions to be filled, maintaining a file of eligible qualified Section 3 Residents for future employment positions.
12. Undertaking such continued job training efforts as may be necessary to ensure the continued employment of Section 3 Residents previously hired for employment opportunities.

**Efforts to Award Contracts to Section 3 Business Concerns that Demonstrate Compliance with the  
“greatest extent feasible” requirement of Section 3**

1. In determining responsibility of potential subcontractors, consider their record of Section 3 compliance as evidenced by past actions and their current plans for the pending subcontract.
2. Contacting business assistance agencies, minority contractors' associations and community organizations to inform them of contracting opportunities and request their assistance in identifying Section 3 businesses which may solicit bids or proposals for contracts for work in connection with Section 3 covered assistance.
3. Providing written notice to all known Section 3 Business Concerns of the contracting opportunities. This notice should be in sufficient time to allow the Section 3 Business Concerns to respond to the bid invitations or request for proposals.
4. Following up with Section 3 Business Concerns that have expressed interest in the contracting opportunities by contacting them to provide additional information on the contracting opportunities.
5. Coordinating pre-bid meetings at which Section 3 Business Concerns could be informed of upcoming contracting and subcontracting opportunities.
6. Advising Section 3 Business Concerns as to where they may seek assistance to overcome limitations such as inability to obtain bonding, lines of credit, financing, or insurance.
7. Arranging solicitations, times for presentations of subcontract bids, quantities, specifications, and delivery schedules in ways to facilitate the participation of Section 3 Business Concerns.
8. Where appropriate, breaking out subcontract work items into economically feasible units to facilitate participation by Section 3 Business Concerns.
9. Advertising subcontracting opportunities through trade association papers and newsletters, and through other local media, such as newspapers of general circulation.
10. Developing a list of eligible Section 3 Business Concerns.