

SECTION 3 RESOLUTION

2013-05-21-02

WHEREAS, it is hereby declared that the City of Payne Springs, Texas establish local Section 3 Policy; and

WHEREAS, it is further declared that establishment of such policy requires the designation of an Equal Rights Officer; and

WHEREAS, it is the intent of the City of Payne Springs, Texas to comply with Section 3 regulations by increasing opportunities for employment and contracting for Section 3 residents and business concerns;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PAYNE SPRINGS, TEXAS:

1. That the City adopt the attached Section 3 Policy;
2. That the City Council designate the City Secretary as the City's Equal Rights Officer;
3. That the City direct the Equal Rights Officer to maintain records and take necessary action in order to comply with the adopted Section 3 Policy;

PASSED AND APPROVED this 21 DAY of MAY, 2013.



Rodney Renberg, Mayor

ATTEST:



Karen Juica, City Secretary

## Section 3 Policy


In accordance with 12 U.S.C. 1701u the City of Payne Springs agrees to implement the following steps, which, to *the greatest extent feasible*, will provide job training, employment and contracting opportunities for Section 3 residents and Section 3 businesses of the areas in which the program/project is being carried out.

- A. Introduce and pass a resolution adopting this plan as a policy to strive to attain goals for compliance to Section 3 regulations by increasing opportunities for employment and contracting for Section 3 residents and businesses.
- B. Assign duties related to implementation of this plan to the designated Equal Rights Officer.
- C. Notify Section 3 residents and business concerns of potential new employment and contracting opportunities as they are triggered by TxCDBG grant awards through the use of: Public Hearings and related advertisements; public notices; bidding advertisements and bid documents; notification to local business organizations such as the Chamber(s) of Commerce or the Urban League; local advertising media including public signage; project area committees and citizen advisory boards; local HUD offices; regional planning agencies; and all other appropriate referral sources. Include Section 3 clauses in all covered solicitations and contracts.
- D. Maintain a list of those businesses that have identified themselves as Section 3 businesses for utilization in TxCDBG funded procurements, notify those businesses of pending contractual opportunities, and make this list available for general Grant Recipient procurement needs.
- E. Maintain a list of those persons who have identified themselves as Section 3 residents and contact those persons when hiring/training opportunities are available through either the Grant Recipient or contractors.
- F. Require that all Prime contractors and subcontractors with contracts over \$100,000 commit to this plan as part of their contract work. Monitor the contractors' performance with respect to meeting Section 3 requirements and require that they submit reports as may be required by HUD or TDA to the Grant Recipient.
- G. Submit reports as required by HUD or TDA regarding contracting with Section 3 businesses and/or employment as they occur; and submit reports within 20 days of calendar year end which identify and quantify Section 3 businesses and employees.
- H. Maintain records, including copies of correspondence, memoranda, etc., which document all actions taken to comply with Section 3 regulations.

As officers and representatives of City of Payne Springs, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Title

  
\_\_\_\_\_  
Date