

Exhibit E
City of Port St. Lucie
Section 3 Requirements/Strategies
for
Contractors/Subcontractors

Goals

To provide training and employment opportunities generated from the expenditure of section 3 covered assistance to section 3 residents (low and very-low income in the project area) in jobs that are necessary for the project or activity funded by section 3 covered assistance (Community Development Block Grant – CDBG funds in Port St. Lucie.) This does not mean that you must hire persons who do not meet the minimum qualifications for the job.

Applicability

1. Recipients of CDBG assistance in any amount exceeding \$200,000 performing a Section 3 covered project – applies to the City of Port St. Lucie as we receive CDBG funding in excess of the amount specified.
2. Contractors and subcontractors performing work on section 3 covered project where contract or subcontract exceeds \$100,000 – applies to the primary contractor and any subcontractor receiving more than \$100,000 for the **total** project.
3. Section 3 requirements apply to entire project.

Requirements

1. To the greatest extent feasible, contractors must provide training, employment, and contracting opportunities to section 3 residents and section 3 business concerns. See “Income Limits for Section 3 Residents” attached.
 - a. Efforts should be made to employ section 3 residents at all job levels.
 - b. Numerical goals will demonstrate compliance if 10% of the aggregate number of new hires for each year of the project are section 3 residents.

Duties

1. Complete “Estimated Project Work Force Breakdown” indicating current and proposed workers.
2. Provide “Employee List” at start of contract and again at end of project. Final list must include all employees for the project, even if they were temporary hires and are no longer on the project.
3. Provide “Sub-contractor List” at start of contract. Notify Community Services if you add another contractor.
4. Market new jobs within local area, especially to targeted area marked on attached map.
 - a. Distribute flyers, post signs, place ads, contact workforce development for targeted hiring.
 - b. Be prepared to make informal or formal reports on marketing procedures and number of new hires obtained.
5. Provide additional reports as requested.

Penalties for non-compliance

HUD may receive complaints from Section 3 residents and businesses. They will investigate, and a voluntary resolution will be sought. Complaints that are not resolved voluntarily may result in an administrative hearing.