

# **REQUEST FOR QUALIFICATIONS (RFQ) ARCHITECTURAL & ENGINEERING SERVICES FOR READING HOUSING AUTHORITY**

Date of Announcement: January 7, 2025

## Overview

Reading Housing Authority (RHA), 400 Hancock Blvd., Reading, PA 19611 is seeking qualifications from multiple firms to provide Architectural, Landscape, Civil, Mechanical, Electrical, Plumbing, Structural, Engineering/Design Services, Environmental Consulting, Energy Savings, and Utility Consulting/Auditing Services.

Reading Housing Authority (RHA) is a local government agency charged with administering Federal Public Housing and Housing Choice Voucher Programs for the City of Reading while also serving in the capacity of property manager, service provider and partner entity in a variety of other programs. The mission of the agency is to provide a foundation for people to find a better home of hope and achieve their aspirations.

## Statement of Work

The purpose of this solicitation is to select qualified firms to perform multiple design and consulting services for projects established by RHA's Physical Needs Assessment and Capital Fund 5 Year Plan. The anticipated projects include, but are not limited to: interior/exterior building improvements; electrical, mechanical and HVAC upgrades; masonry/concrete repair and replacement; paving repair and replacement; fencing; boiler plant demolition; security and CCTV systems; playground design and upgrade; energy savings/utility auditing; new construction surveying; storm water survey; professional cost estimating; environmental testing and remediation; and installation of underground gas, water, sewer, electric and communication lines. All identified improvements will meet or exceed mandatory standards set forth by the U. S. Department of Housing and Urban Development (HUD) and those established by local health, safety, fire and building codes. Data shall be delivered in a best practice format for the industry and will include requirements for electronic submissions.

## Submission and Award

At a minimum, the submission shall address the following:

- Describe your overall qualifications to deliver requested services
- Describe firm's experience with Public Housing
- Provide a statement evidencing your professional good standing in Pennsylvania
- Provide a summary of the professional background of those individuals assigned to the Reading Housing Authority's Architectural and Engineering Services.
- Provide a list of Public Housing Authority references, including authority name, address, telephone number, point of contact and year of most recent engagement.
- Provide a list of completed projects within the last 5 years, including the costs of change orders, for each of those projects.

*A Pre-Qualifications meeting will be held at 10:00 a.m. on Thursday, January 23, 2025, at Reading*

Housing Authority Willis Center for Administration (WCA),400 Hancock Blvd.,Reading,PA 19611. All interested parties are encouraged to attend.

One (1) electronic and four (4) original copies of your qualifications must be received by the Procurement Office of Reading Housing Authority,Willis Center for Administration,400 Hancock Blvd., Reading,PA 19611,by 3:30 p.m. eastern standard time on **Friday, February 14, 2025**. Electronic submissions shall be directed to [contracts@readingha.org](mailto:contracts@readingha.org).

Qualification-Based Selection (QBS) proposal must contain the following required forms. Failure to include these items may result in discarding of the proposal. Required forms and information are also available under the Business Partners "Opportunities" section on the RHA website, [www.readingha.org](http://www.readingha.org).

- o Non-Collusive Affidavit
- o Section 3 Compliance Agreement
- o Section 3 Demonstration of Capability

The following documents are for informational purposes.

- o Form HUD-5369-B,Instructions to Offerors - Non-Construction  
<https://www.hud.gov/sites/documents/5369-B.PDF>
- o Form HUD-5369-C,Certifications and Representations of Offerors - Non-Construction Contract  
[https://www.hud.gov/sites/documents/DOC\\_12132.PDF](https://www.hud.gov/sites/documents/DOC_12132.PDF)
- o Form HUD-5370-C,General Conditions for Non-Construction Contracts I & II  
[https://www.hud.gov/sites/documents/DOC\\_12587.PDF](https://www.hud.gov/sites/documents/DOC_12587.PDF)  
[https://www.hud.gov/sites/documents/DOC\\_12588.PDF](https://www.hud.gov/sites/documents/DOC_12588.PDF)

OBS proposals will be rated by a selection committee against the following criteria,with the maximum possible points being 240. Each criterion will be given a weight and proposal will be judged on how well they meet that criteria,with the rating multiplier of Low (1 point),Medium (2 points) and High (3 points). Proposers who fail to address a criterion in their proposal will receive a 0-point score for the item. The criterion areas for this OBS are as follows:

|   |                                                                                                                                                                                  | Multiplier | Weight |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------|
| 1 | Evidence of the architect/engineer's or firm's ability to perform the work,as indicated by profiles of the proposed staff's professional and technical competence and experience | 0,1,2,3    | 30     |
| 2 | Capability to provide professional services in a timely manner                                                                                                                   | 0,1,2,3    | 30     |
| 3 | Past performance,in terms of cost control,cost of change orders for each project completed over the last 5 years,quality of work and compliance with performance schedules       | 0,1,2,3    | 90     |
| 4 | Demonstrated knowledge of local building codes                                                                                                                                   | 0, 1,2,3   | 30     |
| 5 | Prior experience on comparable projects                                                                                                                                          | 0, 1,2,3   | 60     |

### Miscellaneous

RHA is a smoke-free campus. Contractors and vendors are expected to abide by these requirements.

**Reading Housing Authority  
NON-COLLUSIVE AFFIDAVIT**

Note: Failure to submit this affidavit by the date specified in this solicitation may render the bid nonresponsive. No contract award will be made without a properly executed affidavit.

By submission of this bid or offer, each Vendor and each person signing on behalf of any Vendor certifies, and in the case of joint bids or offers each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief.

1. The prices in this quotation have been arrived at independently without collusion, consultation, communications, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder/offeror or any competitor;
2. Unless other wise required by law, the prices which have been offered in this bid/offer have not been knowingly disclosed by the bidder/offeror and will not knowingly be disclosed by the bidder/offeror, directly or indirectly to any other bidder/offeror or to any competitor;
3. No attempt has been made or will be made by the bidder/offeror to include any other person, partnership or corporation to submit or not to submit a bid/offer for the purpose of restricting competition;
4. No employee or Board member of the Reading Housing Authority or their consultants have received or will receive any payment or any other form of financial compensation from the bidder/offeror as a result of award of a contract or promise of award to the bidder/offeror.

Name: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

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

Subscribed and sworn to before me \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission expires- \_\_\_\_\_, 20\_\_\_\_.

## Reading Housing Authority SECTION 3 CERTIFICATIONS & COMPLIANCE AGREEMENT

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**Requirements for Compliance with Requirements of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) Part 135 - Economic Opportunities for Low- and Very Low-Income Persons.**

**Purpose:** *The purpose of Section 3 of the Housing and Urban Development of 1968 (12 U.S.C. 1701u) (Section*

*3) is to ensure that employment and other economic and business opportunities generated by HUD Financial Assistance shall be directed to Housing Authority Residents and other low- and very low-income persons, particularly those who are recipients of government housing assistance and to business concerns which provide economic opportunities to Housing Authority Residents and other low- and very low-income persons .*

**General Policy Statement:** *It is the declared policy of the Reading Housing Authority (RHA) that Equal Employment Opportunities shall be provided for every employee and applicant for employment regardless of race, color, religion, sex, national origin, handicap, or economic status; and, that through the award of contracts to contractors, vendors, and suppliers, that employment and business opportunities be created for residents of RHA*

*properties and other qualified low- and very low-income persons residing within the geographical boundaries of the City of Reading, PA This policy does not end with the mere prohibition of discriminatory practices by programs receiving HUD financial assistance or contractors, subcontractors, and vendors contracting with the Authority. The Authority recognizes its obligation as well as the obligation of potential contractors, subcontractors, and vendors, to develop practical steps to achieve the goal of providing meaningful, full-time permanent employment opportunities, as well as business opportunities to RHA Residents and other Section 3 eligible persons.*

*Such obligation shall be demonstrated not merely through inclusion of positive or "best effort" steps, but shall result in a reasonable level of success in the recruitment, employment, and utilization of Authority Residents and other Section 3 eligible persons and businesses in the workforce and subcontracting of work resulting out of the expenditure of HUD funding. The Authority's Board of Commission, through official resolution, shall examine and consider a contractor/vendor's success in providing employment and business opportunities to Authority Residents prior to acting on any proposed contract award.*

**Numerical Goals for Section 3 Compliance:** *Consistent with 24 CFR 85.36 (c)(2), Section 3 is a federal statute that expressly encourages, to the maximum extent feasible, a geographic preference in the evaluation of bids or proposals. To that end, the RHA has adopted the following numerical goals for meeting the greatest extent feasible requirement to provide economic opportunities to Section 3 Residents and Section 3 Business Concerns in the procurement and awarding of modernization-funded construction and professional service contracts:*

### Numerical Goals for Section 3 Compliance

| Areas of Focus<br>(Applies to all<br>contracts)                                                                                              | Numerical<br>Goal |
|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Contractor and Sub-contractor Hiring (full-time, part-time, temporary, seasonal) applies to construction and professional service contracts. | 30%               |
| Contract Awards (applies to construction contracts).                                                                                         | 30%               |
| ALL Other Contract Awards (i.e., services, supplies, professional services)                                                                  | 30%               |

Recipients and Contractors may demonstrate compliance with the "greatest extent feasible" requirement of Section 3 by meeting the numerical goals set forth in this Section 3 Program for providing training, employment, and contracting opportunities to Section 3 Residents and Section Business Concerns. Efforts to employ Section 3 Residents to the greatest extent feasible should be made at all job levels.

The Authority, in its own operations, shall endeavor to achieve the goals of Section 3 and shall provide equal responsibility to its contractors, vendors, and suppliers to implement progressive efforts to also attain compliance. In doing so, the Authority shall evaluate contractors' compliance towards achieving the goals of Section 3 and ensure a system of leveling sanctions against contractor, vendor, or supplier for non-compliance and endeavor to take appropriate steps to ensure any such concern is not permitted to participate in future Authority procurement activities.

The numerical goals established above represent minimum numerical targets and all prospective contractors shall be advised and encouraged to seek Section 3 participation to the greatest extent feasible. Any contractor that meets the minimum numerical goals set forth above will be considered to have complied with the Section 3 requirements. Any contractor that does not meet the numerical goals set forth above has the burden of demonstrating why it was not feasible to meet the numerical goals. In the event no competing contractors were successful in meeting the minimum goals set forth above, the Authority shall consider documentation provided by the contractor evidencing impediments encountered despite actions taken to comply with the Section 3 Requirements. Such evidence shall be subject to the satisfaction of the Authority. Any contractor found to be in non-compliance with Section 3 shall be considered ineligible for award.

All contractors submitting bids/proposals to the RHA shall be required to complete certifications, as appropriate, as acknowledgment of the Section 3 contracting and employment provisions as required by this section. Such certifications shall be supported with adequate evidence to support representations made. The certifications required to be submitted with the bid/proposal consist of the following:

- Certification for business concerns seeking Section 3 preference.
- Contractor certification of efforts to fully comply with employment and training provisions of Section 3.

Prior to the award of any contract the contractor shall enter into negotiations with the Authority for the purpose of incorporating into the contract a provision for a specific number of Public Housing residents

or other Section 3 residents to be trained or employed on the contract. Such resulting provision shall obligate the contractor toward achieving not less than the numerical goals listed above and shall be based on a detailed workforce analysis to be compiled by the contractor and submitted to the Authority prior to award of contract.

**Definitions:**

**Applicant** means any entity which makes an application for section 3 covered assistance, and includes, but is not limited to, and State, unit of local government, public housing agency, Indian RHA, Indian tribe, or other public body, public or private nonprofit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization (CHOO), resident manage corporation, resident council, or cooperative association.

**Contractor** means any entity which contracts to perform work generated by the expenditure of section 3 covered assistance, or for work in connection with a section 3 covered project.

**Department or HUD** means the Department of Housing and Urban Development, including its Field Offices to which authority has been delegated to perform functions under this part.

**Employment opportunities** generated by section 3 covered assistance means all employment opportunities generated by the expenditure of section 3 covered public and Indian housing assistance (i.e., operating assistance, development assistance and modernization assistance, as described in § 135.3(a)(1)).

**Housing development** means low-income housing owned, developed, or operated by public housing agencies or Indian housing authorities in accordance with HUD's public and Indian housing program regulations codified in 24 CFR Chapter IX.

**HUD Youthbuild** programs means programs that receive assistance under subtitle D of Title IV of the National Affordable Housing Act, as amended by the Housing and Community Development Act of 1992 (42 U.S.C. 12699), and provide disadvantaged youth with opportunities of employment, education, leadership development, and training in the construction or rehabilitation of housing for homeless individuals and members of low- and very low- income families.

**TPA** means the Job Training Partnership Act (29 U.S.C. 1579(a)).

**Metropolitan area** means a metropolitan statistical area (MSA), as established by the Office of Management and Budget.

**New hires** means full-time employees for permanent, temporary or seasonal employment opportunities.

**Other HUD programs** means HUD programs, other than HUD public and Indian housing programs, that provide housing and community development assistance for "section 3 covered projects," as defined in this section.

**Public housing resident** has the meaning given this term in 24 CFR part 963.

**Recipient** means any entity which receives section 3 covered assistance, directly from HUD or from another recipient and includes, but is not limited to, any State, unit of local government, PHA, IHA, Indian tribe, or other public body, public or private nonprofit organization, private agency or

*institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association.*

**Section 3** means section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

**Section 3 business concern** means a business concern, as defined in this section:

- (1) That is 51 percent or more owned by section 3 residents; or
- (2) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently section 3 residents, or within three years of the date of first employment with the business concern were section 3 residents; or
- (3) That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (1) or (2) in this definition of "section 3 business concern."

**Section 3 covered activity** means any activity which is funded by section 3 covered assistance and Indian housing assistance.

**Section 3 covered assistance** means:

- (1) Public and Indian housing development assistance provided pursuant to section 5 of the 1937 Act;
- (2) Public and Indian housing operating assistance provided pursuant to section 9 of the 1937 Act;
- (3) Public and Indian housing modernization assistance provided pursuant to section 14 of the 1937 Act.

**Section 3 covered contract** means a contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of section 3 covered assistance, or for work arising in connection with a section 3 covered project.

**Section 3 covered project** means the construction, reconstruction, conversion, rehabilitation of housing (including reduction and abatement of lead-based paint hazards), other public construction which includes buildings or improvements (regardless of ownership) assisted with housing or community development assistance.

**Section 3 resident** means:

- (1) A public housing resident; or
- (2) An individual who resides in the metropolitan area or non-metropolitan county in which the section 3 covered assistance is expended, and who is:
  - a. A low-income person, as this term is defined in section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act defines this term to mean families (including single persons) whose incomes do not exceed 80% of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80% of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families; or
  - b. A very low-income person, as this term is defined in section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)) defines this to mean families (including single persons) whose incomes do not exceed 50% of the median

family income for the area, as determined by the Secretary with adjustments made for smaller or larger families, except that the Secretary may establish income ceilings higher or lower than 50% of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

- (3) A person seeking the training and employment preference provided by section 3 bears the responsibility of providing evidence (if requested) that the person is eligible for the preference.

**Service area** means the geographical area in which the persons benefiting from the section 3 covered project reside.

**Subcontractor** means any entity (other than a person who is an employee of the contractor) which has a contract with a contractor to undertake a portion of the contractor's obligation for the performance of work generated by the expenditure of section covered assistance, or arising in connection with a section 3 covered project.

**Section 3 joint venture** means an association of business concerns, one of which qualifies as a section 3 business concern, formed by written joint venture agreement to engage in and carry out a specific business venture for which purpose the business concerns combine their efforts, resources, and skills for joint profit, but not necessarily on a continuing or permanent basis for conducting business generally, and for which the section 3 business concern:

- (1) Is responsible for a clearly defined portion of the work to be performed and holds management responsibilities in the joint venture; and
- (2) Performs at least 25% of the work and is contractually entitled to compensation proportionate to its work.

**Preference for Section 3 Business Concerns (Contracting).** The RHA in accordance with Section 3 of the Housing and Urban Development Act of 1968, requires contractors and sub-contractors (including professional service contracts) to direct their efforts towards awarding contracts to Section 3 business concerns in the following order of priority and expend greatest extent feasible efforts to achieve, at minimum, the numerical goals established in this section:

- **1st Priority- Category 1 Section 3 Businesses**

Business concerns that are 51% or more owned by residents of the housing development(s) for which work is performed, or whose full-time, permanent workforce includes 30% of these persons as employees.

- **2nd Priority - Category 2 Section 3 Businesses**

Business concerns that are 51% or more owned by residents of other (Name) RHA Public Housing developments other than the development(s) where the work is performed or whose full-time permanent workforce includes 30% of these persons's employees.

- **3rd Priority - Category 3 Section 3 Businesses**

Business concerns that are designated HUD Youthbuild programs being carried out in the City of Reading.

- **4th Priority - Category 4 Section 3 Businesses**

Business concerns that are 51% or more owned by a Section 3 resident(s), or whose permanent, full-time workforce includes no less than 30% Section 3 residents (category 4 businesses), or that subcontract in excess of 25% of the total amount of sub-contracts to Section 3 business concerns.

***Under this category, the bidder must submit clear documentation and certifications for the qualification claimed.***

**Preference for Section 3 Residents (Employment & Training)** The RHA, in accordance with Section 3 of the Housing and Urban Development Act of 1968, requires contractors and sub-contractors (including professional service contracts) to direct their efforts toward providing training and employment opportunities to Section 3 residents in the following order of priority and expend greatest extent feasible efforts to achieve at minimum, the numerical goals established in this section:

- **1st Priority - Category 1 Section 3 Residents**  
Residents of the development for which work is performed.
- **2nd Priority - Category 2 Section 3 Residents**  
Residents of other Public Housing developments outside of the development(s) where the work is performed.
- **3rd Priority - Category 3 Section 3 Residents**  
Residents of the City of Reading who are participants in HUD Youthbuild programs being carried out in the City.
- **4th Priority - Category 4 Section 3 Residents**  
Other Section 3 Residents .

**Certification Procedure.** The RHA has its own program of self-certification for individuals and business concerns seeking recognition as a Section 3 resident or Section 3 business concern as defined in this Section 3 Program.

The Authority's Resident & Community Services department is charged with administering the Authority's Section 3 certification program. Any individual or business concern seeking Section 3 preferences in the awarding of contracts or purchase agreements shall complete appropriate certification forms and provide adequate documentation as evidence of eligibility for preference under the Section 3 program. An individual or business concern may apply for certification as a Section 3 resident or Section 3 business concern either prior to bidding for Authority work or during the actual bidding process. Any business concern that submits certification for preference after receipt of bid will not be considered eligible for Section 3 preference in the evaluation of that specific bid award. Certifications for Section 3 preference for business concerns must be received by the Authority prior to the submission of bids or along with the bid. Certifications for eligibility as a Section 3 resident may be made at any time. Individuals or business concerns seeking to file for Section 3 preference shall contact:

- A resident seeking preference in training and employment shall certify that he/she is a Section 3 resident by completing the appropriate certification form and attaching adequate proof of Section 3 eligibility.
- A business concern seeking preference in the awarding of a contract or purchase shall certify that the business concern is a Section 3 business by completing the appropriate certification form and attaching adequate proof of Section 3 eligibility as required.

**Protest Procedure.** The RHA desires to offer to concerned parties a procedure whereby complaints alleging non-compliance with the Section 3 Statute can receive prompt and equitable hearing and resolution. Protests surrounding the Authority's Section 3 program may be submitted in writing to the following person hereby designated as the Section 3 Coordinator:

All complaints of non-compliance with the Section 3 Statue shall conform with the following requirements:

- Complaints shall be filed in writing and shall contain the name, address, and phone number of the person filing the complaint, and a brief description of the alleged violation of the regulations.
- Complaints shall be filed within thirty (30) calendar days after the complainant becomes aware of the alleged violation.
- An investigation as may be appropriate, will follow the filing of a complaint. The investigation will be conducted by the Authority's Section 3 Coordinator. These rules contemplate informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit testimony and/or evidence as may be available and relevant to the complaint.
- Written documentation as to the validity of the complaint and a description of the findings or resolution, if any, will be issued by the Section 3 Coordinator no later than thirty (30) days after the filing of a complaint.

In cases where concerned parties wish to have its complaint considered outside of the Authority, a complaint may be filed with the Assistant Secretary for Fair Housing and Equal Opportunity, Department of Housing and Urban Development, Washington, D.C., 20410. A complaint must be received not later than 180 days from the date of the action or omission upon which the complaints based, unless the time for filing is extended by the Assistant Secretary for good cause shown.

**Reading Housing Authority**  
**SECTION 3 CERTIFICATIONS & COMPLIANCE AGREEMENT**

Contractor Certification of Efforts to Fully Comply with Employment and Training Provisions of  
Section 3

**The bidder represents and certifies as part of its bid/offer the following:**

- ☐ Is a Section 3 Business concern and has submitted the required certification with the bid.  
A Section 3 Business concern means a business concern:
  1. That is 51 % or more owned by Section 3 Resident(s); or
  2. Whose permanent, full-time employees include persons, at least 30% of whom are currently Section 3 residents, or within the last three years of the date of first employment with the business concern were Section 3 residents; or
  3. That provides evidence of a commitment to subcontract in excess of 25% of the dollar value of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs 1 or 2 herein.
- ☐ Is Not a Section 3 Business concern but who has and will continue to seek compliance with Section 3 by certifying to the following efforts to be undertaken.

**Efforts to award subcontractor to Section 3 concerns (check all that apply.)**

- ☐ By contacting business assistance agencies, minority contractors associations and community organizations to inform them of the contracting opportunities and requesting their assistance in identifying Section 3 businesses which may solicit bids for a portion of the work.
- ☐ By advertising contracting opportunities by posting notices, which provide general information about the work to be contracted and where to obtain additional information, in the common areas of the applicable development(s) owned and managed by the Housing Authority.
- ☐ By providing written notice to all known Section 3 business concerns of contracting opportunities. This notice should be in sufficient time to allow the Section 3 business concerns to respond to bid invitations
- ☐ By following up with Section 3 business concerns that have expressed interest in the contracting opportunities
- ☐ By coordinating meetings at which Section 3 business concerns could be informed of specific elements of the work for which subcontract bids are being sought
- ☐ By conducting workshops on contracting procedures and specific contracting opportunities in a timely manner so that Section 3 business concerns can take advantage of contracting opportunities
- ☐ By advising Section 3 business concerns as to where they may seek assistance to overcome barriers such as inability to obtain bonding, lines of credit, financing, or insurance, and aiding Section 3 businesses in qualifying for such bonding, financing, insurance, etc.
- ☐ Where appropriate, by breaking out contract work into economically feasible units to facilitate participation by Section 3 businesses
- ☐ By developing and utilizing a list of eligible Section 3 business concerns
- ☐ By actively supporting and undertaking joint ventures with Section 3 businesses

**Efforts to provide training and employment to section 3 residents**

- ☐ By entering into a "first source" hiring agreement with organizations representing Section 3 residents.
- ☐ By establishing training programs, which are consistent with the requirements of the Department of Labor, specifically for Section 3 residents in the building tables.
- ☐ By advertising employment and training positions to dwelling units occupied by Category 1 and 2 residents
- ☐ By contacting resident councils and other resident organizations in the affected housing development to request assistance in notifying residents of the training and employment positions to be filled.
- ☐ By arranging interviews and conducting interviews on the job site.
- ☐ By undertaking such continued job training *efforts* as may be necessary to ensure the continued employment of Section 3 residents previously hired for employment opportunities.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Company Name \_\_\_\_\_

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

Subscribed and sworn to before me \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission expires \_\_\_\_\_, 20\_\_.

**Reading Housing Authority**  
**CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3**  
**PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY**

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Name & Address of Business \_\_\_\_\_

Type of Business \_\_\_\_\_

- Sole Proprietorship
- Partnership
- Joint Venture
- Corporation

Attached is the following documentation as evidence of status: \_\_\_\_\_

For business claiming status as a Section 3 resident-owned enterprise, attach:

- Copy of resident lease
- Copy of evidence of participation in a public assistance program
- Other evidence \_\_\_\_\_

For the business entity as applicable, attach:

- Copy of Articles of Incorporation
- Assumed Business Name Certificate
- List of owners/stockholders and % of each
- Organization chart with names and titles and brief functional statement
- Certificate of Good Standing
- Partnership Agreement
- Corporation Annual Report
- Latest Board minutes appointing officers
- Additional documentation \_\_\_\_\_

For business claiming Section 3 status by subcontracting 25 percent of the dollar awarded to qualified Section 3 business, attach:

- List of subcontracted Section 3 business with corresponding certifications and subcontract amount

For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business

- List of all current full time employees
- List of all employees claiming Section 3 status
- PHNIHA Residential Lease (less than 3 years from date of employment)
- Other evidence of Section 3 status (less than 3 years from date of employment)

Evidence of ability to perform successfully under the terms and conditions of the proposed contract, attach:

- Current financial statement
- Statement of ability to comply with public policy
- List of owned equipment
- List of all contracts for past two years

Authorized Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Attested by \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_