

**FEDERAL REQUIREMENTS
FOR
CONSTRUCTION CONTRACTS**

Arundel Community Development Services, Inc.
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FEDERAL REQUIREMENTS FOR CONSTRUCTION CONTRACTS RELATED TO PROJECTS UNDER \$100,000

- I. General Federal Provisions
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- III. Nondiscrimination and Equal Employment Opportunity
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- IV. Minority and Women Owned Business Enterprise Requirements
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 - B. Report on Provision of Economic Opportunities for Low and Very Low Income Persons (Contractor submits this report at end of the project.)

****Must be submitted for General Contractor when Contract is signed.***

Note: Bonding requirements stated elsewhere.

Revised June 2018

GENERAL FEDERAL PROVISIONS

GENERAL FEDERAL PROVISIONS FOR CONSTRUCTION CONTRACTS

The following general federal provisions are a part of this Contract and do not require submittal of additional documentation, forms, reports, or certifications, except in unusual circumstances.

1. Interest of Members of Local Public Agency. No member of the governing body of Arundel Community Development Services, Inc. (ACDS) and no other officer, employee, or agent of ACDS who exercises any functions or responsibilities in connection with the approval or review or carrying out of the project or program to which this Contract pertains shall have any personal interest, direct or indirect, in this Contract.
2. Interest of Local Public Officials. No member of the governing body of Anne Arundel County, Maryland (referred to herein as “the County”) and no other public official of the County who exercises any functions or responsibilities in the review or approval or the carrying out of the project or program to which this Contract pertains shall have any personal interest, direct or indirect, in this Contract.
3. Interest of Certain Federal Officials. No member of or delegate to the Congress of the United States, and no Resident Commissioner, shall be admitted to any share in or part of this Contract or to any benefit to arise therefrom.
4. Interest of Contractor. The Contractor covenants that he/she presently has no interest and shall not acquire any interest, direct or indirect, in the project area or any parcels therein, or any other interest which would conflict with the performance of this contract and covenants that no person having any such interest shall be employed.
5. Subcontracts and Other Contracts. The Contractor will certify that all contracts with applicants, recipients, subcontractors, and consultants contain the applicable federal requirements.
6. Access to Records. ACDS, the County, HUD, the Comptroller General of the United States, or any of their duly authorized representatives shall have access to any books, documents, papers and records of the Contractor which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcriptions.
7. Retention of Records. All required records pertinent to this Contract shall be retained by the Contractor for four years after final payment is made. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the four year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular four year period, whichever is later.
8. Accessibility. Every building or facility (other than a privately-owned residential structure) designed, constructed, or altered as a result of this Contract and made available through federal financial assistance, shall comply with the requirements of Section 504 of the

Rehabilitation Act of 1973, 24 CFR Part 8 Subpart A, Section 8.4 of the Fair Housing Amendments Act of 1988, and Section 303 of the Americans with Disabilities Act of 1990.

9. Lead-Based Paint Requirement. The Contractor and all subcontractors, vendors, and consultants shall comply with 24 CFR 35: Prohibition of Use of Lead-Based Paint and Elimination of Lead-Based Paint Hazard, when applicable to projects or programs resulting from this Contract.
10. Clean Air and Water Pollution. The Contractor and all subcontractors, vendors, and consultants shall comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970 (42 U. S. C. et. seq.) and the Federal Water Pollution Control Act (33 U. S. C. 125 et. seq.), as amended, when applicable to projects or programs resulting from this Contract.
11. Energy Conservation. The Contractor and all subcontractors, vendors, and consultants shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
12. Eligibility of Contractor and Exclusion of Entities Debarred from Federally Funded Contracts. The Contractor certifies that neither the Contractor nor any person or firm who has an interest in the Contractor's firm is ineligible to be awarded contracts utilizing federal funds. The Contractor shall refrain from entering into any contract or contract modification with an applicant, recipient, contractor, subcontractor, vendor, or consultant debarred from contracts funded in whole or in part with federal funds or from participation in HUD programs.
13. Lobbying Certification. In accordance with the Housing and Community Development Act of 1974, as amended, and with 24 CFR 570.303 of the Community Development Block Grant regulations, the Contractor certifies that:
 - a. no federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal loan, the entering into of any cooperative contract, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative contract;
 - b. if any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence any officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative contract, it will complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instruction; and
 - c. the Contractor will require that this language will be included in the award of contracts to all subcontractors, suppliers, and vendors related to this Contract.

14. Submittal of Certifications, Forms, and Reports. The Contractor must complete and, if applicable, require all subcontractors to complete all certifications, forms, and reports specified in this Contract in a manner acceptable to ACDS. Interim and/or final payments may be withheld by ACDS pending receipt and approval by ACDS of these certifications, forms, and reports.
15. Drug-Free Work Place. The Contractor will provide a drug-free work place by:
- a. publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Contractor's work place and specifying actions that will be taken against employees for violation of such prohibition;
 - b. establishing an ongoing drug-free awareness program to inform employees about
 - (1) the dangers of drug abuse in the work place,
 - (2) the Contractor's policy of maintaining a drug-free work place,
 - (3) any drug counseling, rehabilitation, and employee assistance programs that may be available, and
 - (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the work place;
 - c. making it a requirement that each employee to be engaged in the performance of the scope of services be given a copy of the statement required by Item 15.a.;
 - d. notifying the employee in the statement required by Item 15.a. that, as a condition of employment under the scope of services, the employee will
 - (1) abide by the terms of the statement, and
 - (2) notify the employer in writing of his/her conviction for a violation of a criminal drug statute occurring in the work place no later than five calendar days after such conviction;
 - e. notifying ACDS, in writing, within 10 days after receiving notice under Item 15.d(2) from an employee or otherwise receiving actual notice of such conviction and providing notice, including position title, to every contractor, employer, or subcontractor on whose activity the convicted employee was working, unless the Contractor has designated a central point for the receipt of such notices;
 - f. within 30 calendar days of receiving notice under Item 15.d(2), with respect to any employee who is so convicted, the Contractor shall
 - (1) take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended, or
 - (2) require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; and

- g. making a good faith effort to continue to maintain a drug-free work place through implementation of Items 15.a. through 15.f.

As part of the commitment to maintain a drug-free work place, the Contractor must insert in the following space the site(s) for the performance of work done in connection with this Contract.

Owner: _____

Property Address: _____

SUBCONTRACTOR/VENDOR REPORT

The Subcontractor/Vendor Report must be submitted by the General Contractor before work begins and with the FINAL payroll. As new subcontractors are added during the course of the project, updated Subcontractor/Vendor Reports must be submitted. These reports must also include second-tier subcontractors.

SUBCONTRACTOR/VENDOR REPORT

The Subcontractor/Vendor Report is a list of the subcontractors working on the project as well as providers of professional and other services. These reports must be submitted by the General Contractor before work begins and at the end of the project before final payments are made. As new subcontractors are added during the course of the project, updated interim Subcontractor/ Vendor Reports should be submitted. The Subcontractor/Vendor Reports should also include second-tier subcontractors. It is the General Contractor's responsibility to obtain the necessary information from the subcontractors.

Instead of using the chart, the General Contractor has the option of preparing these reports in another format, provided that all the required information is included. It is requested that the report be divided into two separate parts: one part listing companies doing building trades work; and the other part listing companies doing non-construction work (such as engineering, surveying, or cleaning) related to the project.

GENERAL CONTRACTOR'S SUBCONTRACTOR/VENDOR REPORT

Owner: _____

Contractor: _____

Telephone Number of Contact Person: _____

Date: _____

Page #__ of __

Name/Address/Telephone	Check if Second or Third Tier Sub-Contractor*	Tax I.D.	Dollar Amount	Trade, Construction Element, or Service	If MBE/WBE, Specify Group(s)**	Check if Section 3
	<input type="checkbox"/>				<input type="checkbox"/> African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Eskimo/Aleut <input type="checkbox"/> Female	<input type="checkbox"/>
	<input type="checkbox"/>				<input type="checkbox"/> African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Eskimo/Aleut <input type="checkbox"/> Female	<input type="checkbox"/>
	<input type="checkbox"/>				<input type="checkbox"/> African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Eskimo/Aleut <input type="checkbox"/> Female	<input type="checkbox"/>
	<input type="checkbox"/>				<input type="checkbox"/> African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Eskimo/Aleut <input type="checkbox"/> Female	<input type="checkbox"/>
	<input type="checkbox"/>				<input type="checkbox"/> African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Eskimo/Aleut <input type="checkbox"/> Female	<input type="checkbox"/>
	<input type="checkbox"/>				<input type="checkbox"/> African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Eskimo/Aleut <input type="checkbox"/> Female	<input type="checkbox"/>
	<input type="checkbox"/>				<input type="checkbox"/> African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Eskimo/Aleut <input type="checkbox"/> Female	<input type="checkbox"/>

**If yes, state here (or on an attached page if necessary) the name of the higher tier subcontractor who has contracted with this lower tier subcontractor:*

**African American; Hispanic; Native America; Asian/Pacific Islander; Eskimo/Aleut; Female

**NONDISCRIMINATION
AND
EQUAL EMPLOYMENT
OPPORTUNITY**

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

OVERVIEW

In accordance with Executive Order 11246 of September 24, 1965, as amended, and as implemented by Department of Labor regulations 41 CFR Chapter 60, the Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Equal Opportunity Clause, the Certification of Nonsegregated Facilities, and the Certification of Compliance with Affirmative Action Requirements for Equal Employment Opportunity which are included in this section are mandated by this Executive Order and the implementing regulations.

In accordance with Title VI of the Civil Rights Act of 1964, there shall be no discrimination on the basis of race, color, or national origin in activities covered by this Contract.

In accordance with Section 109 of Title I of the Housing and Community Development Act of 1974, as amended, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in activities covered by this Contract, including employment, on the ground of race, color, national origin, sex, or religion, either directly or through contractual, licensing, or other arrangements.

Section 109 which also applies to this Contract, prohibits discrimination on the basis of age under the Age Discrimination Act of 1975.

Section 109 also prohibits discrimination with respect to an otherwise qualified person with disabilities, as provided in Section 504 of the Rehabilitation Act of 1973. In accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, there shall be no discrimination against persons with disabilities regarding employment or other economic opportunities resulting from this Contract.

Inclusion of the equal opportunity clauses in this Contract are required by Executive Order 11246 of September 24, 1965, as amended, and as implemented by Department of Labor regulations 41 CFR Chapter 60. The equal opportunity clauses contain the following important provisions:

- nondiscrimination in employment and treatment during employment,
- notices to be posted at the job site,
- equal employment opportunity statement in solicitation and advertising,
- notification to labor unions,
- agreement to comply with all provisions of Executive Order 11246,
- agreement to furnish required reports,
- agreement to permit access to records,
- sanctions and remedies for non-compliance, and
- inclusion of clause in all subcontracts and obligation of Contractor to help enforce it.

CONTRACT REQUIREMENTS

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include but not be limited to (i) employment, upgrading, demotion, or transfer; (ii) recruitment or recruitment advertising; (iii) layoff or termination; (iv) rates of pay or other forms of compensation; and (v) selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provision of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor during the performance of this contract, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
3. The Contractor will send to each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor unions or worker's representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. During the performance of this contract, the Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
6. In the event of the Contractor's non-compliance with the nondiscrimination clauses of the contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
7. The Contractor will include the equal opportunity clause and all the contract requirements defined herein in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each

subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for non-compliance; *provided, however*, that in the event a Contractor becomes involved in or is threatened with litigation with a subcontractor or vendor as a result of such direction by the administering agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

CERTIFICATION OF NONSEGREGATED FACILITIES

General Contractor submits this form when the Contract is signed. Subcontractors must submit this form before beginning work on the project.

Contractor: _____

Contractor Subcontractor

Address: _____

Phone Number: _____

Tax Identification Number: _____

Owner: _____

As used in this certification, the term "segregated facilities" means any waiting room, work area, rest rooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom or otherwise.

The Contractor certifies that no segregated facilities are or will be maintained or provided for the Contractor's employees at any of the Contractor's establishments, and that the Contractor's employees do not and will not be permitted to perform their services at any location under the Contractor's control where segregated facilities are maintained.

The Contractor further agrees (except if the Contractor has obtained identical certifications from proposed Subcontractors for specific time periods) that, prior to entering into subcontracts which exceed \$10,000 and are not exempt from the Equal Opportunity Clause, the Contractor will

- (1) obtain identical certifications from proposed Subcontractors;
- (2) retain the certification in its files; and
- (3) forward the following notice to proposed Subcontractors (except if the proposed Subcontractors have submitted identical certifications for specific time periods):

"Notice to Prospective Subcontractors of Requirement for Certifications of Nonsegregated Facilities: A Certification of Nonsegregated facilities must be submitted before the award of a subcontract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity clause of the prime contract. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e. quarterly, semiannually, or annually)."

The Contractor agrees that a breach of this certification or a breach of a Subcontractor's identical certification is a violation of the Equal Opportunity Clause in the Contract. The penalty for making false statements in these certifications is prescribed in 18 U.S.C. 1001.

Contractor Signature: _____

Printed Name and Title of Signatory Above: _____

**CERTIFICATION OF COMPLIANCE WITH AFFIRMATIVE ACTION
REQUIREMENTS FOR EQUAL EMPLOYMENT OPPORTUNITY**

General Contractor submits this form when the Contract is signed. Subcontractors must submit this form before beginning work on the project.

Contractor: _____

Contractor Subcontractor

Address: _____

Phone Number: _____

Tax Identification Number: _____

Owner: _____

Check YES or NO whether the following statement applies to this company. If YES, complete the remainder of this form. If NO, do not answer the remaining questions.

The company has more than 50 employees AND has or is bidding for a contract or purchase order amounting to \$50,000 or more for the project designated above.

Yes No

Executive Order 11246 and 41 CFR part 60 require that certain companies involved in federally assisted construction projects develop and keep on file at each of their establishments an Affirmative Action Plan for achieving equal employment opportunity. Progress reports on utilization of minorities are to be completed annually on or before March 31. Previously, the reports were to be submitted to the Equal Employment Opportunity Commission or the administering agency within 30 days after the award of the contract or subcontract unless such a report was previously filed within 12 months preceding the date of the award. The requirement now is that these progress reports be kept on file at the company. Bidders and subcontractors who meet the criteria above must also answer the following questions.

The company has developed and has on file at each establishment affirmative action programs as required by 41 CFR part 60.

Yes No

The company has participated in a previous contract or subcontract subject to the equal opportunity clause requirements for affirmative action programs.

Yes No

The company has filed all reports as required by 41 CFR part 60.

Yes No

Contractor Signature: _____

Printed Name and Title of Signatory Above: _____

**MINORITY
AND
WOMEN OWNED
BUSINESS ENTERPRISES**

POLICY WITH RESPECT TO MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES

To the maximum extent feasible, opportunities for contracting in connection with this project shall be given to MBEs/WBEs. Upon acceptance of a bid by ACDS, if any portion of the Contract is subcontracted, the Contractor will be expected to solicit MBE/WBE firms to bid on various aspects of the Contract. Resources available to assist the Contractor in finding or notifying MBE/WBE firms include, but are not limited to the following.

The Anne Arundel County MBE Program:

MBE Coordinator, Office of the Purchasing Agent
2660 Riva Road, Third Floor
Annapolis, MD 21401
Phjack20@aacounty.org
Phone: (410) 222-7667

Anne Arundel County Directory of Minority & Women-Owned Businesses, available online at www.aacounty.gov/services-and-programs/directory-of-minority--woman-owned-businesses

A list of MBE/WBE certified by the Maryland Department of Transportation may be accessed online by visiting: www.mdot.state.md.us.

Minority trade associations:

Maryland/Washington Minority Contractors Association
2423 Maryland Avenue, Suite 200
Baltimore, MD 21218
E-mail: mmca.inc@gmail.com
E-mail: info@mmca-inc.net

For each MBE/WBE with whom a Contractor enters into a contract, the MBE/WBE Identification Statement shall be completed. This form was designed by ACDS to obtain information which it must report to the federal government on behalf of Anne Arundel County regarding MBE/WBE participation in certain HUD programs. It is the only MBE/WBE certification required for this project by ACDS and by HUD. However, some projects which are partially financed by the State of Maryland may require a separate certification of a firm by the Maryland Department of Transportation in order for the firm to count toward meeting the State's minority business participation goals for the project. If State funding of the project requires Maryland Department of Transportation certification and any additional documentation, those requirements will be stated elsewhere in the Contract.

As determined by the demographic composition of Anne Arundel County, it is expected MBE/WBE participation should typically meet or exceed 20 percent of the contract amount. When evaluating compliance for MBE/WBE, a contractor who does not have the MBE/WBE participation typically associated with the provision of services in Anne Arundel County, shall have the burden of demonstrating why it is not feasible. Such justification shall include, but not be limited to, documentation of their MBE/WBE outreach and marketing efforts such as (i) the provision of evidence that MBE/WBE firms listed on the MDOT Directory of Certified MBE/WBE firms were notified as to the availability of the contract, (ii) evidence of notification to the Anne Arundel County MBE Coordinator and the minority contractor/trade associations, and (iii) other supporting documentation demonstrating notification outreach was provided to MBE/WBE firms.

All general contractors may satisfy their MBE/WBE affirmative marketing and outreach requirements through its subcontractors.

Arundel Community Development Services, Inc. shall withhold final payment to the contractor until all applicable MBE/WBE affirmative marketing and outreach documentation have been submitted and full compliance has been demonstrated.

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES IDENTIFICATION STATEMENT

This form is to be submitted by General Contractor, Consultant, or Service Provider as part of the Contract or Agreement, and by Subcontractors before they begin work.

If none of your owners or officers is a minority, please skip Sections 2 through 8 and sign and date this form where indicated.

1. Is your firm certified as an MBE or WBE?

Yes No

If so, attach a copy of your MBE/WBE certification form and skip Sections 3 through 8 and sign and date form as indicated.

If you are not certified as a MBE or WBE, please self certify by answering Sections 3 through 9.

2. When was the company/organization established? _____

3. State the name of each owner/officer of the enterprise, their minority group, percentage of ownership, and type of investment.

Name	WBE		MBE			Minority Group (Check all that apply)			
	Yes	No	No	Yes	% Ownership	African American	Hispanic American	Native American	Asian/Pacific Islander American

4. The above percentages of MBE or WBE ownership have existed since _____.

5. Does any owner of your enterprise who is not a minority group member also have an ownership interest in any other firm working on this project? Yes No

(If yes, state the name of each such owner and the names of the firms in which such ownership interests exists.)

6. Are any of the minority owners/officers listed in Question #4 a former or current employee of any other firm working on the project? Yes No

(If yes, state the name(s) of the individual(s), name(s) of the employer(s), date(s) of employment with the other firm(s), and responsibilities in such employment.)

7. Has your enterprise subcontracted with other firms any work to be performed on this project? Yes No

(If yes, state the percentage of work subcontracted and the nature of such work.)

I certify that the foregoing information is correct and complete.

Printed or Typed Name of Owner or Officer

Signature of Owner or Officer

Title of Owner or Officer Above

Date

**ECONOMIC OPPORTUNITIES
FOR
LOW INCOME PERSONS**

**POLICY WITH RESPECT TO PROVISION
OF
ECONOMIC OPPORTUNITIES FOR LOW INCOME PERSONS**

The federally defined Section 3 regulations are a means to foster local economic development, neighborhood economic improvement, and individual self-sufficiency through housing and community development projects funded in whole or in part by the federal Department of Housing and Urban Development (HUD).

It is the policy of ACDS to ensure that economic opportunities generated by HUD financial assistance shall, to the greatest extent feasible, and consistent with existing federal, State, and local laws, be directed to low income persons who reside in the Baltimore Metropolitan Area, with priority for Anne Arundel County residents.

Economic opportunities include training, employment, contracting or subcontracting, and purchasing. Applying the policy means attempting to hire low and very low income persons and contract with or purchase from firms which are owned by or which utilize low income persons.

Low income person means a person who comes from a household where the family income does not exceed 80 percent of the median family income for the metropolitan statistical area, with adjustments based on family size as outlined below. A low income business is where the business is 51 percent owned by a low income person; or a business that employs low income persons for at least 30 percent of its full time workforce; or a business that utilizes low income businesses for at least 25 percent of the dollar value of all its subcontracts.

To monitor success in meeting the objectives of the policy, ACDS requires submittal of the Report on Provision of Economic Opportunities for Low Income Persons at the end of the project, along with the final invoice.

**80 PERCENT OF MEDIAN FAMILY INCOME BY FAMILY SIZE FOR THE
BALTIMORE METROPOLITAN STATISTICAL AREA**

July 2020

<u>Family Size</u>	<u>Annual Income</u>
1 Person	\$54,950
2 Persons	\$62,800
3 Persons	\$70,650
4 Persons	\$78,500
5 Persons	\$84,800
6 Persons	\$91,100
7 Persons	\$97,350
8 Persons	\$103,650

REPORT ON PROVISION OF ECONOMIC OPPORTUNITIES FOR LOW INCOME PERSONS

The General Contractor, Consultant, or Service Provider submit this report at end of project, along with their final invoice.

Company Name: _____

Company Address: _____

Company Telephone Number: _____ Date: _____

Company Tax Identification Number: _____

Name of Project: _____

Please check YES or NO by each of the following statements to indicate whether or not it applies to your company/organization.

YES NO

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | The company/organization is 51 percent or more owned by low income residents of the Baltimore Metropolitan Area. |
| <input type="checkbox"/> | <input type="checkbox"/> | At least 30 percent of the permanent full time employees are low income residents of the Baltimore Metropolitan Area or were so within 3 years of the date they were hired by the company/organization. |
| <input type="checkbox"/> | <input type="checkbox"/> | For at least 25 percent of the dollar value of all its subcontracts, the company/organization subcontracts with firms that are either 51 percent or more owned by low income residents of the Baltimore Metropolitan Area or which employ such residents for at least 30 percent of their permanent full time workforce. |

Please answer the following questions about new hires and trainees.

How many additional employees did your company/organization hire or train to carry out this project?

Total number new hires and trainees: _____

Number by type of position:

____ Professional/Supervisory	____ Service
____ Office/Clerical	____ Maintenance
____ Construction	____ Other

How many of these new hires or trainees would be considered low income persons?

Total number low income persons: _____

Number low income persons by type of position:

___ Professional/Supervisory	___ Service
___ Office/Clerical	___ Maintenance
___ Construction	___ Other

How many of the low income new hires or trainees are residents of the Baltimore Metropolitan Area?

Total number of low income persons from metro area: _____

Number low income persons from metro area by type of position:

___ Professional/Supervisory	___ Service
___ Office/Clerical	___ Maintenance
___ Construction	___ Other

Please answer the following questions about your subcontractors and vendors.

How many subcontractors or vendors did your company/organization utilize to carry out this project? _____

What was the approximate total dollar value of those contracts? _____

How many of your subcontractors or vendors were either owned by low income persons from the Baltimore Metropolitan Area or employed such persons as 30 percent or more of their work force?

What was the approximate total dollar value of those contracts? _____

Signature

Printed or Typed Name of Owner or Officer

Signature of Owner or Officer

Title of Owner or Officer Above

Date