



*Growing Communities One Family At A Time  
For More Than 70 Years*

**QUOTATION FOR SMALL PURCHASES (QSP)  
QSP NO. 2025-03**

**STRUCTURAL DAMAGE CASUALTY UNIT 2818 A-B TURF AVE**

<b>HUNTSVILLE HOUSING AUTHORITY CONTACT PERSON</b>	Mrs. LaTonya Brewton, Procurement Officer Telephone: (256) 532-5676 Fax: (256) 533-6344 TDD: 1-800-545-1833, Ext. 903
<b>HOW TO OBTAIN THE QSP DOCUMENTS ON THE APPLICABLE INTERNET SITE</b>	Access <a href="https://ha.internationalprocurement.com/">https://ha.internationalprocurement.com/</a> (no "www"). If you have any problems in accessing or registering on the system, please call customer support at <a href="tel:1-866-526-0160">1-866-526-0160</a>
<b>DATE ISSUED</b>	<b>June 26, 2025</b>
<b>PRE-SUBMISSION MEETING / SITE VISIT</b>	Site Visit will be held for this QSP on Thursday, July 10, 2025 at 2:00pm located at 200 Washington Street NE Huntsville, AL 35801
<b>Q&amp;A DEADLINE</b>	Monday, July 17, 2025 at 2:00 PM CST
<b>QSP DEADLINE (Due Date for Quotes)</b>	<b>Thursday July 24, 2025 at 2:00 PM CST</b>
<b>QUOTE SUBMITTAL PROCEDURE</b>	<p>Quoters must submit proposed pricing where provided on the Form of Quote form only! <b>The Huntsville Housing Authority (HHA) will accept the proposed written quote by fax, email or by mail delivery only!</b> The HHA will NOT accept proposed quotes verbally or by telephone!</p> <p><b><i>DO NOT PLACE QUOTE IN DROPBOX!</i></b></p> <p>Quotes are due at the following location: Huntsville Housing Authority 200 Washington Street Huntsville, AL 35801</p>

Huntsville Housing Authority (HHA) has an immediate requirement to solicit interested qualified, license and bonded entities to provide apartment unit casualty repairs. Attention is directed to the specifications outlined in the QSP. Unless otherwise specified in the QSP, all prices shall be a firm fixed cost, and are not subject to adjustments based on costs incurred. All quotes must be submitted on the forms provided by HHA. Contractors shall furnish all the information required by the solicitation.

- 1.0 HUNTSVILLE HOUSING AUTHORITY (HHA) CONTACT:** All questions pertaining to this solicitation shall be submitted in writing **no later than seven (7) business days before the quote due date.**

Written questions may be submitted by email, to the Procurement Officer, Mrs. LaTonya Satcher-Brewton, at [lbrewton@hsvha.org](mailto:lbrewton@hsvha.org) or by fax to (256) 533-6344. HHA will only respond to written questions and only be bound by its response to written questions. Oral communications are discouraged, and HHA will not be bound by any oral answers or interpretations of the QSP.

- 2.0 APPLICABILITY:** By submitting a quote to the HHA, the Quoter is agreeing to abide by all terms and conditions listed herein, including those terms and conditions within HUD Handbook 7460.8 REV 2, Procurement Handbook for Public Housing Agencies, and HUD Table 5.1, Mandatory Contract Clauses for Small Purchases other than Construction, and if attach; HUD 5370EZ, HUD 5369; HUD 5369-A; Davis Bacon and/or HUD Maintenance Wage Decision.

- 3.0 HHA RESERVATION OF RIGHTS:** The HHA reserves the right to:

- 3.1 Reject any or all quotes, to waive any informalities in the QSP process, or to terminate the QSP process at any time, if deemed by the HHA to be in the best interest of the HHA;
- 3.2 Terminate a contract awarded pursuant to this QSP at any time for its convenience upon delivery of a 10-day written notice to the apparent or successful Quoter;
- 3.3 Determine the days, hours and locations that the successful Quoter shall provide the items or services called for in this QSP;
- 3.4 Reject and not consider any quote that does not, in the opinion of HHA meet the requirements of this QSP, including but not necessarily limited to incomplete quotes offering alternate (not including “or equal” items) or non-requested items or services.
- 3.5 **HHA reserves the right to:**
  - 3.5.1 To make an award to the same Quoter (aggregate) for all items; or,
  - 3.5.2 To make an award to multiple respondents for the same or different items.

- 4.0 RESPONDENT’S RESPONSIBILITY:** Each respondent must carefully review and comply with all instructions provided herein, provided herein, or provided within any named attachments or addenda.

- 4.1 **Bid Bond if applicable.** **NOTE: All quotes in excess of \$50,000.00 will require a Bid Bond as required by the State of Alabama.** The respondent agrees to provide HHA with a cashier's check or bank draft, payable to HHA, or a satisfactory performance bond executed by the respondent and a corporate surety qualified to do business in Alabama, in an amount equal to, but not less than five percent (5%) of the bid amount. The original, certified copy of the bid bond must be submitted with the bid.

- 5.0 SITE VISIT:** A site visit is scheduled for **Thursday, July 10, 2025 at 2:00 p.m. at 200 Washington Street NE Huntsville, AL 35801**. All potential quoters are strongly encouraged to attend. This will be the only opportunity to be accompanied while visiting the site.

- 6.0 QUOTE DEADLINE:** Quotes must be received by or before 2:00 p.m. CST, Thursday July 24, 2025. Each Quoter shall submit their proposed quote by the posted deadline, as provided for herein. Whereas this is an informal solicitation process, the HHA reserves the right to extend the posted deadline at any time prior to the deadline.
- 7.0 HOLD PRICES/NON-ESCALATION:** By submitting a quote, and whereas the quote sum submitted is a firm-fixed quote, each quoter thereby agrees to "hold" or not increase the proposed quote during the term of the work unless otherwise agreed upon by HHA.
- 8.0 AGREEMENT:** The HHA will procure the applicable goods or services by issuance of an Agreement (which shall have the same meaning as a "contract"). By submitting a quote, the successful Quoter thereby agrees to confirm receipt of the Agreement in the manner directed by the HHA.
- 8.1 **AWARD CRITERIA:** If an award is completed pursuant to this QSP, and unless otherwise instructed in writing by the CO, award shall be made to the responsive and responsible quoter that submits the lowest cost. The results of the solicitation will not be released until HHA has determined the lowest quote to be responsive and responsible. **NOTE: All awards exceeding \$50,000.00 will require a Payment and Performance Bond prior to a Notice to Proceed.**
- 8.2 **PREVAILING SALARIES OR WAGES:** Contractor shall provide weekly payroll records, personnel records and documents, and other records and/or documents that may be used to verify Contractor's compliance with U.S. Department of Housing and Urban Development, Office of Labor Relations, and Maintenance Wage Rate Determination. Contractor shall pay all laborers and mechanics employed under this contract in accordance with the **Davis-Bacon Wages Rates** (*attached*).
- 8.3 **CONTRACT FORM REQUIREMENTS:** By completing, executing and submitting the Form of Quote form, the Quoter is thereby agreeing to abide by all terms and conditions, requirements, & responsibilities pertaining to this QSP as issued by the HHA, including executing the HHA's contract or any other agreement substantially approved as to form and substance by the HHA. Quoter further agrees that all documents, including but not limited to the Pre-construction/Pre-Submission checklist, is a binding component of the contract agreement issued by HHA.
- 8.4 **SCOPE OF SERVICE DISCLAIMER:** All specifications listed within the Scope of Services of the HHA's contract will generally be the same as those listed within this QSP's Scope of Services. Any Quoter that believes the listed specifications within the Scope of Service descriptions are unreasonable or incomplete shall address such issues with the HHA CEO, or his designee in writing during the solicitation period, prior to the posted quote/bid deadline. Once the quote/bid deadline has passed, revision of the specifications set forth shall not occur.
- 8.5 **QUANTITIES (if applicable):** All quantities entered with the Form of Quote form (if applicable) along with the corresponding pricing items are for calculation purposes only. As may be further detailed herein, the HHA does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this QSP.
- 8.6 **TIME AND ORDER OF PERFORMANCE:**
- 8.6.1 Performance of Agreement shall begin as **scheduled per agreement** and shall be completed no later than **scheduled per agreement**, unless an extension of time is authorized by HHA; and is evidenced in a written document signed by HHA; and executed before the scheduled completion date. Performance of an Agreement shall commence with issuance of a Notice to Proceed by the Executive Director/CEO. The notice to proceed, upon issuance, shall become an attachment and

amendment to this Agreement as though fully set forth herein and is intended to prevail over the scheduled dates, if different than those stated in agreement.

8.6.2 Contractor acknowledges, understands and agrees that the time for completion of the work by the scheduled date of 90 days is of the essence in this agreement.

8.6.3 If Contractor fails to complete the work within the time specified in the agreement, or any extension, the contractor shall pay to HHA as liquidated damages, the sum of **\$200.00** for each day of delay.

(a) If HHA terminates the Contractor's right to proceed, the resulting damage will consist of liquidated damages until such reasonable time as may be required for final completion of the work together with any increased costs occasioned by HHA in completing the work.

(b) If HHA does not terminate the Contractor's right to proceed, the resulting damage will consist of liquidated damaged until the work is completed or accepted.

**9.0 INVALID OR ALTERNATE QUOTES:** Failure to complete and submit all required information, or to add any additional requirements not acceptable to the HHA, may invalidate the quote submitted. Furthermore, the HHA shall reserve the right to reject, without consideration, alternate quotes, meaning those that do not meet the requirements of this QSP.

**10.0 QUOTE COSTS:** There shall be no obligation for the HHA to compensate any Quoter or prospective respondent for any costs that he/she may incur in responding to this QSP.

**11.0 SHIPPING COSTS:** Each quote sum submitted shall include completion of the specified services at the HHA site or location, as specified within this QSP or on any Agreement issued.

**12.0 ASSIGNMENT OF PERSONNEL:** The HHA shall retain the right to demand and receive a change in personnel assigned by the successful Quoter to provide services to the HHA if the HHA believes that such change is in the best interest of the HHA and the completion of the work or provision of the items.

**13.0 SECTION 3 COMPLIANCE:** "This solicitation is covered under Section 3 of the HUD Act of 1968, including the most recent Final Rule Effective November 30, 2020. That new rule deals with Hours Worked by low-income persons that reside in the project area. The final requirements and documents that you are agreeing to be adhere to are present in this bid documentation for Huntsville Housing Authority.

The Contractor will be required to report **total number hours worked for all employees on all HHA jobs/projects**. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent possible, provide training, employment, contracting and other economic opportunities to low- and very low-income persons, especially recipients of government assistance for housing, and to businesses that provide economic opportunities to low- and very low-income persons.

**14.0 UNAUTHORIZED SUB-CONTRACTING PROHIBITED:** The successful Quoter shall not assign any right, nor delegate any duty for the work proposed pursuant to this QSP (including, but not limited to, selling or transferring the ensuing PO or contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the PO or the contract with the HHA.

**15.0 ENTRY OF PROPOSED COST:** The proposed costs shall be submitted by the Quoter and received by the HHA where provided on the attached Quote form. You must enter a proposed fee for the Pricing Items (a "No Quote" is not allowed for any item), though a "No Charge" is allowed for several of the Pricing Items.

**16.0 LICENSING REQUIREMENTS:** By submitting a quote the successful Quoter certifies that he/she possess and will, prior to execution of a contract or issuance of a Purchase Order (PO), present to HHA, proof and/or certification of the following:

- 16.1 The Quoter shall possess all the required permits, licenses and certifications legally necessary to perform the work of the type required by this QSP.
- 16.2 The Quoter shall also possess all the required state and local permits, licenses and certifications to perform work of the type required by this QSP in the **State of Alabama** and/or the **County of Madison** if such state or location certification is legally required to perform the work.

**17.0 INSURANCE:** Contractor shall present to HHA prior to award (but not as a part of the quote submission) proof of insurance compliant with the requirements below:

- 17.1 **WORKERS' COMPENSATION:** If the Quoter has employees as defined by the State of Alabama, the Quoter shall maintain statutory Workers' Compensation Insurance as prescribed by the laws of the State of Alabama.
- 17.2 **COMMERCIAL GENERAL LIABILITY:** An original certificate evidencing General Liability coverage, naming the HHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the HHA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a commercially reasonable deductible (e.g. "commercially reasonable," meaning at least 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of \$50,000).
- 17.3 **VEHICLE LIABILITY:** An original certificate showing the Quoter's automobile insurance coverage in a combined single limit of \$500,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000.
- 17.4 **PROFESSIONAL LIABILITY:** If Quoter is providing services or expertise that falls under a quasi-professional role, an original certificate showing the proposer's professional liability and/or "errors and omissions" coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000), with a commercially reasonable deductible (e.g. "commercially reasonable," meaning at least 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of \$50,000. *\*If applicable*

**18.0 LIABILITY-INDEMNITY-REMEDIES**

- 18.1 In the course of performing the services under this Agreement, Contractor shall assume full liability for any and all claims and demands for injury and property damage caused by its employees, agents, or equipment. To the extent any such claim is made or determined payable against HHA, Contractor further shall indemnify and hold HHA harmless therefore. This shall include any and all claims arising from the implementation of this Agreement and arising from the work and performance of services undertaken by Contractor, its employees, agents, or subcontractors and arising out of any other operation no matter by whom performed for and on behalf of Contractor, whether or not due in whole or in part to conditions, acts, or omissions done, or permitted by Contractor or HHA.

18.2 To the full extent authorized by law, Contractor agrees to indemnify, hold harmless and defend HHA, its commissioners, employees, and agents from and against any and all liabilities, claims, damages, losses, suits, penalties, forfeitures, actions, decrees, judgments, attorneys' fees, court costs, and other costs and expenses incidental thereto (including but not limited to the cost of defense, settlement, judgment, and reasonable attorneys' fees) which HHA, its officers, commissioners, employees, or agents may suffer or which may be sought against, recovered from, or obtainable against HHA, its commissioners, employees, or agents, as a result of, by reason of, arising out of, on account of, or in consequence of any act or failure to act on the part of Contractor, its subcontractors or agents, or anyone directly or indirectly employed by any such subcontractors or agent, in the fulfillment or performance of the terms, conditions, or covenants that are contained in this Agreement, and which said act or failure to act is contrary to or is not authorized by this Agreement or is otherwise negligent, wanton, willful, or contrary to any applicable law, regulation, or recognized standard of practice or performance. The covenants and obligations set forth in the preceding sentence shall exist and remain in full effect notwithstanding the fact that the occurrence which gave rise to such claim, damage, loss, liability, suit, action, judgment, or expense was caused in part by the negligence or other wrongful act of any party indemnified hereunder. Nothing contained herein shall waive any rights, privileges, immunities, or limitations of liability to which HHA is entitled under § 11-93-2 of the Code of Alabama (which limits recovery for damages against a governmental entity to \$100,000 for bodily injury or death for one person in a single occurrence; \$300,000 in the aggregate for bodily injury or death for more than two persons in a single occurrence; and \$100,000 for damage or loss of property in a single occurrence) or under any other present or future statute or rule of law which limits any liability of HHA in any manner.

**19.0 SCOPE OF WORK / TECHNICAL SPECIFICATIONS:** Contractor will be responsible for providing all labor, tools, equipment, security, services, water, light, heat, power, transportation, and supervision necessary for the satisfactory performance of the work subject to this QSP. The attached scope of work/technical specification may or may not be all inclusive. It is HHA's intent for the apartment to be ready to rent upon completion.

**20.0 CONTRACTOR ADDITIONAL RESPONSIBILITIES**

Although HHA has attempted to identify all the Contractor's requirements and responsibilities, the attached list may or may not be all-inclusive.

20.1 Contractor shall be responsible for all damage done by his equipment and personnel. Any damage shall be reported immediately to HHA's contractor administrator or site manager so, if necessary, a work order may be issued and cost is billed back to the contractor for payment.

20.2 Contractor shall thoroughly clean all physical areas on which work is done or which are affected by the work. This shall be done on a daily basis after the work is complete. The contractor shall remove and transport from the site all trash, debris, scrap, waste, and other materials resulting from the service.

20.3 **CLIENT INFORMATION.** Contractor shall submit a listing of former or current clients, including Public Housing Agencies, for whom the contractor has performed similar or like services to those being proposed herein. The listing shall, at minimum, include:

- The Client's company name;
- The client's contact name;
- The client's contact phone number
- A brief description and Scope of Service(s) and the dates the services were provided.

## 21.0 DOCUMENTS THAT APPLY TO THIS QSP:

- 21.1 Quote Form;
- 21.2 Profile of Firm Form (*for quoter and any sub-contractors*);
- 21.3 Client Reference Form
- 21.4 E-Verify
- 21.5 Copy of Business License

*Quoter upon an award shall provide all the required state and local permits, licenses and certifications to perform work of the type required by this QSP in the **State of Alabama** and/or the **County of Madison** if such state or location certification is legally required to perform the work.*

- 21.6 A copy of 24 CFR 75, commonly known as Section 3 (included by reference - a copy will be delivered by the HHA to any firm upon submission to the Procurement Officer of a written request for such). The successful quoter hereby agrees to comply with all requirements of the HUD Section 3 Program as detailed therein. If a quoter chooses to certify as a Section 3 quoter, he/she shall receive the Business Concern preference noted therein. In any case, the successful quoter shall be required to, as detailed therein, "to the greatest extent feasible . . . provide economic opportunities to low- and very-low income persons,".
- 21.7 The HHA reserves the right to require the successful quoter/contractor to utilize any and all forms required by HUD to complete the required work, including providing payroll per U.S Department of Labor requirements and by submitting his/her quote each contractor agrees to do so at no additional charge.
- 21.8 All of the terms and requirements listed within each of the following documents are hereby included by reference as a part of this QSP. The respondent thereby agrees to abide by all such terms and requirements. The respondent must inform HHA in writing if he/she wishes to receive a copy of any of these documents: form HUD-5369; form HUD-5369-A; form HUD-5370EZ; Table 5.1 of HUD Procurement Handbook 7460.8 REV 2; and the contract clauses contained within 2 CFR §200.317-§200.326.

**QUOTE FORM**

**QUOTATION FOR SMALL PURCHASES (QSP)  
QSP NO. 2025-03  
STRUCTURAL DAMAGE UNIT 2818 A-B TURF AVE**

In compliance with the above, the undersigned offers and agrees, if the quote is accepted within 90 calendar days from the date of the quote deadline, to furnish all of the items upon which prices are quoted, at the price set forth, delivery at the designated point and within the time specified in the contract and/or QSP. **HHA will accept the proposed pricing by fax (256) 533-6344, email [lbrewton@hsvha.org](mailto:lbrewton@hsvha.org), or by mail delivery (200 Washington Street, Huntsville, AL 35801, only (it is the contractors responsibility to verify receipt of their quote! The HHA will NOT accept proposed pricing verbally!**

**SUBMIT QUOTE NO LATER THAN THURSDAY, July 24, 2025 @ 2:00 PM**

**SUBMIT QUOTE FORM TO:  
LaTonya Brewton Procurement Officer  
Email: [lbrewton@hsvha.org](mailto:lbrewton@hsvha.org)  
Fax: 256-533-6344**

Huntsville Housing Authority  
Attn: LaTonya Brewton  
200 Washington Street  
Huntsville, Alabama 35801

**The HHA will NOT accept proposed pricing verbally!  
*It is the contractor's responsibility to verify receipt of their quote!***

	<b>TOTAL COST FOR UNIT REPAIRS</b>
<b>FOR SPECIFIED SUM OF</b>  <hr/> <b>Written Amount</b>	<b>\$</b>  <hr/>

**\*Firm-Fixed-Price (FFP) Fee:** Compensation should be based on a firm-fixed -price (FFP) fee. *Unless otherwise stated, the proposed compensation is **all-inclusive** of all related costs that the successful respondent will incur to provide the noted services, including, but not limited to: employee wages and benefits; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; travel expenses; document copying not specifically agreed to by the Huntsville Housing Authority (HHA); etc.*



**QUOTE FORM *continued***

NAME OF COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE & ZIP CODE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE#: \_\_\_\_\_ EMAIL: \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTE**

\_\_\_\_\_  
**PRINT NAME**

**TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**HUNTSVILLE HOUSING AUTHORITY**

Antonio McGinnis  
Executive Director/CEO  
tmcginnis@hsvha.org  
256-539-0774

**INVOICE FOR PAYMENT SHOULD BE MAILED TO:**

Huntsville Housing Authority  
Post Office Box 486  
Huntsville, Alabama 35804-0486  
or emailed to: [accountspayable@hsvha.org](mailto:accountspayable@hsvha.org)

**Tax Exempt: TAX EXEMPTION CERTIFICATE WILL BE FURNISHED BY HHA UPON REQUEST.**

## QUOTE FORM COMPLIANCE STATEMENT

In compliance with the quote documents, the undersigned, in making this quote, represents the following:  
(Respondent is to initial each line item to certify agreement.)

### Respondent's Initials

- \_\_\_\_\_ 1. Respondent has read and understands the QSP documents, and respondent's response is made in accordance therewith;
- \_\_\_\_\_ 2. Respondent has reviewed the Scope of Services subject QSP prepared by Huntsville Housing Authority (HHA) and understands that it will apply to this QSP and his/her response is made in accordance therewith;
- \_\_\_\_\_ 3. Respondent has had the opportunity to familiarized himself/herself with the local conditions under which the services are to be performed and has correlated his/her observations with the requirements of the QSP documents;
- \_\_\_\_\_ 4. Respondent agrees with the compensation to be paid based upon a firm-fixed cost.
- \_\_\_\_\_ 5. Respondent has reviewed the HHA policy on Section 3 compliance provided. All respondents will be required to demonstrate compliance with Section 3, to the greatest extent feasible, *if applicable*.
- \_\_\_\_\_ 6. Respondent (Contractor) agrees and understands that due to insurance purposes HHA may require Contractor to provide "take off" sheets. This will be at the request of insurance company only.

### List of Acknowledged Addenda (*if no addenda published, leave blank*)

No. \_\_\_\_\_ dated \_\_\_\_\_

No. \_\_\_\_\_ dated \_\_\_\_\_

No. \_\_\_\_\_ dated \_\_\_\_\_

No. \_\_\_\_\_ dated \_\_\_\_\_

### The Undersigned Respondent agrees to the following:

- The undersigned certifies that he/she is authorized to execute agreements/contracts on behalf of the Respondent as legally named, that the respondent's proposal is submitted in good faith without fraud or collusion with any other respondent, that the information indicated in the document is true and complete, and that the Proposal is made in full accord with State Law.

\_\_\_\_\_  
SIGNATURE OF PERSON AUTHORIZED TO SIGN PROPOSAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

TITLE: \_\_\_\_\_

**CLIENT REFERENCE FORM**  
***RETURN WITH QUOTE***

The past performance of the respondent on prior work of the same or similar nature, in the past (3) years, based on the letters of reference and/or client lists submitted, and based upon the results of any consultation that the HHA chooses to conduct with such. The past performance shall also include quality of work, and compliance with performance schedules.

Respondent shall submit a listing of former or current clients, including any other Public Housing Authority for whom the respondent has performed similar or like services to those being proposed in the QSP. The listing shall at a minimum include:

- Client's name
- Client's contact name
- Client's telephone number
- A brief description and scope of the service(s) and the dates the services were provided

***Client Information***

Organization Name (Client):	Organization Address:
Contact Name:	Title:
Phone Number:	Email address:

Brief Description of Services	Dates Provided

***Client Information***

Organization Name (Client):	Organization Address:
Contact Name:	Title:
Phone Number:	Email address:

Brief Description of Services	Dates Provided



## CONTRACTOR AFFIDAVIT

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By executing this affidavit, the undersigned contractor verifies its compliance with E-Verify, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of HHA has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established with E-Verify. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by

E-Verify. Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number: \_\_\_\_\_

Date of Authorization: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_ (city),  
\_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

**PROFILE OF FIRM  
RETURN WITH QUOTE**

*(This Form must be fully completed and placed in the submittal.)*

**PRIME \_\_\_\_\_ SUB-CONTRACTOR \_\_\_\_\_**

***(Proposer must also identify his sub-contractors (if any) by making a copy of Profile of Firm form and providing a completed copy for each sub-contractor)***

(1) Name of Firm: \_\_\_\_\_

(2) Address, City, State, Zip: \_\_\_\_\_

(3) Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

(4) Respondent Diversity Statement: You must check all of the following that apply to the ownership of this firm and enter where provided the correct percentage (%) of ownership of each:

☐ Caucasian American (Male)    ☐ Public-Held Corporation    ☐ Government Agency    ☐ Non-Profit Organization  
\_\_\_\_\_ %                                  \_\_\_\_\_ %                                  \_\_\_\_\_ %                                  \_\_\_\_\_ %

Resident – (RBE), Minority- (MBE), or Woman-Owned (WBE) Business Enterprise (Qualifies by virtue of 51% or more ownership and active management by one of more of the following:

☐ Resident-Owned    ☐ African American    ☐ Native American    ☐ Hispanic American    ☐ Asian/Pacific American    ☐ Asian/Indian American  
\_\_\_\_\_ %                  \_\_\_\_\_ %                  \_\_\_\_\_ %                  \_\_\_\_\_ %                  \_\_\_\_\_ %                  \_\_\_\_\_ %

☐ Woman-Owned (MBE)                  ☐ Woman-Owned (Caucasian)                  ☐ Disabled Veteran                  ☐ Other (Specify)  
\_\_\_\_\_ %                                  \_\_\_\_\_ %                                  \_\_\_\_\_ %                                  \_\_\_\_\_ %

WMBE Certification Number: \_\_\_\_\_

Certified by: \_\_\_\_\_

*(NOTE: A CERTIFICATION / NUMBER NOT REQUIRED TO PROPOSE – ENTER IF AVAILABLE)*

(5) Federal Tax ID No. \_\_\_\_\_

DUNS No. \_\_\_\_\_

(6) Business License No. \_\_\_\_\_ State \_\_\_\_\_

(7) General Liability Insurance Carrier: \_\_\_\_\_

Policy No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

(8) Worker's Compensation Insurance Carrier: \_\_\_\_\_

Policy No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

(9) Professional Liability Insurance Carrier: \_\_\_\_\_

Policy No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

- (10) Debarred Statement: Has this firm or any principal(s) ever been debarred from provided any services by the Federal Government, any state government, the State of Alabama, or any local government agency within or without the State of Alabama? ☐ Yes ☐ No

*If "Yes" please attach a full detailed explanation, including dates, circumstances and current status.*

- (11) Disclosure Statement: Does this firm or any principals thereof have any current past personal or professional relationship with any Commissioner or Officer of HHA? ☐ Yes ☐ No

*If "Yes" please attach a full detailed explanation, including dates, circumstances and current status.*

- (12) **Non-Collusive Affidavit:** The undersigned party submitting this proposal or quote hereby certifies that such proposal or quote is genuine and not collusive and that said respondent entity has not colluded, conspired, connived or agreed, directly or indirectly, with any respondent or person to put in a sham proposal or quote or to refrain from proposing or quoting, and has not in any manner, directly or indirectly sought by agreement or collusion or communication or conference with any person, to fix the proposal or quote price of affiant or of any other respondent or Quoter, to fix overhead, profit or cost elements of said proposal or quote price, or that any other respondent or Quoter or to secure any advantage against the Housing Authority or any person interested in the proposed contract; and that all statements in said proposal or quotes are true.

- (13) **Verification Statement:** The undersigned respondent hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if HHA discovers that any information entered herein if false, that shall entitle HHA to not consider nor make or to cancel any award with the undersigned party.

- (14) **Code of Alabama §11-93-2. Maximum amount of damages recoverable against governmental entities; settlement or compromise of claims not to exceed maximum amounts.**

The recovery of damages under any judgment against a governmental entity shall be limited to \$100,000.00 for bodily injury or death for one person in any single occurrence. Recovery of damages under any judgment or judgments against a governmental entity shall be limited to \$300,000.00 in the aggregate where more than two persons have claims or judgments on account of bodily injury or death arising out of any single occurrence. Recovery of damages under any judgment against a governmental entity shall be limited to \$100,000.00 for damage or loss of property arising out of any single occurrence. No governmental entity shall settle or compromise any claim for bodily injury, death or property damage in excess of the amounts herein above set forth. (Acts 1977, No. 673, p. 1161, §2.)

---

Signature

---

Date

---

Printed Name

---

Title

**SECTION 3 COMPLIANCE AGREEMENT**  
***RETURN WITH QUOTE***

***This contract is subject to the following conditions under Section 3 of the Housing and Urban Development Act of 1968, as amended, 24 CFR Part 75 (Section 3).***

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 24 CFR Part 75 (Section 3). The purpose of Section 3 is to bring about economic opportunities generated by certain HUD financial assistance expenditures, to the greatest extent feasible, be directed to low and very low-income persons residing in communities where the financial assistance is expended, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 75, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 75 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor or organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon finding that the subcontractor is in violation of the regulations in 24 CFR Part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 75. The contractor and any subcontractor(s) shall electronically provide to HHA documentation of their good faith efforts to comply with the contract and workforce participation goals of this project. This would include but not be limited to total number of hours worked on each job/project, weekly certified payroll, subcontract awards, and contract/subcontract payments. **All information shall be provided through ePrismSoft, a web-based compliance tracking system. This is mandatory and subject to contract payment.**
- E. The contractor will certify that any vacant employment positions, including training positions that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 75.
- F. Noncompliance with HUD's regulations in 24 CFR Part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprise. Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

**I the undersigned contractor have read the above Section 3 Clause will comply with HUD, 24 CFR Part 75 – Section 3 Regulations.**

---

Signature

---

Title

---

Date



# SCOPE OF WORK AND TECHNICAL SPECIFICATIONS



*Growing Communities One Family At A Time  
For More Than 70 Years*

## QUOTATION FOR SMALL PURCHASES (QSP) QSP NO. 2025-03

### STRUCTURAL DAMAGE UNIT 2818 TURF AVE

**Date Issued:** June 26, 2025

**Site Visit:** A site visit is scheduled for Thursday, July 10, 2025 at 2pm  
@ 200 Washington Street, Huntsville, AL 35801

**Last Date for Q/A:** July 17, 2025 @ 2:00 PM

**Submission Deadline:** July 24, 2025 @ 2:00 PM



## Crawford & Company

5335 Triangle Parkway  
Peachtree Corners, GA 30092  
864-238-8892-Cell  
866-296-3187-Fax  
Christopher\_Molinaro@us.crawco.com

Insured: Huntsville Housing Authority  
Property: 2818 A-B Turf Ave  
Huntsville, AL 35805  
Home: 2818 A-B Turf Ave  
Huntsville, AL 35805  
Business: 2818 A-B Turf Ave  
Huntsville, AL 35805

Cell: (256) 532-5632

Claim Rep.: Christopher Molinaro  
Position: National General Adjuster  
Company: Crawford & Company  
Business: 5909 Peachtree Dunwoody Road  
Atlanta, GA 30328

Business: (864) 238-8892

Estimator: Christopher Molinaro  
Position: National General Adjuster  
Company: Crawford & Company  
Business: 5909 Peachtree Dunwoody Road  
Atlanta, GA 30328

Business: (864) 238-8892  
E-mail: ccmoli@us.crawco.com

Claim Number: A8PO6

Policy Number: HAPI-172-240832-2024

Type of Loss: Vehicle

Coverage	Deductible	Policy Limit
Building	\$25,000.00	\$233,761.00

Date Contacted: 3/25/2025 6:18 PM

Date of Loss: 3/14/2025 12:00 AM

Date Inspected: 4/3/2025 9:00 AM

Date Received: 3/25/2025 1:00 AM

Date Entered: 3/26/2025 7:18 AM

Price List: ALHU8X\_MAR25  
Restoration/Service/Remodel

Estimate: HUNTSVILLE\_HOUS\_  
AUTH

Branch-File#: 6514-4597849

Client Code: 20017

**NOTICE: This is a repair estimate only. The insurance policy may contain provisions that will reduce any payment that might be made. This is not an authorization to repair. Authorization to repair or guarantee of payment must come from the owner of the property. No adjuster or appraiser has the authority to authorize repair or guarantee payment. The insurer assumes no responsibility for the quality of repairs that may be made.**

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution, fines, or confinement in prison, or any combination thereof.



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### HUNTSVILLE\_HOUS\_AUTH

#### General Conditions

#### DESCRIPTION

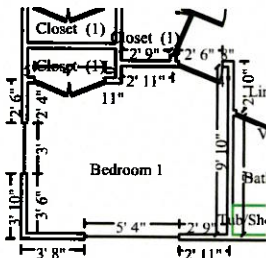
#### QTY

##### Debris Removal

1. Dumpster load - Approx. 12 yards, 1-3 tons of debris	1.00 EA
2. General Demolition - per hour	16.00 HR
Clean up all debris from interior/exterior and place in on-site container	

#### NOTES:

#### Interior



##### Bedroom 1

Height: 8'

263.33 SF Walls	106.93 SF Ceiling
370.26 SF Walls & Ceiling	106.93 SF Floor
11.88 SY Flooring	36.00 LF Floor Perimeter
42.50 LF Ceil. Perimeter	

Window

3' X 4'

Opens into Exterior

Window

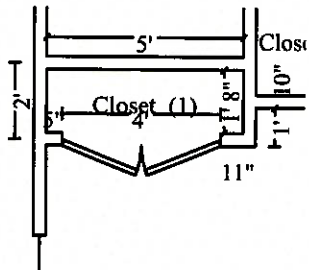
5' 4" X 4'

Opens into Exterior

Door

2' 6" X 6' 8"

Opens into HALLWAY



##### Subroom: Closet (1)

Height: 8'

80.00 SF Walls	8.33 SF Ceiling
88.33 SF Walls & Ceiling	8.33 SF Floor
0.93 SY Flooring	9.33 LF Floor Perimeter
13.33 LF Ceil. Perimeter	

Door

4' X 6' 8"

Opens into BEDROOM\_1

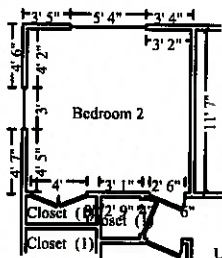


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DESCRIPTION	QTY
<b>Floors</b>	
3. Embossing leveler for vinyl flooring	115.26 SF
4. R&R Tile - vinyl composition	115.26 SF
Please note that this is a commercial grade floor covering.	
5. Clean floor, strip & wax	115.26 SF
6. R&R Quarter round - 3/4"	45.33 LF
7. Seal (1 coat) & paint (1 coat) baseboard w/cap &/or shoe	45.33 LF
<b>Walls</b>	
8. Clean the walls	343.33 SF
9. Paint the walls - two coats	343.33 SF
10. Interior door - Detach & reset - slab only	2.00 EA
11. Clean door (per side)	5.00 EA
12. Seal & paint door slab only (per side)	5.00 EA
13. Paint door slab only - 2 coats (per side)	2.00 EA
14. Paint door/window trim & jamb - 2 coats (per side)	2.00 EA
15. Seal & paint door/window trim & jamb - (per side)	7.00 EA
<b>Final Cleaning</b>	
16. Final cleaning - construction - Residential	115.26 SF

### NOTES:



### Bedroom 2

Height: 8'

294.00 SF Walls	134.17 SF Ceiling
428.17 SF Walls & Ceiling	134.17 SF Floor
14.91 SY Flooring	39.83 LF Floor Perimeter
46.33 LF Ceil. Perimeter	

Window

3' X 4'

Opens into Exterior

Door

2' 6" X 6' 8"

Opens into HALLWAY

Window

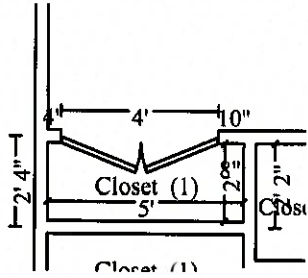
5' 4" X 4'

Opens into Exterior



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### Subroom: Closet (1)

Height: 8'

85.33 SF Walls  
95.33 SF Walls & Ceiling  
1.11 SY Flooring  
14.00 LF Ceil. Perimeter

10.00 SF Ceiling  
10.00 SF Floor  
10.00 LF Floor Perimeter

Door

4' X 6' 8"

Opens into BEDROOM\_2

### DESCRIPTION

QTY

#### Floors

17. Embossing leveler for vinyl flooring	144.17 SF
18. R&R Tile - vinyl composition	144.17 SF
Please note that this is a commercial grade floor covering.	
19. Remove Quarter round - 3/4"	38.25 LF
20. Quarter round - 3/4"	49.83 LF
21. Remove Baseboard - 4 1/4"	15.16 LF
22. Baseboard - 4 1/4"	26.57 LF
23. Seal (1 coat) & paint (1 coat) baseboard w/cap &/or shoe	49.83 LF

#### Walls

24. Stud wall - 2" x 4" x 8' - 16" oc	12.46 LF
Structurally damaged north elevation wall.	
25. R&R Two coat plaster over 1/2" gypsum core blueboard	284.50 SF
The above entry is for the exterior walls.	
26. R&R Window sill - tile on 2" x 4" wall	8.17 LF
27. Seal/prime (1 coat) then paint (2 coats) the walls	379.33 SF
28. R&R Steel door frame - 3' opening	1.00 EA
29. R&R Interior door - Colonist - slab only	3.00 EA
30. Door knob/lockset - Detach & reset	3.00 EA
31. Seal & paint door slab only (per side)	6.00 EA
32. Seal & paint door/window trim & jamb - (per side)	2.00 EA
33. Paint door or window opening - Large - 2 coats (per side)	2.00 EA
34. R&R Window blind - PVC - 1" - 7.1 to 14 SF	2.00 EA
35. Detach & Reset Window blind - PVC - 1" - 7.1 to 14 SF	1.00 EA

#### Ceiling

36. R&R Two coat plaster over 1/2" gypsum core blueboard	30.17 SF
Ceiling repair along impacted areas.	
37. Seal/prime (1 coat) then paint (1 coat) the ceiling	144.17 SF



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### CONTINUED - Bedroom 2

#### DESCRIPTION

#### QTY

##### Final Cleaning

38. Final cleaning - construction - Residential

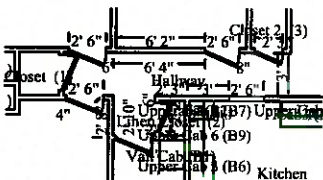
144.17 SF

##### Electrical

39. Rewire\wire - avg. residence - boxes & wiring with conduit

144.17 SF

#### NOTES:



#### Hallway

#### Height: 8'

194.33 SF Walls  
249.36 SF Walls & Ceiling  
6.11 SY Flooring  
40.67 LF Ceil. Perimeter

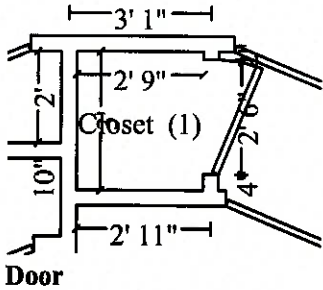
55.03 SF Ceiling  
55.03 SF Floor  
21.17 LF Floor Perimeter

Door	2' 6" X 6' 8"	Opens into BEDROOM_4
Door	2' 6" X 6' 8"	Opens into BEDROOM_2
Door	2' 6" X 6' 8"	Opens into BEDROOM_1
Door	2' 6" X 6' 8"	Opens into BATHROOM
Missing Wall	2' 6" X 8'	Opens into KITCHEN
Missing Wall - Goes to Floor	3' X 7'	Opens into LIVING_ROOM



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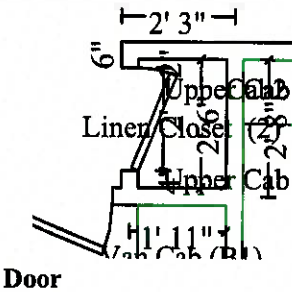
### Subroom: Closet (1)

Height: 8'

75.33 SF Walls	8.25 SF Ceiling
83.58 SF Walls & Ceiling	8.25 SF Floor
0.92 SY Flooring	9.00 LF Floor Perimeter
11.50 LF Ceil. Perimeter	

2' 6" X 6' 8"

Opens into HALLWAY



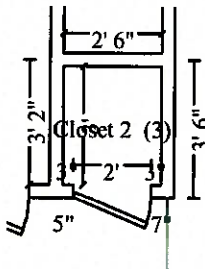
### Subroom: Linen Closet (2)

Height: 8'

54.67 SF Walls	4.38 SF Ceiling
59.04 SF Walls & Ceiling	4.38 SF Floor
0.49 SY Flooring	6.50 LF Floor Perimeter
8.50 LF Ceil. Perimeter	

2' X 6' 8"

Opens into HALLWAY



### Subroom: Closet 2 (3)

Height: 8'

74.67 SF Walls	7.50 SF Ceiling
82.17 SF Walls & Ceiling	7.50 SF Floor
0.83 SY Flooring	9.00 LF Floor Perimeter
11.00 LF Ceil. Perimeter	

2' X 6' 8"

Opens into HALLWAY

### DESCRIPTION

QTY

#### Floors

40. Embossing leveler for vinyl flooring	75.15 SF
41. R&R Tile - vinyl composition	75.15 SF

Please note that this is a commercial grade floor covering.

42. Clean floor, strip & wax	75.15 SF
43. R&R Quarter round - 3/4"	45.67 LF
44. Seal (1 coat) & paint (1 coat) baseboard w/cap &/or shoe	45.67 LF

#### Walls

45. R&R Two coat plaster over 1/2" gypsum core blueboard	22.00 SF
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The above entry is for an interior wall.

46. Clean part of the walls	377.00 SF
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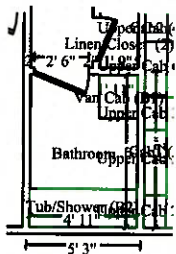
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### CONTINUED - Hallway

DESCRIPTION	QTY
47. Seal the surface area w/PVA primer - one coat	23.00 SF
48. Paint the walls - two coats	399.00 SF
49. Detach & Reset Shelving - 24" - in place	12.00 LF
50. Seal & paint wood shelving, 12"- 24" width	12.00 LF
51. Interior door - Detach & reset - slab only	3.00 EA
52. Seal & paint door slab only (per side)	4.00 EA
53. Seal & paint door/window trim & jamb - (per side)	4.00 EA
<b>Final Cleaning</b>	
54. Final cleaning - construction - Residential	75.15 SF

#### NOTES:



#### Bathroom

Height: 8'

112.25 SF Walls	34.42 SF Ceiling
146.67 SF Walls & Ceiling	22.31 SF Floor
2.48 SY Flooring	9.17 LF Floor Perimeter
23.83 LF Ceil. Perimeter	

#### Door

2' 6" X 6' 8"

Opens into HALLWAY

DESCRIPTION	QTY
We noted no related damage in this room.	





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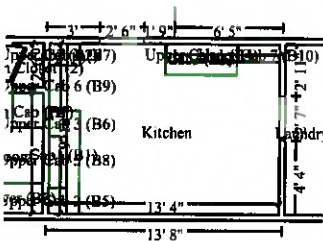
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### CONTINUED - Bathroom

#### DESCRIPTION

QTY

NOTES:



#### Kitchen

Height: 8'

239.25 SF Walls	131.11 SF Ceiling
370.36 SF Walls & Ceiling	110.99 SF Floor
12.33 SY Flooring	26.25 LF Floor Perimeter
41.25 LF Ceil. Perimeter	

Missing Wall

2' 6" X 8'

Opens into HALLWAY

Missing Wall

2' 7" X 8'

Opens into LAUNDRY\_ROOM

#### DESCRIPTION

QTY

##### Floors

55. Paint baseboard w/cap &/or shoe - one coat

26.25 LF

##### Walls

56. Paint the walls - one coat

239.25 SF

##### Final Cleaning

57. Final cleaning - construction - Residential

110.99 SF

NOTES:



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### Laundry Room

Height: 8'

208.67 SF Walls	44.25 SF Ceiling
252.92 SF Walls & Ceiling	44.25 SF Floor
4.92 SY Flooring	26.08 LF Floor Perimeter
26.08 LF Ceil. Perimeter	

Missing Wall

2' 7" X 8'

Opens into KITCHEN

### DESCRIPTION

QTY

#### Floors

58. Paint baseboard w/cap &/or shoe - one coat 26.08 LF

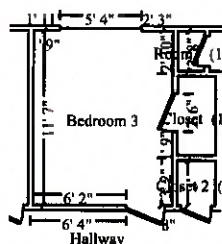
#### Walls

59. Paint the walls - one coat 208.67 SF

#### Final Cleaning

60. Final cleaning - construction - Residential 44.25 SF

NOTES:



### Bedroom 3

Height: 8'

277.33 SF Walls	106.18 SF Ceiling
383.51 SF Walls & Ceiling	106.18 SF Floor
11.80 SY Flooring	36.50 LF Floor Perimeter
41.50 LF Ceil. Perimeter	

Window

5' 4" X 4'

Opens into Exterior

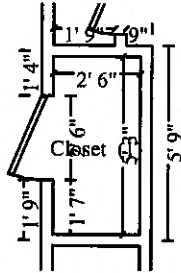
Door

2' 6" X 6' 8"

Opens into HALLWAY



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**Subroom: Closet (1)**

107.33 SF Walls  
120.46 SF Walls & Ceiling  
1.46 SY Flooring  
15.50 LF Ceil. Perimeter

13.13 SF Ceiling  
13.13 SF Floor  
13.00 LF Floor Perimeter

## Door

**2' 6" X 6' 8"**

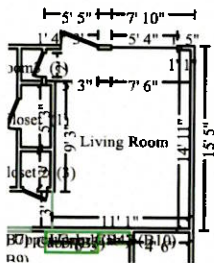
**Opens into BEDROOM\_4**

### DESCRIPTION

QTY

We noted no related damage in this room.

**NOTES:**



## Living Room

351.00 SF Walls  
516.34 SF Walls & Ceiling  
18.37 SY Flooring  
53.33 LF Ceil. Perimeter

165.34 SF Ceiling  
165.34 SF Floor  
45.33 LF Floor Perimeter

## Window

**5' 4" X 4'**

### Opens into Exterior

## Door

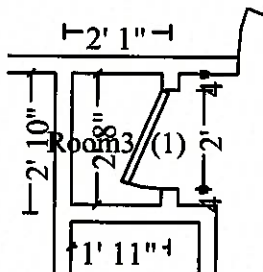
**3' X 6' 8"**

### Opens into Exterior

## Missing Wall - Goes to Floor

**3' X 7'**

**Opens into HALLWAY**



**Subroom: Room3 (1)**

57.33 SF Walls  
62.00 SF Walls & Ceiling  
0.52 SY Flooring  
8.83 LF Ceil. Perimeter

4.67 SF Ceiling  
4.67 SF Floor  
6.83 LF Floor Perimeter

## Door

**2' X 6' 8"**

**Opens into LIVING ROOM**

### DESCRIPTION

QTY

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**CONTINUED - Living Room**

DESCRIPTION	QTY
<b>Floors</b>	
61. Embossing leveler for vinyl flooring	170.01 SF
62. R&R Tile - vinyl composition	170.01 SF
Please note that this is a commercial grade floor covering.	
63. Clean floor, strip & wax	170.01 SF
64. R&R Quarter round - 3/4"	52.17 LF
65. Seal (1 coat) & paint (1 coat) baseboard w/cap &/or shoe	52.17 LF
<b>Walls</b>	
66. Interior door - Detach & reset - slab only	1.00 EA
67. Paint the walls - two coats	408.33 SF
<b>Final Cleaning</b>	
68. Final cleaning - construction - Residential	170.01 SF

NOTES:

**Exterior****Front Elevation**

DESCRIPTION	QTY
<b>Masonry</b>	
69. Temporary shoring post - Screw jack (per day)	36.00 DA
Temp framing/shoring during repairs.	
70. R&R Block - 4" x 8" x 16" - in place	148.64 SF
71. Two coat plaster (no lath)	148.64 SF
3/4" plaster over CMU	
72. R&R Rigid foam insulation board - 1"	153.33 SF
73. R&R Brick veneer	148.64 SF

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5/20/2025

Page: 11

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**CONTINUED - Front Elevation**

DESCRIPTION	QTY
74. Join new brick to existing brick - per LF	16.00 LF
75. R&R Brick lintel - steel	6.00 LF
76. R&R Precast sill	5.33 LF
<b>Windows</b>	
77. R&R Aluminum window, single hung 9-12 sf	2.00 EA
78. R&R Storm window - aluminum, 3-11 sf	2.00 EA
79. R&R Security shutter - accordion or folding type	20.64 SF
<b>Soffit</b>	
80. Detach & Reset Soffit - vinyl	44.00 SF
<b>Cleaning</b>	
81. Clean with pressure/chemical spray	322.50 SF

NOTES:

**Right Elevation**

DESCRIPTION	QTY
<b>Masonry</b>	
82. Temporary shoring post - Screw jack (per day) Temp framing/shoring during repairs.	36.00 DA
83. R&R Block - 4" x 8" x 16" - in place	92.67 SF
84. Two coat plaster (no lath) 3/4" plaster over CMU	92.67 SF
85. R&R Rigid foam insulation board - 1"	92.67 SF
86. R&R Brick veneer	92.67 SF
87. R&R Brick lintel - steel	4.00 LF
88. R&R Precast sill	4.00 LF

**Crawford & Company**

5335 Triangle Parkway  
Peachtree Corners, GA 30092  
864-238-8892-Cell  
866-296-3187-Fax  
Christopher\_Molinaro@us.crawco.com

**CONTINUED - Right Elevation**

DESCRIPTION	QTY
<b>Windows</b>	
89. Detach & Reset Aluminum window, single hung 9-12 sf	1.00 EA
90. Detach & Reset Storm window - aluminum, 3-11 sf	1.00 EA
91. Remove Security shutter - accordion or folding type	10.32 SF
92. Install Security shutter - accordion or folding type	10.32 SF
<b>Soffit</b>	
93. Detach & Reset Gutter / downspout - aluminum - up to 5"	11.00 LF
94. Detach & Reset Soffit - vinyl	74.16 SF
<b>Cleaning</b>	
95. Clean with pressure/chemical spray	231.75 SF

NOTES:

**Rear Elevation**

DESCRIPTION	QTY
We noted no related damage to this elevation.	

NOTES:

**Left Elevation**



## Crawford & Company

5335 Triangle Parkway  
Peachtree Corners, GA 30092  
864-238-8892-Cell  
866-296-3187-Fax  
Christopher\_Molinaro@us.crawco.com

### DESCRIPTION

QTY

We noted no related damage to this elevation.

NOTES:

### Labor Minimums Applied

### DESCRIPTION

QTY

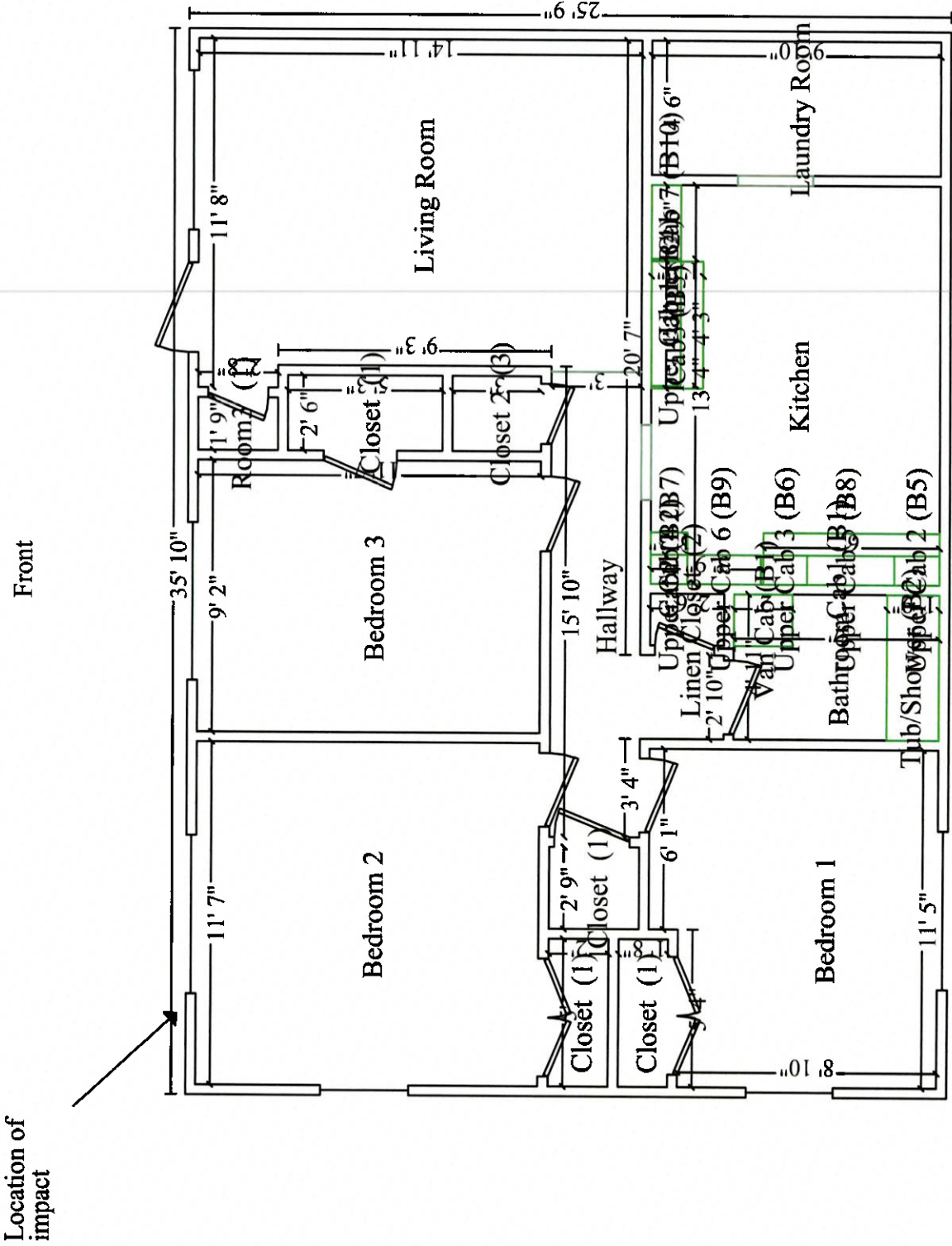
96. Door labor minimum

1.00 EA

NOTES:

### Grand Total Areas:

2,474.83 SF Walls	833.68 SF Ceiling	3,308.51 SF Walls and Ceiling
801.45 SF Floor	89.05 SY Flooring	304.00 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	398.17 LF Ceil. Perimeter
801.45 Floor Area	922.71 Total Area	2,474.83 Interior Wall Area
979.17 Exterior Wall Area	123.17 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	





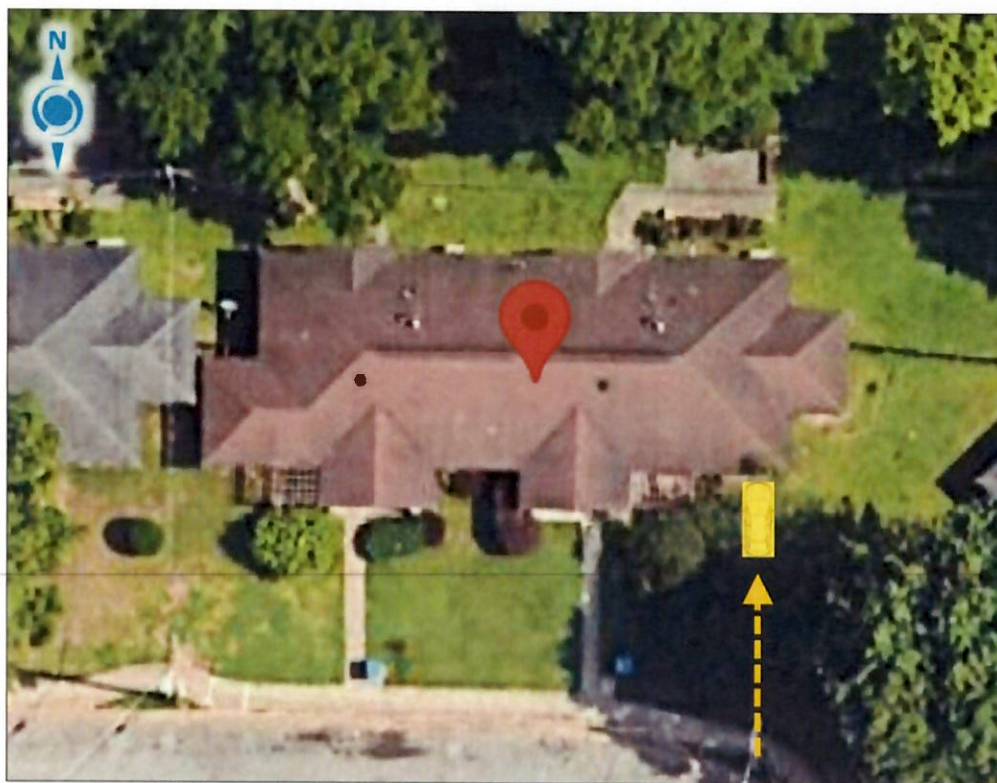


Figure 1: Aerial Photograph with Direction of Impact<sup>1</sup>

## BUILDING SYSTEM DESCRIPTION

The building was a single-story, concrete masonry unit (CMU) structure built on a concrete slab on grade. The exterior walls were brick veneer, and the roof was covered with three-tab, fiberglass-mat, asphalt shingles. For this report, the building is considered to face south towards Tuff Avenue (Photographs 1 through 3).

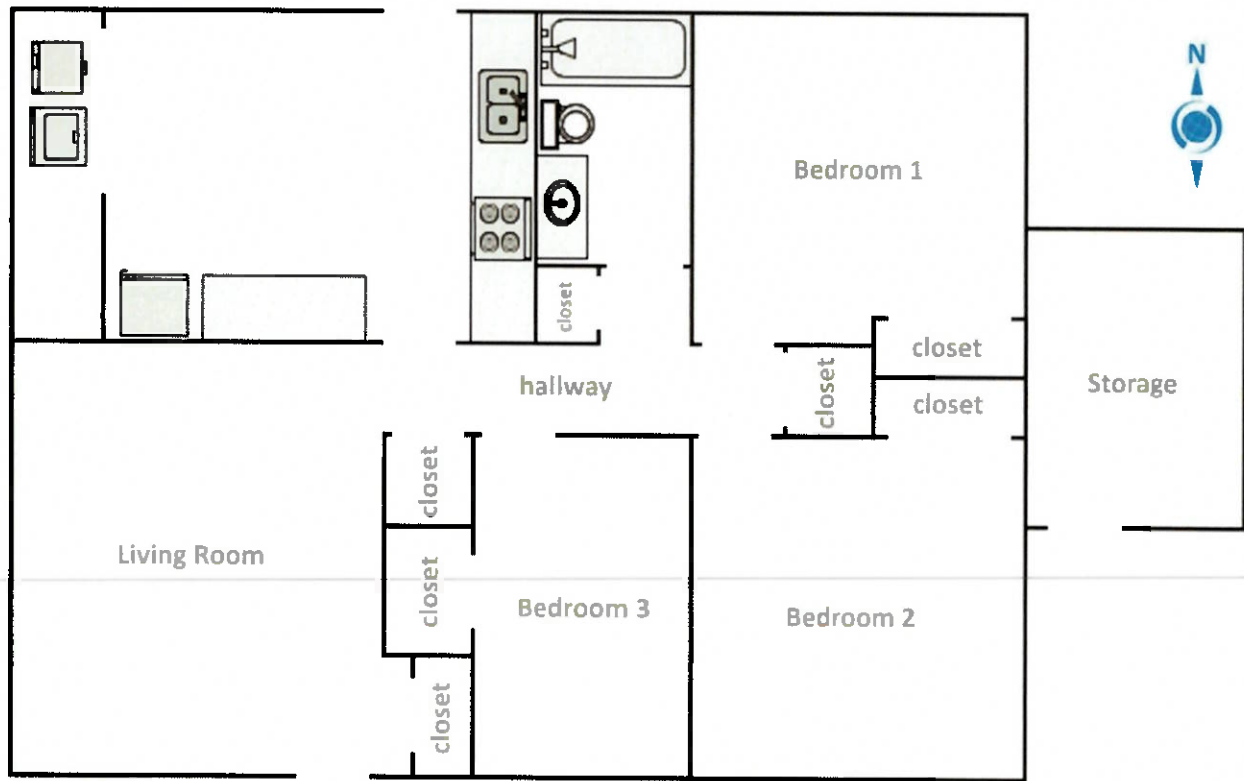
## SITE OBSERVATIONS

Observations were limited to visual examinations and measurements of accessible portions of the subject property. Removal of finish materials, qualitative testing, excavation, or other work not specifically described herein was not conducted.

Observations were photographed to document distress and relevant conditions at the subject property on the date of the site visit that were related to the scope of this assignment. Not all damage or distress that may be present was necessarily observed or photographed; however, the selected photographs provide an indication of their types, severity, and distribution. The photographs may also document unusual or contributing conditions that may exist. A sampling of photographs captured to document findings and observations are attached to this report. Additional photographs captured are available upon request.

Figure 2 is a layout of the interior. Observations made of the building will be referenced to Figure 2.

<sup>1</sup> Google Maps, [www.google.com/maps/](http://www.google.com/maps/) (accessed May 13, 2025).



**Figure 2: Layout of East Unit of Building (N.T.S.)**

#### **EXTERIOR SITE OBSERVATIONS:**

- The double window in the south wall of bedroom 2 was boarded over (Photograph 4).
- The brick veneer at the southeast corner was displaced (Photograph 5).
- No sharp-edged cracks were in the remainder of the brick veneer.
- The remaining brick veneer surrounding the damaged area was plumb (Photograph 6).<sup>2</sup>

#### **INTERIOR SITE OBSERVATIONS**

- The south and east walls of bedroom 2 were cracked and displaced (Photographs 7 and 8).
- The north wall of bedroom 2 was cracked and punctured and the closet doors were displaced (Photograph 9). The walls of the closet in bedroom 2 were not displaced or cracked.
- The punctured area of the north wall of bedroom 2 was through the closet at the east end of the hallway (Photographs 10 and 11).
- The floors and ceilings were not displaced. The attic was not accessible.
- The exterior walls were comprised of three-quarter-inch thick plaster, four-inch CMUs, one-inch foam board, and brick veneer (Photograph 12).
- The interior walls were two-inch thick plastered concrete board (Photograph 13).

<sup>2</sup> The construction tolerance for plumb or level is when the bubble is "between the lines," which correlates to  $\pm 0.4$  degree.

## **DISCUSSION AND ANALYSIS**

The forces acting on a structure from a vehicle impact are greatest at the point of impact. As the forces are transmitted, they are distributed through the load-carrying members of the structure (rafters, ceiling joists, wall framing, floor framing) down to the foundation. The stress from the impact forces on each member lessens the further it is from the point of impact both horizontally and vertically. When the members deflect, break, or disconnect, the impact forces dissipate by the movement. The impact forces applied to the structure depend on many factors, such as the size of the vehicle, speed of the vehicle, and any other objects the vehicle impacts before impacting the structure.

The south and east CMU walls were structurally damaged by the vehicle impact. The north wall and closet doors in bedroom 2 were structurally damaged by displaced debris. The floor slab and roof framing were not damaged by the vehicle impact.

The brick veneer on the southeast corner of the building should be removed and the damaged CMU, foam board, and plaster replaced (see photograph 14). The north wall of bedroom 2 should be repaired and the closet doors replaced.

## **CONCLUSIONS**

The analysis of available evidence related to this assignment supports the following opinions:

1. The south and east CMU walls were structurally damaged by the vehicle impact.
2. The north wall and closet doors in bedroom 2 were structurally damaged by displaced debris.

## **ADDITIONAL WORK AND INFORMATION REQUESTED**

No additional work by EFI is recommended at this time. If any further information becomes available, please forward that to EFI Global for additional analysis.

## **APPENDICES**

The following appendices are attached to this report and should be considered as part of the report:

- Appendix A – Photographs

## **LIMITATIONS**

The information presented in this report addresses the limited objectives related to the evaluation of this assignment. The opinions presented in this report have been made to a reasonable degree of scientific and engineering certainty based upon the information available at the time this report was authored. This report only describes the conditions present at the time of EFI's examination and is only based upon the observations made. This analysis was limited to the scope of work outlined in this report. This report is not intended to fully delineate or document every defect or deficiency throughout the subject property.

The opinions contained within this report are limited to the circumstances associated with this assignment, and are based on this author's education, experience, and training. Should additional information which relates to this evaluation become known, EFI reserves the right to alter the opinions contained in this report as necessary. In some cases, additional studies may be warranted to fully evaluate conditions noted.

This report is furnished as privileged and confidential to the addressee. Release to any other company, concern, or individual is solely the responsibility of the addressee. Any verbal statements made before, during, or after the course of the assignment were made as a courtesy only and are not considered a part of this report.

## **CLOSING**

EFI appreciates this opportunity to provide consulting services related to this matter. Please contact us should any questions arise concerning this report, or if we may be of further assistance.

## **APPENDIX A**

### **PHOTOGRAPHS**



## Photographs



**Photo No. 1:** South (front) elevation facing Turf Avenue.



**Photo No. 2:** East elevation.



## Photographs



**Photo No. 3:** North (back) elevation.



**Photo No. 4:** Boarded over double window in the south wall of bedroom 2.



## Photographs



**Photo No. 5:** Cracked and displaced brick veneer at the southeast corner of bedroom 2.



**Photo No. 6:** Outside the damaged area the brick veneer was plumb.



## Photographs



**Photo No. 7:** Damaged south wall of bedroom 2.



**Photo No. 8:** Damaged east wall of bedroom 2.

## Photographs



**Photo No. 9:** Damaged north wall and closet doors in bedroom 2.



**Photo No. 10:** Closet at east end of the hallway.



## Photographs



**Photo No. 11:** Puncture in the wall between the hallway closet and bedroom 2.



**Photo No. 12:** Components of the exterior walls.

## Photographs



**Photo No. 13:** Components of the interior walls.



**Photo No. 14:** Damaged area of brick veneer that should be removed.

"General Decision Number: AL20250052 01/03/2025

Superseded General Decision Number: AL20240052

State: Alabama

Construction Type: Residential

County: Madison County in Alabama.

RESIDENTIAL CONSTRUCTION PROJECTS (consisting of single family homes and apartments up to and including 4 stories).

Note: Contracts subject to the Davis-Bacon Act are generally required to pay at least the applicable minimum wage rate required under Executive Order 14026 or Executive Order 13658. Please note that these Executive Orders apply to covered contracts entered into by the federal government that are subject to the Davis-Bacon Act itself, but do not apply to contracts subject only to the Davis-Bacon Related Acts, including those set forth at 29 CFR 5.1(a)(1).

If the contract is entered into on or after January 30, 2022, or the contract is renewed or extended (e.g., an option is exercised) on or after January 30, 2022:	<ul style="list-style-type: none"> <li>. Executive Order 14026 generally applies to the contract.</li> <li>. The contractor must pay all covered workers at least \$17.75 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2025.</li> </ul>
If the contract was awarded on or between January 1, 2015 and January 29, 2022, and the contract is not renewed or extended on or after January 30, 2022:	<ul style="list-style-type: none"> <li>. Executive Order 13658 generally applies to the contract.</li> <li>. The contractor must pay all covered workers at least \$13.30 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on that contract in 2025.</li> </ul>

The applicable Executive Order minimum wage rate will be adjusted annually. If this contract is covered by one of the Executive Orders and a classification considered necessary for performance of work on the contract does not appear on this wage determination, the contractor must still submit a conformance request.

Additional information on contractor requirements and worker protections under the Executive Orders is available at <http://www.dol.gov/whd/govcontracts>.

Modification Number      Publication Date  
0                              01/03/2025



SUAL2007-136 10/23/2007

	Rates	Fringes
BRICKLAYER.....	\$ 15.00 **	0.00
CARPENTER, Includes Form Work....	\$ 13.97 **	2.73
CEMENT MASON/CONCRETE FINISHER...	\$ 10.10 **	0.00
ELECTRICIAN.....	\$ 10.82 **	0.00
IRONWORKER, ORNAMENTAL.....	\$ 10.46 **	0.00
IRONWORKER, STRUCTURAL.....	\$ 16.36 **	3.40
LABORER: Common or General.....	\$ 7.50 **	0.00
LABORER: Landscape.....	\$ 8.57 **	0.00
LABORER: Mason Tender - Cement/Concrete.....	\$ 7.88 **	0.00
LABORER: Pipelayer.....	\$ 9.00 **	0.00
OPERATOR: Backhoe.....	\$ 11.20 **	0.00
OPERATOR: Bulldozer.....	\$ 15.00 **	0.00
OPERATOR: Loader (Front End)....	\$ 12.52 **	0.00
PAINTER.....	\$ 11.00 **	0.00
PLUMBER.....	\$ 12.51 **	0.00
ROOFER, Includes Built Up, Metal, Shake & Shingle, and Single Ply Roofs.....	\$ 9.17 **	0.00
SHEET METAL WORKER.....	\$ 12.82 **	0.00
TRUCK DRIVER.....	\$ 9.86 **	0.00

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WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

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\*\* Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$17.75) or 13658 (\$13.30). Please see the Note at the top of the wage determination for more information. Please also note that the minimum wage requirements of Executive Order 14026 are not currently being enforced as to any contract or subcontract to which the states of Texas, Louisiana, or Mississippi, including their agencies, are a party.

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year.

Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at <https://www.dol.gov/agencies/whd/government-contracts>.

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (iii)).

-----

The body of each wage determination lists the classifications and wage rates that have been found to be prevailing for the type(s) of construction and geographic area covered by the wage determination. The classifications are listed in alphabetical order under rate identifiers indicating whether the particular rate is a union rate (current union negotiated rate), a survey rate, a weighted union average rate, a state adopted rate, or a supplemental classification rate.

#### Union Rate Identifiers

A four-letter identifier beginning with characters other than ""SU"", ""UAVG"", ?SA?, or ?SC? denotes that a union rate was prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2024. PLUM is an identifier of the union whose collectively bargained rate prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. The date, 07/01/2024 in the example, is the effective date of the most current negotiated rate.

Union prevailing wage rates are updated to reflect all changes over time that are reported to WHD in the rates in the collective bargaining agreement (CBA) governing the classification.

#### Union Average Rate Identifiers

The UAVG identifier indicates that no single rate prevailed for those classifications, but that 100% of the data reported for the classifications reflected union rates. EXAMPLE: UAVG-OH-0010 01/01/2024. UAVG indicates that the rate is a weighted union average rate. OH indicates the State of Ohio. The next number, 0010 in the example, is an internal number used in producing the wage determination. The date, 01/01/2024 in the example, indicates the date the wage determination was updated to reflect the most current union average rate.

A UAVG rate will be updated once a year, usually in January, to reflect a weighted average of the current rates in the collective bargaining agreements on which the rate is based.

## Survey Rate Identifiers

The ""SU"" identifier indicates that either a single non-union rate prevailed (as defined in 29 CFR 1.2) for this classification in the survey or that the rate was derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As a weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SUFL2022-007 6/27/2024. SU indicates the rate is a single non-union prevailing rate or a weighted average of survey data for that classification. FL indicates the State of Florida. 2022 is the year of the survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. The date, 6/27/2024 in the example, indicates the survey completion date for the classifications and rates under that identifier.

?SU? wage rates typically remain in effect until a new survey is conducted. However, the Wage and Hour Division (WHD) has the discretion to update such rates under 29 CFR 1.6(c)(1).

## State Adopted Rate Identifiers

The ""SA"" identifier indicates that the classifications and prevailing wage rates set by a state (or local) government were adopted under 29 C.F.R 1.3(g)-(h). Example: SAME2023-007 01/03/2024. SA reflects that the rates are state adopted. ME refers to the State of Maine. 2023 is the year during which the state completed the survey on which the listed classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. The date, 01/03/2024 in the example, reflects the date on which the classifications and rates under the ?SA? identifier took effect under state law in the state from which the rates were adopted.

## WAGE DETERMINATION APPEALS PROCESS

1) Has there been an initial decision in the matter? This can be:

- a) a survey underlying a wage determination
- b) an existing published wage determination
- c) an initial WHD letter setting forth a position on a wage determination matter
- d) an initial conformance (additional classification and rate) determination

On survey related matters, initial contact, including requests for summaries of surveys, should be directed to the WHD Branch of Wage Surveys. Requests can be submitted via email to davisbaconinfo@dol.gov or by mail to:

Branch of Wage Surveys  
Wage and Hour Division  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

Regarding any other wage determination matter such as conformance decisions, requests for initial decisions should be directed to the WHD Branch of Construction Wage Determinations.



Requests can be submitted via email to BCWD-Office@dol.gov or by mail to:

Branch of Construction Wage Determinations  
Wage and Hour Division  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

2) If an initial decision has been issued, then any interested party (those affected by the action) that disagrees with the decision can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Requests for review and reconsideration can be submitted via email to dba.reconsideration@dol.gov or by mail to:

Wage and Hour Administrator  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210.

=====  
END OF GENERAL DECISION"

### Section 3 Business Preference Explanation

Be aware that the Agency previously conducted RFP's that required proposers and contractors to comply with the requirements of 2 CFR §75, *Economic Opportunities for Low- and Very Low-Income Persons* (a.k.a., Section 3).

However, earlier this year the U.S. Department of Housing and Urban Development (HUD) discontinued these former requirements and implemented the requirements of 2 CFR §5, 14, 75, 91, 92, 93, 135, 266, 570, 574, 576, 578, 905, 964, 983, and 1000, entitled *Enhancing and Streamlining the implementation of Section 3 Requirements for Creating Economic Opportunities for Low- and Very Low-Income Persons and Eligible Businesses*.

Accordingly, these new Section 3 regulations do not require firms proposing to provide "professional services" to a housing agency to implement any programs pertaining to Section 3 when the firm submits a proposal or provide the ensuing services. The Agency will advise all firms if these requirements change.



Huntsville Housing Authority - P.O. Box 486 35804-0486 - 200 Washington StreetHuntsville, Alabama 35801 - O: (256) 532-5624 C: (256) 759-0295 - [www.HUNTSVILLEHOUSING.ORG](http://www.HUNTSVILLEHOUSING.ORG)

### SECTION 3 POLICY, PROCEDURES AND COMPLIANCE FORMS WITH INSTRUCTIONS

This packet is designed to comply with the New HUD Section 3 Final Rule issued September 29, 2020, and became effective November 30, 2020. Therefore, these documents and instructions are related to the “Hours Worked Benchmarks” as called for in the 24 CFR Part 75 regulation.

Every contractor and sub-contractor (with the exception of professional services) are required to work toward meeting the prescribed benchmarks as indicated on the bottom of page 6 of this packet. There are no specific hiring or contracting goals under this new rule.

Most importantly, the rule does not require the hiring or contracting of any person or business that is not fully qualified to perform the work as would be charged. However, the rule makes clear that HUD is intent on ensuring Section 3 persons employed under the new rule receive measurable and sustainable employment. Therefore, Section 3 employees can be counted for up to five full years from the date of certification or hire respectively. HUD is expected to issue continued guidance on the new rule in the future so these documents may change in accordance with the rule.

If you should have any questions on this packet, please contact:

Lindsay Pollard  
Section 3 Coordinator/Workforce Development  
[lpollard@hsvha.org](mailto:lpollard@hsvha.org)

Prepared: May 9, 2025

## Governing Parts of the Section 3 Final Rule to this Recipient

### Subpart A—General Provisions

- § 75.1 Purpose
- § 75.3 Applicability
- § 75.5 Definitions

### Subpart B—Additional Provisions for Public Housing Financial Assistance

#### 75.9 Requirements.

75.11 Targeted Section 3 worker for public housing financial assistance. 75.13 Section 3 safe harbor.

#### 75.15 Reporting.

#### 75.17 Contract provisions.

### Subpart D—Provisions for Multiple Funding Sources, Recordkeeping and Compliance

75.29 Multiple funding sources. 75.31 Recordkeeping

75.33 Compliance

## **SECTION 3 REQUIREMENTS**

*Applicable to all contracts and agreements regardless of the dollar amount or contract duration*

**Background** - Section 3 of the Housing and Urban Development Act of 1968 (Public Law 90-448, approved August 1, 1968) (Section 3) was enacted to bring economic opportunities generated by certain HUD financial assistance expenditures, to the greatest extent feasible, to low- and very low-income persons residing in communities where the financial assistance is expended. Section 3 recognizes that HUD funds are often one of the largest sources of Federal funds expended in low- and very low-income communities and, where such funds are spent on activities such as construction and rehabilitation of housing and other public facilities, the expenditure results in economic opportunities. By directing HUD-funded economic opportunities to residents and businesses in the community where the funds are expended, the expenditure can have the dual benefit of creating new or rehabilitated housing and other facilities while providing opportunities for employment and training for the residents of these communities.

The Section 3 statute establishes priorities for employment and contracting for public housing programs and for other programs that provide housing and community development assistance. For example, the prioritization as it relates to public housing assistance places an emphasis on public housing residents, in contrast to the prioritization as it relates to housing and community development assistance, which places more emphasis on residents of the neighborhood or service area in which the investment is being made.

[Continues Next Page](#)

## Huntsville Housing Authority Internal Hiring Procedure

The state of Alabama has a restriction on the use of prior salary or compensation information and the requesting of such information relating to employment. That law is referenced below and that language may cause or create a conflict with the requirements of Section 3 to certify that a person hired is actually Section 3, what category of Section 3 they are, or are not Section 3 at all. The Benchmarks (referenced on page 8 below) will be very difficult, if not impossible, to attain if the prior salary information is not available in all cases. Certainly, a more unreasonable burden will be placed upon this HUD funds recipient as a direct result of this state law. So, to the extent where it is deemed unlawful for the Huntsville Housing Authority or its contractors to qualify a person for employment, training, or contracting because their prior employment salary history cannot be learned or considered for certification, the overall agency compliance will be less than prescribed by the HUD benchmarks. Only if the new employees' new annualized income meets the 80% low-income threshold for being considered Section 3, will any compliance be requested of new hires, trainees, or contractors.

HB225 - This act shall be known as the Clarke-Figures Equal Pay Act.

ENROLLED, An Act, Relating to wages; to prohibit an employer from paying any of its employees at wage rates less than those paid to employees of another sex or race for equal work unless a wage differential is based upon one or more specified factors. BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

(b) An employer shall not refuse to interview, hire, promote, or employ an applicant for employment, or retaliate against an applicant for employment because the applicant does not provide wage history. Wage history means the wages paid to an applicant for employment by the applicant's current or former employer.

Read the full Act: <http://alisondb.legislature.state.al.us/ALISON/SearchableInstruments/2019RS/PrintFiles/HB225-enr.pdf>

## Huntsville Housing Authority Contracting Procedure

For all advertised contracts let by the authority, the responsible staff will include the Section 3 Business Self Certification form and the Section 3 Individual Low-Income Self Certification form (with no income limit area) with the bid package (virtually and paper) allowing each respondent to identify themselves and their business accordingly. The completion of the forms will remain voluntary and at the respondents' discretion.

Once all responses have been received and reviewed, the most desirous and qualified business will be progressed through the contracting process. The Section 3 status of the respondent will be considered only after the "Most Qualified and Advantageous" respondent has been determined. Please note that due to that conflict with Alabama State Law HB225 - This act shall be known as the Clarke-Figures Equal Pay Act, there will be an area for contractors to confirm they meet any HUD income limit for Section 3 business owners for persons working for Section 3 business owners. So again, meeting the Section 3 Business Concern definition will be difficult to impossible, though we still encourage contractors to recruit, train, and hire as many HHA residents and voucher holders as possible. At a minimum, contractors should provide notice to the Section 3 coordinator so some outreach can be executed for any created or available employment opportunities.

If there are multiple and equally qualified businesses, the Section 3 status and category of the business will be considered. The business with the highest Section 3 priority, based on the 24CFR Part 75.9 (b)(2) will be awarded the contract. All other applicable procurement laws will be adhered to relative to contracting amounts. All advertisements for contracts with the authority will carry this wording: "This opportunity is covered under Section 3 of the HUD Act of 1968"

## Huntsville Housing Authority Internal Resident Training Procedure

For all resident training offered by the authority and its contractors, the staff will include the Section 3 Individual Low-Income Person Self Certification form with the training notice or, upon the first day of training (virtually and paper), allowing each prospective trainee to identify themselves accordingly as public housing or Section 8. The completion of the form will NOT be voluntary as the prospective trainees will be allowed to attend based on their prioritization in the 24CFR Part 75.9(a)(2).

If the training is being paid for with HUD Public Housing financial assistance, the training will be limited to authority residents and potentially voucher holders only.

All advertisements for training with the authority will carry this wording: "This opportunity is covered under Section 3 of the HUD Act of 1968."

### § 75.1 Purpose

This part establishes the requirements to be followed to ensure the objectives of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) are met. The purpose of Section 3 is to ensure that economic opportunities, most importantly employment, generated by certain HUD financial assistance shall be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing or residents of the community in which the Federal assistance is spent.

### § 75.3 Applicability.

(a) General applicability. Section 3 applies to public housing financial assistance and Section 3 projects, as follows:

(1) Public housing financial assistance. Public housing financial assistance means:

- (i) Development assistance provided pursuant to section 5 of the United States Housing Act of 1937 (the 1937 Act);
- (ii) Operations and management assistance provided pursuant to section 9(e) of the 1937 Act;
- (iv) The entirety of a mixed-finance development project as described in 24 CFR 905.604, regardless of whether the project is fully or partially assisted with public housing financial assistance as defined in paragraphs (a)(1)(i) through (iii) of this section.

(iii) The requirements in this part apply to an entire Section 3 project, regardless of whether the project is fully or partially assisted under HUD programs that provide housing and community development financial assistance.

(b) Contracts for materials. Section 3 requirements do not apply to material supply contracts.

(d) Other HUD assistance and other Federal assistance. Recipients that are not subject to Section 3 are encouraged to consider ways to support the purpose of Section 3.

## § 75.5 Definitions.

The terms HUD, Public housing, Public Housing Agency (PHA), and are defined in 24 CFR part 5. The also apply to this part: 1937 Act means the United States Housing Act of 1937, 42 U.S.C. 1437 et seq. Contractor means any entity entering into a contract with:

- (1) A recipient to perform work in connection with the expenditure of public housing financial assistance or for work in connection with a Section 3 project; or
- (2) A subrecipient for work in connection with a Section 3 project.

Labor hours means the number of paid hours worked by persons on a Section 3 project or by persons employed with funds that include public housing financial assistance.

Low-income person means a person as defined in Section 3(b)(2) of the 1937 Act.

Material supply contracts means contracts for the purchase of products and materials, including, but not limited to, lumber, drywall, wiring, concrete, pipes, toilets, sinks, carpets, and office supplies.

Professional services means non-construction services that require an advanced degree or professional licensing, including, but not limited to, contracts for legal services, financial consulting, accounting services, environmental assessment, architectural services, and civil engineering services.

Public housing financial assistance means assistance as defined in § 75.3(a)(1).

Public housing project is defined in 24 CFR 905.108.

Recipient means any entity that receives directly from HUD public housing financial assistance or housing and community development assistance that funds Section 3 projects, including, but not limited to, any State, local government, instrumentality, PHA, or other public agency, public or private nonprofit organization.

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:

- (1) A business concern meeting at least one of the following criteria, documented within the last six-month period:
  - (i) It is at least 51 percent owned and controlled by low- or very low-income persons;
  - (ii) Over 75 percent of the labor hours performed for the business over the prior three- month period are performed by Section 3 workers; or
  - (iii) It is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.
- (2) The status of a Section 3 business concern shall not be negatively affected by a prior arrest or conviction of its owner(s) or employees.
- (3) Nothing in this part shall be construed to require the contracting or subcontracting of a Section 3 business concern. Section 3 business concerns are not exempt from meeting the specifications of the contract.

Public housing project

Section 3 project means a project defined in § 75.3(a)(2).

- (i) The worker's income for the previous or annualized calendar year is below the income limit established by HUD.
- (ii) The worker is employed by a Section 3 business concern.
- (iii) The worker is a YouthBuild participant.

**Section 3 worker means:**

Any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented:

- (i) The worker's income for the previous or annualized calendar year is below the income limit established by HUD.
- (ii) The worker is employed by a Section 3 business concern.
- (iii) The worker is a YouthBuild participant.

(2) The status of a Section 3 worker shall not be negatively affected by a prior arrest or conviction.

(3) Nothing in this part shall be construed to require the employment of someone who meets this definition of a Section 3 worker. Section 3 workers are not exempt from meeting the qualifications of the position to be filled.

**Section 8-assisted housing** refers to housing receiving project-based rental assistance or tenant-based assistance under Section 8 of the 1937 Act.

**Service Area or the Neighborhood of the project** This definition

**Small PHA** means a public housing authority that manages or operates fewer than 250 public housing units.

**Subcontractor** means any entity that has a contract with a contractor to undertake a portion of the contractor's obligation to perform work in connection with the expenditure of public housing financial assistance or for a Section 3 project.

**Sub-recipient** has the meaning provided in the applicable program regulations or in 2 CFR 200.93.

**Targeted Section 3 worker** has the meanings provided in § 75.11, 75.21, or 75.29, and does not exclude an individual that has a prior arrest or conviction.

**Very low-income person** means the definition for this term set forth in section 3(b)(2) of the 1937 Act.

**YouthBuild programs** refers to YouthBuild programs receiving assistance under the Workforce Innovation and Opportunity Act (29 U.S.C. 3226).

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§ 75.9 Requirements - (a) Employment and Training.

(1) Consistent with existing Federal, state, and local laws and regulations, PHAs or other recipients receiving public housing financial assistance, and their contractors and subcontractors, must make their best efforts to provide employment and training opportunities generated by the public housing financial assistance to Section 3 workers.

(2) PHAs or other recipients, and their contractors and subcontractors, must make their best efforts described in paragraph (a)(1) of this section in the following order of priority:

- (i) To residents of the public housing projects for which the public housing financial assistance is expended;
- (ii) To residents of other public housing projects managed by the PHA that is providing the assistance or for residents of Section 8-assisted housing managed by the PHA;
- (iii) To participants in YouthBuild programs; and
- (iv) To low- and very low-income persons residing within the metropolitan area (or nonmetropolitan county) in which the assistance is expended.

(b) Contracting. (1) Consistent with existing Federal, state, and local laws and regulations, PHAs and other recipients of public housing financial assistance, and their contractors and subcontractors, must make their best efforts to award contracts and subcontracts to business concerns that provide economic opportunities to Section 3 workers.

(2) PHAs and other recipients, and their contractors and subcontractors, must make their best efforts described in paragraph (b)(1) of this section in the following order of priority:

- (i) To Section 3 business concerns that provide economic opportunities for residents of the public housing projects for which the assistance is provided;
- (ii) To Section 3 business concerns that provide economic opportunities for residents of other public housing projects or Section-8 assisted housing managed by the PHA that is providing the assistance;
- (iii) To YouthBuild programs; and
- (iv) To Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the assistance is provided.

§ 75.11 Targeted Section 3 worker for Public Housing Financial Assistance.

(a) Targeted Section 3 worker. A Targeted Section 3 worker for public housing financial assistance means a Section 3 worker who is:

(1) A worker employed by a Section 3 business concern; or

(2) A worker who currently fits or when hired fit at least one of the following categories, as documented within the past five years:

(i) A resident of public housing or Section 8-assisted housing;

(ii) A resident of other public housing projects or Section 8-assisted housing managed by the PHA that is providing the assistance; or

(iii) A YouthBuild participant.

§ 75.13 Section 3 Safe Harbor. [\(See Benchmarks at the bottom of page 10\)](#)

(a) General. Recipients will be considered to have complied with requirements in this part, in the absence of evidence to the contrary if they:

(1) Certify that they have followed the prioritization of effort in § 75.9; and

(2) Meet or exceed the applicable Section 3 benchmark as described in paragraph (b) of this section.

**§ 75.15 Reporting.** *(See Benchmarks at the bottom of page 10)*

(a) Reporting of labor hours. (1) For public housing financial assistance, PHAs and other recipients must report in a manner prescribed by HUD:

- (i) The total number of labor hours worked;
- (ii) The total number of labor hours worked by Section 3 workers; and
- (iii) The total number of labor hours worked by Targeted Section 3 workers.

(2) Section 3 workers' and Targeted Section 3 workers' labor hours may be counted for five years from when their status as a Section 3 worker or Targeted Section 3 worker is established pursuant to § 75.31.

(3) The labor hours reported under paragraph (a)(1) of this section must include the total number of labor hours worked with public housing financial assistance in the fiscal year of the PHA or other recipient, including labor hours worked by any contractors and subcontractors that the PHA or other recipient is required, or elects pursuant to paragraph (a)(4) of this section, to report.

(4) PHAs and other recipients reporting under this section, as well as contractors and subcontractors who report to PHAs and recipients, may report labor hours by Section 3 workers, under paragraph (a)(1)(ii) of this section, and labor hours by Targeted Section 3 workers, under paragraph (a)(1)(iii) of this section, from professional services without including labor hours from professional services in the total number of labor hours worked under paragraph (a)(1)(i) of this section. If a contract covers both professional services and other work and the PHA, other recipient, contractor, or subcontractor chooses not to report labor hours from professional services, the labor hours under the contract that are not from professional services must still be reported.

(5) PHAs and other recipients may report on the labor hours of the PHA, the recipient, a contractor, or a subcontractor based on the employer's good faith assessment of the labor hours of a full-time or part-time employee informed by the employer's existing salary or time and attendance based payroll systems, unless the project or activity is otherwise subject to requirements specifying time and attendance reporting.

**(b) Additional reporting if Section 3 benchmarks are not met.**

If the PHA's or other recipient's reporting under paragraph (a) of this section indicates that the PHA or other recipient has not met the Section 3 benchmarks described in § 75.13, the PHA or other recipient must report in a form prescribed by HUD on the qualitative nature of its Section 3 compliance activities and those of its contractors and subcontractors. Such qualitative efforts may, for example, include but are not limited to the following:

- (1) Engaged in outreach efforts to generate job applicants who are Targeted Section 3 workers.
- (2) Provided training or apprenticeship opportunities.
- (3) Provided technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).
- (4) Provided or connected Section 3 workers with assistance in seeking employment including: drafting resumes, preparing for interviews, and finding job opportunities connecting residents to job placement services.
- (5) Held one or more job fairs.
- (6) Provided or referred Section 3 workers to services supporting work readiness and retention (e.g., work readiness activities, interview clothing, test fees, transportation, child care).
- (7) Provided assistance to apply for/or attend community college, a four-year educational institution, or vocational/technical training.
- (8) Assisted Section 3 workers to obtain financial literacy training and/or coaching.
- (9) Engaged in outreach efforts to identify and secure bids from Section 3 business concerns.
- (10) Provided technical assistance to help Section 3 business concerns understand and bid on contracts.
- (11) Divided contracts into smaller jobs to facilitate participation by Section 3 business concerns.
- (12) Provided bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
- (13) Promoted use of business registries designed to create opportunities for disadvantaged and small businesses.

**§ 75.15 Continued - (b) Additional reporting if Section 3 benchmarks are not met.**

(14) Outreach, engagement, or referrals with the state one-stop system as defined in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.

(c) Reporting frequency. Unless otherwise provided, PHAs or other recipients must report annually to HUD under paragraph (a) of this section, and, where required, under paragraph (b) of this section, in a manner consistent with reporting requirements for the applicable HUD program.

(d) Reporting by Small PHAs. Small PHAs may elect not to report under paragraph (a) of this section. Small PHAs that make such election are required to report on their qualitative efforts, as described in paragraph (b) of this section, in a manner consistent with reporting requirements for the applicable HUD program.

**§ 75.17 Contract provisions.**

(a) PHAs or other recipients must include language in any agreement or contract to apply Section 3 to contractors.

(b) PHAs or other recipients must require contractors to include language in any contract or agreement to apply Section 3 to subcontractors.

(c) PHAs or other recipients must require all contractors and subcontractors to meet the requirements of § 75.9, regardless of whether Section 3 language is included in contracts.

**§ 75.29 Multiple Funding Sources.**

(a) If a housing rehabilitation, housing construction or other public construction project is subject to Section 3 pursuant to § 75.3(a)(1) and (2), the recipient must follow subpart B of this part for the public housing financial assistance and may follow either subpart B or C of this part for the housing and community development financial assistance. For such a project, the following applies:

(2) The recipients of both sources of funding shall report on the housing rehabilitation, housing construction, or other public construction project as a whole and shall identify the multiple associated recipients. PHAs and other recipients must report the following information:

(i) The total number of labor hours worked on the project;

(ii) The total number of labor hours worked by Section 3 workers on the project; and

(iii) The total number of labor hours worked by Targeted Section 3 workers on the project.

[Continues Next Page](#)

### § 75.31 Recordkeeping.

(b) Recipients must maintain documentation, or ensure that a subrecipient, contractor, or subcontractor that employs the worker maintains documentation, to ensure that workers meet the definition of a Section 3 worker or Targeted Section 3 worker, at the time of hire or the first reporting period, as follows:

(1) For a worker to qualify as a Section 3 worker, one of the following must be maintained:

- (i) A worker's self-certification that their income is below the income limit from the prior calendar year;
- (ii) A worker's self-certification of participation in a means-tested program such as public housing or Section 8-assisted housing;
- (iii) Certification from a PHA, or the owner or property manager of project-based Section 8-assisted housing, or the administrator of tenant-based Section 8-assisted housing that the worker is a participant in one of their programs;
- (iv) An employer's certification that the worker's income from that employer is below the income limit when based on an employer's calculation of what the worker's wage rate would translate to if annualized on a full-time basis; or
- (v) An employer's certification that the worker is employed by a Section 3 business concern.

(2) For a worker to qualify as a Targeted Section 3 worker, one of the following must be maintained:

(i) For a worker to qualify as a Targeted Section 3 worker under subpart B of this part:

- (A) A worker's self-certification of participation in public housing or Section 8-assisted housing programs;
- (B) Certification from a PHA, or the owner or property manager of project-based Section 8-assisted housing, or the administrator of tenant-based Section 8-assisted housing that the worker is a participant in one of their programs;
- (C) An employer's certification that the worker is employed by a Section 3 business concern; or
- (D) A worker's certification that the worker is a YouthBuild participant.

**Benchmarks** - For Section 3 projects, the proposed benchmark notification set the same benchmarks but with regards to the project itself rather than the recipient's fiscal year. The proposed benchmark notification provided that recipients would meet the safe harbor in the new § 75.13 by certifying to the prioritization of effort in the new § 75.9 and meeting or exceeding Section 3 benchmarks for total number of labor hours worked by Section 3 workers and by Targeted Section 3 workers. The benchmark for Section 3 workers was set at 25 percent or more of the total number of labor hours worked by all workers on a Section 3 project. The benchmark for Targeted Section 3 workers was set at 5 percent or more of the total number of labor hours worked by all workers on a Section 3 project. **Simply stated, the contract needs to meet these two benchmarks in order to be in compliance.**

Section 3 Workers Labor Hours = 25%  
Total Labor Hours for the Project

Section 3 Targeted Workers Labor Hours = 5%  
Total Labor Hours for the Project

## SECTION 3 BUSINESS SELF-CERTIFICATION FORM

*(In compliance with Section 3 of the HUD Act of 1968 Updated 24 CFR Part 75 11/30/2020)*

The purpose of this form is to comply with Section 3 of the HUD Act of 1968 Business Certification requirements. To count as a Section 3 Business your company/firm must meet one of the listed categories below. Each category will require additional documentation to support the election. You must provide that supporting documentation with this form to be properly and completely confirmed as a Section 3 business. If this form is submitted without the required supplemental data, your certification will not be processed.

Section 3 Business Category	Additional Required Data	Mark an "X" on Your Election
It is at least 51 percent owned by low- or very low-income persons;	Proof of ownership showing all owners and their percentages and a completed Section 3 Individual Self-Certification form for all low- and very low-income owners	
Over 75 percent of the labor hours performed for the business are performed by low- or very low-income persons; or	Provide the last 90 days full payrolls for the entire company, make a list of the names from the payrolls of the Section 3 workers, and provide a completed Section 3 Individual Self-Certification for all low- and very low-income workers you list	
It is a business at least 51 percent owned by current public housing residents or residents who currently live in Section 8-assisted housing.	Proof of ownership showing all owners and their percentages and a Section 3 Individual Self-Certification form for all public housing and/or Section 8 owners	

I hereby certify to the US Department of Housing and Urban Development (HUD) that all of the information on this form is true and correct. I attest under penalty of perjury that my business meets the elected definition and understand proof of this information may be requested. If found to be inaccurate, I understand that I may be disqualified as a certified Section 3 business

Signature:		Date Signed:
Print Name:	Title:	
Company Name:		Signers Email:
Address		
Telephone Number		
Type of Business: (Check One): <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other		

## SECTION 3 INDIVIDUAL LOW-INCOME PERSON SELF-CERTIFICATION FORM

*(In compliance with Section 3 of the HUD Act of 1968 Updated 24 CFR Part 75 11/30/2020)*

The purpose of this form is to comply with Section 3 of the HUD Act of 1968 self-certification income requirements. To count as a Section 3 individual, any legal resident of the United States annual income must not exceed the HUD income limits for the year before they were hired, or, the individuals current year income annualized for the year you are being confirmed as low-income.

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

Street Address (Not a PO Box)	Apt#	City	State	Zip
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Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

To qualify as a Section 3 Person, you must meet one of the standards on the left side box and your income not exceed the number in the right side box below.

Check only one line below that describes your housing situation:

☐ I am a Public Housing Resident or Section 8 Assists me with my rent, or I am a current YouthBuild participant

☐ I receive No HUD support, but I am low-income and live in the City of Huntsville, Madison County including a 10 mile overlap into Limestone County

I hereby certify to the US Department of Housing and Urban Development (HUD) that all of the information on this form is true and correct. I attest under penalty of perjury that my total income is as shown above, and that proof of this information may be requested. If found to be inaccurate, I understand that I may be disqualified as an applicant and/or a certified Section 3 individual. Finally, I authorize including my name on a list of Section 3 Residents seeking employment and to include my contact information so that contractors may contact me directly for any employment opportunities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## HUNTSVILLE HOUSING AUTHORITY SECTION 3 HOURS WORKED REPORTING FORM

(In compliance with Section 3 of the HUD Act of 1968 Updated 24 CFR Part 75 11/30/2020)

The purpose of this form is to comply with Section 3 of the HUD Act of 1968 tracking of hours worked by all person's employed by your company on the \_\_\_\_\_ contract including those meeting the Section 3 income requirements as low- or very low-income. To count as a Section 3 individual, any legal resident of the United States annual income must not exceed the HUD income limits for the year before they were hired, or, the individuals current year income annualized for the year you are confirming they are low-income. If your company employs any person you believe is low income now or was when they were hired within the past five years, please have them complete the "SECTION 3 INDIVIDUAL LOW-INCOME PERSON SELF-CERTIFICATION FORM" and return it to the GC immediately. Please keep in mind the objective and the HUD benchmark requirements for this project are:

- 25% of the total labor hours worked by everyone employed under the project must be worked by Section 3 Workers (Defined as the low and very low-income people in your project service area)
- And
- 5% of the total labor hours worked by everyone employed under the project must be worked by TargetedSection 3 Workers (Defined as Public Housing and Section 8 Assisted persons in your project service area)

Therefore, we are interested in identifying as many people Section 3 workers as possible that will allow us to count their hours toward the benchmarks. However, all hours worked by everyone on the project must be reported monthly to:

**Lindsay Pollard**

Section 3 Coordinator/Workforce Development

[lpollard@hsvha.org](mailto:lpollard@hsvha.org) or O: (256) 532-5624 C: (256) 759-0295

Official Hours Worked for the Period of \_\_\_\_\_ 2025 - \_\_\_\_\_ 2025

Total Hours Worked by all Non-Section 3 staff \_\_\_\_\_

Total Hours Worked by All Section 3 staff Targeted and Non-Targeted \_\_\_\_\_

Please list the names and hours worked by each Section 3 Worker individually below or on a separate sheet.

First Name	Last Name	Total Hours This Period Only
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



## **SECTION 3 BUSINESS CONCERN SELF-CERTIFICATION FORM**

*(In compliance with Section 3 of the HUD Act of 1968 Updated 24 CFR Part 75 11/30/2020)*

The purpose of this form is to comply with Section 3 of the HUD Act of 1968 Business Certification requirements. To count as a Section 3 Business your company/firm must meet one of the listed categories below. Each category will require additional documentation to support the election. You must provide that supporting documentation with this form to be properly and completely confirmed as a Section 3 business. If this form is submitted without the required supplemental data, your certification will not be processed.

<p><b>Please return this form with proposal documents or to the following address:</b></p> <p><b>Huntsville Housing Authority</b>  <b>Attn: Section 3 Coordinator</b>  <b>200 Washington Street</b>  <b>Huntsville, AL 35801</b></p>	<p><b>The HHA's Section 3 Self Certification</b></p> <p><b>For assistance completing the online application, please call</b>  <b>Phone: 256-532-5624</b></p>
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**Section 3 Business Criteria:** Your business is eligible for Section 3 Business Certification if it meets any one of the following criteria.

- ☐ 1. Fifty-one percent or more of your business is owned by a low- or very low-income persons
- ☐ 2. Over 75 percent of the labor hours performed for the business are performed by low- or very low-income persons; or.
- ☐ 3. It is a business at least 51 percent owned by current public housing residents or residents who currently live in Section 8-assisted housing.

**Section 3 Business Certification Statement:** I hereby certify to the U.S. Department of Housing and Urban Development (HUD) and to the Huntsville Housing Authority that all of the information on this form is true and correct. I understand that it is my responsibility to conduct any due diligence necessary to make this certification and to maintain documentation establishing my Section 3 Business concern status. I also understand that failure to complete this form completely and accurately may result in debarment or other administrative remedies available to HUD, and criminal or civil penalties under federal, state, and local laws.

- ☐ My business is a Section 3 business in accordance with the standard checked above under Section 3 Business Criteria.
- ☐ My business is not a Section 3 business.

Signature:		Date Signed:
Name:	Title:	
Company Name		
Address		
Telephone Number		
Type of Business: (Check One): <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other		







### CONTRACTOR SECTION 3 ASSURANCE OF COMPLIANCE AND ACTION PLAN

**PART I-- Purpose:** To ensure that regulations promulgated under 24 CFR Part 75 “Economic Opportunities for Low- and Very Low-Income Persons” is met, HHA has developed and approved a Section 3 Policy for HHA. Information on specific compliance with Section 3 is found in HHA’s Section 3 Policy, or in the regulations at 24 CFR Part 75.

This form, along with all related required documents included shall serve as the ‘assurance of compliance’ certification and action plan as required in the bid documents, supplemental general conditions, and required forms for the contract for any HUD work funded by HHA.

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contract Name/Solicitation #: \_\_\_\_\_

Total amount of Bid: \_\_\_\_\_

### **PART II: PRIOR COMPLIANCE CERTIFICATION**

I am certifying that my business has complied with the HUD Section 3 regulations in its past HUD contracts/purchase orders.

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**IMPORTANT: IF THIS CHANGES AT ANY POINT DURING YOUR CONTRACT, you must immediately contact your HHA contract contact as well as the HHA Section 3 Coordinator.**

