

COUNTY OF CHAMBERS, TEXAS
TEXAS DEPARTMENT OF RURAL AFFAIRS
HURRICANE IKE/DOLLY ROUND 1 CRITICAL INFRASTRUCTURE PROJECT
DISASTER RECOVERY DIVISION

DRAINAGE DISTRICT NO. 7 DITCH REHABILITATION
RHODAIR LATERAL 3A
GRANTEE CONTRACT NO. DRS010219

ADDENDUM NO. 1
AUGUST 21, 2013

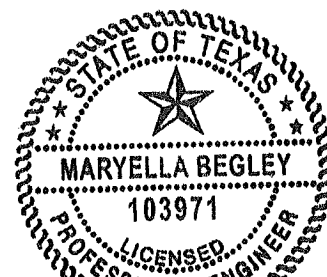
The following corrections and clarifications are made to the plans and contract documents:

1. The following items enclosed herewith shall be made a part of the bid documents:
 - Certificate from Contractor Appointing Officer or Employee to Supervise Payment of Employees (1 Sheet)
 - Section 3 Certification of Selected Bidder (1 Sheet)
 - Contractor Certifications (1 Sheet)
 - Local Opportunity Plan Section 3 Plan Format Contractor or Subcontractor (4 Sheets)
 - GLO Section 3 Resident Employment Opportunity Data Eligibility for Preference (2 Sheets)
 - GLO Certification for Business Concerns Seeking Section 3 Preference in Contracting and Demonstration of Capability (1 Sheet)
 - GLO Title 4 HUD Appendix to Part 135 (2 Sheets)
 - HUD Complaint Register (4 Sheets)
 - Exhibit L Posting Job Vacancies at WorkInTexas.com (4 Sheets).
2. Sprinkler heads shown in the plans within the DD7 easement are to be removed. Contractor shall coordinate with adjacent property owner for timing of removal.
3. All buildings to be moved off of the new easement shall be moved by the adjacent property owner.
4. DCP pipeline requires mats to be used for any equipment crossing over their pipeline.

The current plan holders list and a list of pre-bid attendees are included in this addendum.

END OF ADDENDUM

Carroll & Blackman, Inc.
Texas Registered Engineering Firm F-1054



Maryella Begley
01 August 2013

CERTIFICATE FROM CONTRACTOR APPOINTING OFFICER OR EMPLOYEE TO
SUPERVISE PAYMENT OF EMPLOYEES

Note: This certificate must be executed by an authorized officer of a corporation, by a member of a partnership, or the sole owner and submitted with the first payroll. Should the appointee be changed, a new certificate must accompany the first payroll for which the new appointee executes a statement of compliance required by the Copeland Act.

Locality/Grantee: _____ Contract #: _____
Project Name: _____ GLO Contract #: _____

Firm _____ Date: _____

I do hereby certify that I am a contractor on the above-mentioned project and that I have appointed _____ whose signature appears below, to supervise the payment of my employees. I further certify that he/she is in the position to have full knowledge of the facts set forth in the payroll documents and in the statement of compliance required by the Copeland "Anti-Kickback" Act which he/she is to execute with my full authority and approval until such time as I submit to the grantee/locality a new certificate appointing some other person for the purposes herein above stated.

Name: _____ Insert name, address, phone
number & email address of person
appointed as payroll officer
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone No: _____ Email Address: _____

Identifying Signature of Appointee

Signature of Appointing Officer: _____ Title: _____

SECTION 3 CERTIFICATION OF SELECTED BIDDER

Completed by Prime Contractor Only

Name of Prime Contractor

Project Name and Number

The undersigned hereby certifies that:

(Complete Section I or II)

I. A. The positions listed under part B that have been filled by _____
(Name of Prime Contractor)
since being notified of contract selection on _____
(Date of Award/Selection)

were not filled to circumvent the contractor's obligations to provide employment opportunities, including training positions, for Section 3 residents, as required by Section 3 residents of the Housing & Urban Development Act of 1968 and the implementing regulations, 24 CFR Part 135.

B. Employment Positions filled since _____
(Date of Contract Award/Selection)

OR

II. No employment positions have been filled since _____
(Date of Contract Award/Selection)

Name of Signatory (print or type)

Title of Signatory

Signature

Date

NOTICE: This certification must be made BEFORE contract execution (24 CFR 135 135.38 (e))

CONTRACTOR CERTIFICATIONS

U.S. Department of Housing and Urban Development

CERTIFICATION OF BIDDER REGARDING CIVIL RIGHTS LAWS AND REGULATIONS

INSTRUCTIONS

CERTIFICATION OF BIDDER REGARDING Executive Order 11246 and Federal Laws Requiring Federal Contractor to adopt and abide by equal employment opportunity and affirmative action in their hiring, firing, and promotion practices. This includes practices related to race, color, gender, religion, national origin, disability, and veterans' rights.

NAME AND ADDRESS OF BIDDER (include ZIP Code)

CERTIFICATION BY BIDDER

Bidder has participated in a previous contract or subcontract subject to Civil Rights Laws and Regulations.

Yes

No

The undersigned hereby certifies that:

- The Provision of Local Training, Employment, and Business Opportunities clause (Section 3 provision) is included in the Contract. A written Section 3 plan (Local Opportunity Plan) was prepared and submitted as part of the bid proceedings (if bid equals or exceeds \$100,000).
- The Non Segregated Facilities clause (Section 109 provision) is included in the Contract. No segregated facilities will be maintained as required by Title VI of the Civil Rights Act of 1964.
- The Equal Employment Opportunity clause is included in the Contract (if bid equals or exceeds \$10,000).
- The Affirmative Action for Handicapped Workers clause is included in the contract.

Have you ever been or are you being considered for sanction due to violation of Executive Order 11246, as amended?

Yes

No

NAME AND TITLE OF SIGNER (Please type)

SIGNATURE

DATE

LOCAL OPPORTUNITY PLAN
SECTION 3 PLAN FORMAT
CONTRACTOR or SUBCONTRACTOR
(if either contract exceeds \$100,000.00)

_____ agrees to implement the following
(NAME OF CONTRACTOR)
specific affirmative action steps directed at increasing the utilization of lower income residents
and businesses within the City/County of _____.

- A. To ascertain from the locality's CDBG/DRS program official the exact boundaries of the Section 3 covered project area and where advantageous, seek the assistance of local officials in preparing and implementing the affirmative action plan.
- B. To attempt to recruit from within the City/County the necessary number of lower income residents through: local advertising media, signs placed at the proposed site for the project, and community organizations and public or private institutions operating within or serving the project area such as Service Employment and Redevelopment (SER), Opportunities Industrialization Center (OIC), Urban League, Concentrated Employment Program, Hometown Plan, or the U. S. Employment Service.
- C. To maintain a list of all lower income residents who have applied either on their own or on referral from any source, and to employ such persons, if otherwise eligible and if a vacancy exists.
- D. *To insert this Section 3 Plan in all bid documents, and to require all bidders on subcontracts to submit a Section 3 Plan including utilization goals and the specific steps planned to accomplish these goals.
- E. * To ensure that subcontracts, which are typically let on a negotiated rather than a bid basis, in areas other than Section 3 covered project areas, are also let on a negotiated basis whenever feasible, if let in a Section 3 covered project area.
- F. To formally contact unions, subcontractors, and trade associations to secure their cooperation for this program.
- G. To ensure that all appropriate project area business concerns are notified of pending sub-contractual opportunities.
- H. To maintain records, including copies of correspondence, memoranda, etc., which document that all of the above affirmative action steps have been taken.
- I. To appoint or recruit an executive official of the company or agency as the Equal Opportunity Officer to coordinate the implementation of this Section 3 Plan.

- J. To list on **Table A** information related to subcontracts to be awarded.

- K. To list on **Table B** all projected workforce needs for all phases of this project by occupation, trade, skill level, and number of positions.

- L. For employment, 30 percent of all “new hires”, at all levels, in conjunction with the CDBG/DRS project must be targeted to Section 3 residents. As stated previously, the extension of employment opportunities to Section 3 residents does not preclude the necessity for meeting the qualifications of the job.

- M. For contracting, at least 10 percent of the total dollar amount for all Section 3 covered contracts for building trades work arising from housing rehabilitation and other public construction awarded through this grant must be targeted to Section 3 Business Concerns.

For L. and M. above, if these numerical goals cannot be reached, the contractor will have the burden of demonstrating why it was not feasible to meet these goals. This will include documentation of all efforts to comply and any impediments encountered despite efforts undertaken.

As officers and representatives of _____, we the undersigned have read and fully agree to this Affirmative Action Plan, and become a party to the full implementation of this program.

We appoint _____ as the EEO Officer.

Signature

Title

Date

Signature

Title

Date

* Loans, grants, contracts, and subsidies for less than \$100,000.00 will be exempt.

TABLE A

PROPOSED SUBCONTRACT/MATERIAL PURCHASE BREAKDOWN

CONTRACT NUMBER(s): _____

PROJECT NAME: _____

CONSTRUCTION CONTRACTOR: _____

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
TYPE OF CONTRACT (BUSINESS OR PROFESSION)	TOTAL NUMBER OF CONTRACTS	TOTAL APPROXIMATE DOLLAR AMOUNT	ESTIMATED NUMBER OF CONTRACTS TO PROJECT AREA BUSINESSES*	ESTIMATED DOLLAR AMOUNT TO PROJECT AREA BUSINESSES*

*The Project Area is coextensive with the County of _____'s boundaries.

EEO Officer's Signature

Date

TABLE B

ESTIMATED PROJECT WORKFORCE BREAKDOWN

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
Job Category	Total Estimated Positions	No. Positions Currently Occupied By Permanent Employees	No. Positions Not Currently Occupied	No. Positions To Be Filled w/LIPAR*
Officers/Supervisors				
Professionals				
Technicians				
Housing Sales/Rental/Mgmt.				
Office Clerical				
Service Workers				
Others				

SPECIFY TRADE CLASSIFICATION: _____

Journeyman				
Apprentices				
Maximum No. Trainees				
Others				

SPECIFY TRADE CLASSIFICATION: _____

Journeyman				
Apprentices				
Maximum No. Trainees				
Others				

SPECIFY TRADE CLASSIFICATION: _____

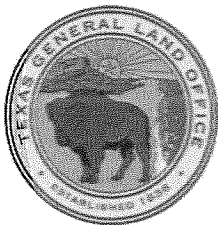
Journeyman				
Apprentices				
Maximum No. Trainees				
Others				

*Lower Income Project Area Residents. Individuals residing within the City/County of _____ whose family income does not exceed 80% of the median income in the State.

(EEO Officer's Signature)

(COMPANY NAME)

USE ADDITIONAL PAGES IF NECESSARY



Texas General Land Office
 Community Development Block Grant (CDBG)
 Disaster Recovery Program

**SECTION 3
 RESIDENT EMPLOYMENT OPPORTUNITY DATA
 ELIGIBILITY FOR PREFERENCE**

Economic Opportunities for Low and Very Low-Income Persons

Grantee/Subrecipient:	Contract Number:	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>

ELIGIBILITY FOR PREFERENCE

A Section 3 Resident seeking the preference in training and employment provided by this part shall certify, or submit evidence to the Subrecipient, Grantee, Contractor or Subcontractor, if requested, that the person is a Section 3 Resident, as defined in Section CFR 135.5. (An example of evidence of eligibility for the preference is evidence of receipt of public assistance, or evidence of participation in a public assistance program.)

**Section 3 Resident Certification
 for Worker Seeking Preference in Training
 and Employment**

RESIDENT COMPLETES THIS SECTION:

I, _____, am a legal resident of the _____

_____ and meet the income eligibility guidelines for a low- or very-low-income person as published on HUD'S income limits www.huduser.org/portal/datasets/il.html and documented on the reverse side of this form.

My permanent address is: _____

I have attached the following documentation as evidence of my status:

- | | |
|---|---|
| <input type="checkbox"/> Copy of Lease | <input type="checkbox"/> Copy of receipt of public assistance |
| <input type="checkbox"/> Copy of Evidence of participation in a public assistance program | <input type="checkbox"/> Other Evidence |

Resident Signature _____ Date _____

Print Name _____

SECTION 3 INCOME LIMITS

All residents of public housing developments of the Housing Authority of

Qualify as Section 3 Residents.

Alternatively, individuals residing in the

City of _____

or County of

Who meet the income limits set forth below, can also qualify for Section 3 status.

A picture identification card and proof that illustrates applicant is a current resident of the subject area.

HUD updates area median income (AMI) annually and income limits vary by county. To find the latest income limits visit HUD's website: www.huduser.org/portal/datasets/il.html

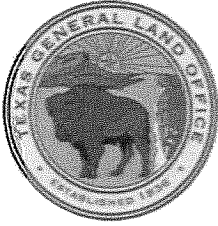
Eligibility Guideline

Number in Household	Very Low Income (50% AMI)	Low Income (80%)
1 Individual		
2 Individuals		
3 Individuals		
4 Individuals		
5 Individuals		
6 Individuals		
7 Individuals		
8 Individuals		

Signature Field

Date

Print Name



Texas General Land Office
 Community Development Block Grant (CDBG)
 Disaster Recovery Program

CERTIFICATION FOR BUSINESS CONCERNS
Seeking Section 3 Preference in Contracting and
Demonstration of Capability

Economic Opportunities for Low and Very Low-Income Persons

Grantee/Subrecipient:	Contract Number:	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>

CONTRACTOR INFORMATION

Name of Business

Address of Business

- Type of Business: Corporation Partnership Non-Profit Consortium
 Sole Proprietorship Joint Venture

Attach the following documentation as evidence of Section 3 eligible status:
 (Definition of "Section 3 Business Concern" in 24 CFR 135 describes the three alternative qualifications.)

For Business claiming status as a Section 3 resident-owned enterprise:

- | | |
|---|---|
| <input type="checkbox"/> Copy of resident lease | <input type="checkbox"/> Copy of receipt of public assistance |
| <input type="checkbox"/> Copy of evidence of participation in a public assistance program | <input type="checkbox"/> Other evidence |

For business entity as applicable:

- | | |
|---|---|
| <input type="checkbox"/> Copy of Articles of Incorporation | <input type="checkbox"/> Certificate of Good Standing |
| <input type="checkbox"/> Assumed Business Name Certificate | <input type="checkbox"/> Partnership Agreement |
| <input type="checkbox"/> List of owners/stockholders and % ownership of each appointed officers | <input type="checkbox"/> Corporation Annual Report |
| <input type="checkbox"/> Organization chart with names and titles and brief function statement | <input type="checkbox"/> Latest Board minutes |
| | <input type="checkbox"/> Additional documentation |

For business entity claiming Section 3 status by subcontracting 25 percent of the dollar awarded to qualified Section 3 business(es):

- List of subcontracted Section 3 business(es) and subcontract amount

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

- | | |
|---|---|
| <input type="checkbox"/> List of all current full-time employees | <input type="checkbox"/> List of employees claiming Section 3 status |
| <input type="checkbox"/> PHA/IHA Residential lease less than 3 years from day of employment | <input type="checkbox"/> Other evidence of Section 3 status less than 3 years from date of employment |

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

- | | |
|---|--|
| <input type="checkbox"/> Current financial statement | <input type="checkbox"/> Statement of ability to comply with public policy |
| <input type="checkbox"/> List of owned equipment | |
| <input type="checkbox"/> List of all contracts for the past two years | |

Authorized Name and Signature _____

Date _____

Attested By: _____

(Corporate Seal)

Complaint Register

Under Section 3 of the Housing
And Urban Development Act of 1968

U.S. Department of Housing and Urban Development

Office of Fair Housing
and Equal Opportunity

OMB Approval No. 2529-0043

(Expires 11/30/2010)

Name of Complainant (Person or organization) _____ Home Phone _____

Street Address _____ Work Phone _____

City, State, Zip code _____

Against whom is this complaint being filed? _____ Business Phone _____

Name of organization or company _____

Street Address _____

City, State, Zip code _____

Name and identify others (if any) who violated the law in this case _____

You are (check all that apply)

<input type="checkbox"/> A. Low/Very low income	<input type="checkbox"/> D. Section 3 business concern
<input type="checkbox"/> B. Public housing resident	<input type="checkbox"/> E. A representative of D
<input type="checkbox"/> C. A representative of A or B	

Complaint is against (check one or more boxes)

<input type="checkbox"/> A. Applicant	<input type="checkbox"/> D. Recipient
<input type="checkbox"/> B. Sub-Recipient	<input type="checkbox"/> E. Contractor
<input type="checkbox"/> C. Subcontractor	<input type="checkbox"/> F. Other (please specify) _____

Basis for non compliance with Section 3

<input type="checkbox"/> Denied Training	<input type="checkbox"/> Denied Employment	<input type="checkbox"/> Denied Contracting
--	--	---

What did the person you are complaining against do? (Check all that apply – provide documentation)

<input type="checkbox"/> A. Failed to meet numerical goals, as set out in the Section 3 regulations	<input type="checkbox"/> G. Failed to train and/or employ Section 3 residents
<input type="checkbox"/> B. Failed to ensure that its contractors and subcontractors comply with Section 3	<input type="checkbox"/> H. Failed to award contracts to Section 3 business concerns
<input type="checkbox"/> C. Failed to notify Section 3 residents about training and/or employment opportunities	<input type="checkbox"/> I. Contracted with a contractor found to be in violation of applicable statues and/or HUD regulations
<input type="checkbox"/> D. Failed to notify Section 3 business concerns about contracting opportunities	<input type="checkbox"/> J. Failed to provide preference to Section 3 residents in training and or employment opportunities.
<input type="checkbox"/> E. Failed to notify potential contractors for Section 3 covered projects of the requirements of Section 3	<input type="checkbox"/> K. Failed to provide preferences for Section 3 business concerns in contracting opportunities
<input type="checkbox"/> F. Failed to incorporate the Section 3 clause in Section 3 solicitations or contracts	

When did the act(s) checked above occur? (Include the most recent date if several dates are involved):

Summarize what happened? Attach additional information if necessary

--

	Date:

Instructions for the Complaint Register
Section 3 of the Housing and Urban Development Act of 1968

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB number.

The information is given voluntarily and provides the basis for HUD's investigation of the complaint to determine if the allegations of noncompliance are valid. The Department will use the information provided as the basis for its determination of jurisdiction over a complainant's allegations. All information collected complies with the Privacy Act of 1974 and OMB Circular A-108. The information is not of a sensitive nature. The information is unique to the processing an allegation of noncompliance with the Section 3 statute or implementing regulations.

This form is to be used to report allegations of noncompliance with Section 3 of the Housing and Urban Development Act of 1968, as amended and implementing regulations at 24 CFR Part 135.

What does Section 3 of the Housing and Urban Development Act of 1968 provide?

The law describes the HUD programs directly affected by Section 3, receiving Federal financial assistance from the Department, and dictates how these programs are to provide employment and other economic opportunities for low and very low income persons.

What does the law cover?

Section 3 applies to any Public and Indian Housing programs that receive: (1) developmental assistance pursuant to section 5 of the U. S. Housing Act of 1937; (2) operating assistance pursuant to section 5 of the U.S. Housing act of 1937; or (3) modernization grants pursuant to section 14 of the U.S. Housing Act of 1937, and to housing and community development assistance extended for: (1) housing rehabilitation (including reduction and abatement of lead based paint hazards); (2) housing construction or (3) other public construction projects; and for which the contract and subcontract exceeds \$100,000.

What can you do about violations of the Law?

Remember, Section 3 applies to the awarding of jobs, training programs, and contracts, generated from projects receiving HUD financial assistance. If you believe that, as a low-income person or a Section 3 business concern, the responsibilities to provide economic opportunities under Section 3 have been violated, you have a right to file a complaint within 180 days of the last alleged occurrences of noncompliance.

Complain to the Assistant Secretary for Fair Housing and Equal Opportunity, Department of Housing and Urban Development, by filing this form by mail or in person. The information received will be used by HUD to determine jurisdiction under Section 3.

HUD will send the complaint to the appropriate HUD recipient for resolution. If resolution by the recipient fails, HUD will investigate. If HUD finds that the complaint has merit, it will try to end the violation by informal resolution. If conciliation fails, HUD may initiate other steps to enforce the law, including but not limited to suspension and debarment of the recipient or contractors as applicable.

You can obtain assistance in learning about Section 3 or in filing a complaint at the HUD Office listed below:

Assistant Secretary
HUD Fair Housing and Equal Opportunity
451 7th Street SW
Washington, DC 20410
(202)-708-3633

Privacy Act of 1974 (P.L.93-579)

Authority: Section 3 of the Housing and Urban Development Act of 1968, as amended by the Housing and Community Development Act of 1968, as amended by the Housing and Community Development Act of 1992, U.S.C. 1701u and implementing regulations at 24 CFR Part 135.

Purpose: The information requested on this form is to be used to investigate and process Section 3 complaints.

Use: The information requested will be used to process a complaint filed under Part 135. HUD may disclose certain information for Federal, State, and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as required and permitted by law.

Penalty: Failure to provide some or all of the requested information will result in delay or denial of HUD assistance.

Disclosure of this information is voluntary.



Texas General Land Office
Community Development Block Grant (CDBG)
Disaster Recovery Program

[Code of Federal Regulations]
[Title 24, Volume 1]
[Revised as of April 1, 2003]
From the U.S. Government Printing Office via GPO Access
[CITE: 24CFR135.92]
[Page 704-707]

TITLE 24--HOUSING AND URBAN DEVELOPMENT
CHAPTER I--OFFICE OF ASSISTANT SECRETARY FOR EQUAL OPPORTUNITY,
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
PART 135--ECONOMIC OPPORTUNITIES FOR LOW- and VERY LOW-INCOME PERSONS

Table of Contents

Appendix to Part 135

I. EXAMPLES OF EFFORTS TO OFFER TRAINING AND EMPLOYMENT OPPORTUNITIES TO SECTION 3 RESIDENTS

- (1) Entering into "first source" hiring agreements with organizations representing Section 3 residents.
- (2) Sponsoring a HUD-certified "Step-Up" employment and training program for section 3 residents.
- (3) Establishing training programs, which are consistent with the requirements of the Department of Labor, for public and Indian housing residents and other section 3 residents in the building trades.
- (4) Advertising the training and employment positions by distributing flyers (which identify the positions to be filled, the qualifications required, and where to obtain additional information about the application process) to every occupied dwelling unit in the housing development or developments where category 1 or category 2 persons (as these terms are defined in Sec. 135.34) reside.
- (5) Advertising the training and employment positions by posting flyers (which identify the positions to be filled, the qualifications required, and where to obtain additional information about the application process) in the common areas or other prominent areas of the housing development or developments. For HAs, post such advertising in the housing development or developments where category 1 or category 2 persons reside; for all other recipients, post such advertising in the housing development or developments and transitional housing in the neighborhood or service area of the section 3 covered project.
- (6) Contacting resident councils, resident management corporations, or other resident organizations, where they exist, in the housing development or developments where category 1 or category 2 persons reside, and community organizations in HUD assisted neighborhoods, to request the assistance of these organizations in notifying residents of the training and employment positions to be filled.

- (7) Sponsoring (scheduling, advertising, financing or providing in-kind services) a job informational meeting to be conducted by an HA or contractor representative or representatives at a location in the housing development or developments where category 1 or category 2 persons reside or in the neighborhood or service area of the section 3 covered project.
- (8) Arranging assistance in conducting job interviews and completing job applications for residents of the housing development or developments where category 1 or category 2 persons reside and in the neighborhood or service area in which a section 3 project is located.
[[Page 705]]
- (9) Arranging for a location in the housing development or developments where category 1 persons reside, or the neighborhood or service area of the project, where job applications may be delivered to and collected by a recipient or contractor representative or representatives.
- (10) Conducting job interviews at the housing development or developments where category 1 or category 2 persons reside, or at a location within the neighborhood or service area of the section 3 covered project.
- (11) Contacting agencies administering HUD Youthbuild programs, and requesting their assistance in recruiting HUD Youthbuild program participants for the HA's or contractor's training and employment positions.
- (12) Consulting with State and local agencies administering training programs funded through JTPA or JOBS, probation and parole agencies, unemployment compensation programs, community organizations and other officials or organizations to assist with recruiting Section 3 residents for the HA's or contractor's training and employment positions.
- (13) Advertising the jobs to be filled through the local media, such as community television networks, newspapers of general circulation, and radio advertising.
- (14) Employing a job coordinator, or contracting with a business concern that is licensed in the field of job placement (preferably one of the section 3 business concerns identified in part 135), that will undertake, on behalf of the HA, other recipient or contractor, the efforts to match eligible and qualified section 3 residents with the training and employment positions that the HA or contractor intends to fill.
- (15) For an HA, employing section 3 residents directly on either a permanent or a temporary basis to perform work generated by section 3 assistance. (This type of employment is referred to as "force account labor" in HUD's Indian housing regulations. See 24 CFR 905.102, and Sec. 905.201(a)(6).)
- (16) Where there are more qualified section 3 residents than there are positions to be filled, maintaining a file of eligible qualified section 3 residents for future employment positions.
- (17) Undertaking job counseling, education and related programs in association with local educational institutions.
- (18) Undertaking such continued job training efforts as may be necessary to ensure the continued employment of section 3 residents previously hired for employment opportunities.
- (19) After selection of bidders but prior to execution of contracts, incorporating into the contract a negotiated provision for a specific number of public housing or other section 3 residents to be trained or employed on the section 3 covered assistance.
- (20) Coordinating plans and implementation of economic development (e.g., job training and preparation, business development assistance for residents) with the planning for housing and community development.



Exhibit L

Posting Job Vacancies at [WorkInTexas.com](https://www.workintexas.com)

And Connecting Section 3 Residents with Section 3 Jobs

Posting Job Vacancies at WorkInTexas.com

Required Language for Job Title and Job Description

.....

Grantees and Subrecipients:

As required by the GLO Section 3 Policy, all Grantees, Subrecipients and their contractors who are receiving DR funding must post their job vacancies with the state's free job matching system – WorkInTexas.com. There are two ways to do this. You can self-register an employer account and post jobs directly online or you can contact your local Workforce Solutions Office. Staff is available to assist with account registration and/or can post jobs on your behalf at WorkIntexas.com

Specifically, Grantees, Subrecipients and Contractors must:

- Register with WorkInTexas.com;
- Register with their Local Workforce Solutions Center and/or Work-in-Texas Website;
- Post all DR related job postings at WorkInTexas.com; and
- Include the word SEC3 in the job title and job description.

-SAMPLE-

Job Title-

SEC3 Construction Laborer

Job Description-

SEC3

Looking for a general laborer to work in housing construction. Construction experience a plus.

Included with this document is a list of tips that Grantees, Subrecipients and contractors can use in posting job vacancies provided by Texas Workforce Commission.

Tips for Employers Posting Jobs in WorkInTexas.com
Provided by Texas Workforce Commission

WorkInTexas.com is a job matching site rather than a job lead generation site. We compare required job posting qualifications and job seeker qualifications with data in WorkInTexas.com to find quality matches. We believe we're providing better customer service by making sure your jobs attract qualified candidates before providing contact information to you or the job seeker. Recruiting can be difficult and expensive and we don't want to waste anyone's time. So, ensuring your job posting is as good and complete as possible is rule #1.

Rule #1 – Take the time. Quality in means quality out, so spend the extra time up front making sure you've included as much detail as possible. The more complete your job posting, the better your matching results will be. And, a good job posting will keep you from missing out on good matches down the road.

Rule #2 – Choose occupations wisely. Job “matching” is based on behind-the-scenes computer logic, but it all boils down to the occupations you choose. The more occupations you select, the more job seekers you'll attract (match) to your job posting, and vice versa.

Rule #3 – Include pay, even if you choose to suppress it from job seeker view. It will narrow your results, and possibly increase the quality of your matches. Also, job matches are based on minimum salary, even if maximum salary is provided, so consider posting the actual salary amount you're willing to pay to ensure better job matches (matches will be restricted if the pay is too low).

Rule #4 – Using “Keywords” can help you reduce the number of job seekers matched with your job posting. Keywords are single words or phrases you can enter to clarify specific qualifications you're looking for, such as computer languages, licenses, or certifications.

Rule #5 – Use “Screening Questions.” These are questions you can add to your posting that job seekers must answer before they contact you or apply. Answers do not limit anyone's ability to apply, but the information does offer you a unique opportunity to pre-screen and evaluate interested applicants.

Rule #6 – View your job posting to see what job seekers will see. This is a great self-test of the quality and completeness of your job opportunity. If it looks short on detail to you, imagine what a job seeker will think. Take the time to go back and enter more information.

Rule #7 – Use Site Help. It's our version of a “tutorial” and explains in general terms the major functions in WorkInTexas.com.

If you're looking for Veterans (only)

- All jobs entered in WorkInTexas.com are automatically made available to veterans only for the first two days.
- When posting your job, you can choose to make it available to veterans only for the lifetime of the posting by selecting “Veterans Only – Yes.”
- Veteran applicants who apply for your job will be marked with an American Flag icon, indicating that they are eligible U.S. Military Veterans in good standing.

Registering and Searching For Job Vacancies at WorkInTexas.com For Section 3 Residents

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Dear Section 3 Resident,

As required by the GLO Section 3 Policy, all Grantees, Subrecipients and their contractors who are receiving DR funding post their job vacancies with their Local Workforce Solutions Center and/or Work-in-Texas.

To help connect you to these job opportunities you must:

- Register as a job seeker with WorkInTexas.com and/or contact the local Workforce Solutions Office for assistance with registration;
- After you complete basic registration, it is important you add a Section 3 related keyword to your profile. To do so follow these steps:
 1. Click on the My Portfolio tab, in the top navigation
 2. Click on Keywords in the Job Matching Criteria section
 3. In the Keyword to add field enter: sec3 Enter 0 for both years and months experience
 4. Click the Add Keyword button

Job Match Keywords

* indicates required information

* Keyword to add

* Experience years months

In addition, you can search for existing Section 3 job vacancies by selecting the Browse Jobs menu on the title bar then by Text. In the Enter Text line type the word: **“SEC3”**, then hit search.

If you need help, please contact your local Workforce Solutions Center. You may search for one here:
<http://www.twc.state.tx.us/dirs/wdas/directory-offices-services.html?mid=0.07262226541895678>

PRE-BID MEETING ATTENDEES

RODAIR GULLY, LATERAL 3A

AUGUST 21, 2013

NAME/COMPANY	ADDRESS AND EMAIL	TELEPHONE AND FAX NUMBER
David Waxman DSW, Inc.	P.O. Box 900, Jasper, TX 75951	409/384-3458 Fax 409/384-5719
Beth Waxman DSW, Inc.	P.O. Box 900, Jasper, TX 75951	409/384-3458 Fax 409/384-5719
Blake Heisler Brystar Contracting Inc	8385 Chemical Rd Beaumont, TX 77705	409-842-6268 409-842-1215
JOHN PLAKE PLACO LTD	11939 LEATHERWOOD WUMBERTON, TX	409.755.3878
RICHARD KNOX TRIANGLE CONCRETE	1255 MAITROSE BEAUMONT, TX 77707	409.861.1650 409-861.194
Jamey West	Jefferson County Purchasing Department	409.835.8593
Beth Patterson McInnis Construction	6720 college A 11co Bmt. Tex	409-860-4459
Wilbur Clark	6755 5th Silsbee	409-385-2483 Fax 409-385-5767
Mike Suire Simco Ent.	3101 main Groves, TX 77619	727-5047 963-3831-Fax

PRE-BID MEETING ATTENDEES

RODAIR GULLY, LATERAL 3A

AUGUST 21, 2013

NAME/COMPANY	ADDRESS AND EMAIL	TELEPHONE AND FAX NUMBER
Maryella Begley	mbegley@Cbi.eng.com	409-833-3365 409-833-0317
AFFOLTER CONSTRUCTION Co	TERRESA LESTER@AdCom	409-938-3837 409-938-8419
MK CONSTRUCTORS	2485 North Street Vidor 79662 Sales@MKconstructors.com	409-769-0089 409-769-1288
RALPH MITCHELL	DD7	409-985-4369

JEFFERSON COUNTY DRAINAGE DISTRICT NO. 7
 County of Jefferson, TX
 Hurricane Ike/Dolly Round 1 Critical Infrastructure Project
 Disaster Recovery Division
 Drainage District No. 7 Ditch Improvements – RHODAIR GULLY LATERAL 3A

Project Manager: Maryella Begley
 Apparent Low Bidder:
 Awarded To:

\$ 150.00

MANDATORY Pre-Bid Conference Wednesday, August 21, 2013, @ 2:00pm
 @ the offices of Jefferson County Drainage District No. 7
 4401 Ninth Avenue, Port Arthur, TX 77642

BIDS ARE TO BE SUBMITTED TO: the Jefferson County Purchasing Agent
1149 Pearl St., 1st Floor, Beaumont, TX 77701
NO LATER THAN 11:00a.m., Tuesday, August 27, 2013

Bids will be publicly opened and read in the Commissioners Court Room at that time

<u>NO</u>	<u>CONTRACTOR/ADDRESS</u>	<u>PHONE NUMBER</u>	<u>FAX NUMBER</u>	<u>Pick-up/Mail Date</u>
1.	Carroll & Blackman, Inc. 3120 Fannin St. Beaumont, TX 77701	(409) 833-3363	(409) 833-0317	
2.	Jefferson County Drainage District #7 4401 Ninth Avenue Port Arthur, TX 77642			
3.	Jefferson County Engineering 1149 Pearl St., 5 th Floor Beaumont, TX 77701	(409) 835-8584	(409) 835-8718 drao@co.jefferson.tx.us	
4.	David J. Waxman, Inc. 126 Marvin Hancock Dr. P O Drawer 900, Jasper, TX 75951	(409) 384-3458	(409) 384-5719	FedEx Ground 08/08/2013
CD	AGC of Southeast TX 5458 Ave A Beaumont, TX 77705	(409) 835-6661	(409) 835-3319 agcsetx@agcsetx.com	To Be Picked Up
CD	AGC of Texas 2400 Augusta, Ste 305 Houston, TX 77057	(713) 334-7100	(713) 334-7130 houston@agctx.org	FedEx Ground 08/08/2013
CD	AMTEK 4001 Sherwood Houston, TX 77092	(713) 956-0100	(713) 956-53401 planroom@amtekusa.com houstonamtek@gmail.com	FedEx Ground 08/08/2013
CD	McGraw-Hill (DODGE) 4300 Beltway Place, Suite 180 Arlington, TX 76018	(972) 854-6007	(888) 667-8198 nicole.wilson@mhfi.com dodge_document_sc@mcgraw-hill.com	FedEx Standard Overnight 08/07/2013

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CD	iSqFt ATTN: Erica Taylor 4500 Lake Forrest Dr., Suite 502 Cincinnati, OH 45242	(800) 364-2059	(866) 570-8187 beaumont@isqft.com etaylor@isqft.com iswftmr@gmail.com (if over 10mb)	FedEx Standard Overnight 08/07/2013
CD	Reed Construction Data Doc Processing, Ste 100 30 Technology Pkwy Norcross, GA 30092	(303) 265-6497 (877) 733-3411	(678) 680-1968 pam.graham@reed business.com dora.bybee@reed business.com addenda@	FedEx Standard Overnight 08/07/2013
CD	Virtual Builders Exchange 7035 W. Tidwell Bldg J, Ste 112 Houston, TX 77092	(832) 613-0201	(832) 613-0344 josh@virtualbx.com tawny@virtualbx.com sean@virtualbx.com	FedEx Ground 08/08/2013
CD	CDC News-Construction Data Co Attn: Maria Shelby 4201 W Parmer Lane, Bldg. A 200 Austin, TX 78727	(800) 872-7878 (512) 634-5965 (Maria) (512) 634-5963 (Ana)	plans@cdcnews.com lhighland@cdcnews. com (512) 634-5997 (L highland's phone)	FedEx Ground 08/08/2013
5.	ALLCO 6720 College P.O. Box 3684 Beaumont, TX 77704	(409) 860-4459	(409) 860-3857 jchristopher@allco.com mdelord@allco.com kburrell@allco.com	Picked up 08/08/2013
6.	MK Constructors 2485 North St Vidor, TX 77662	(409) 769-0089	carriev@mkconstructors. com sales@mkconstructors. com	Picked up 08/08/2013
7.				
8.				

JEFFERSON COUNTY DRAINAGE DISTRICT NO. 7
County of Jefferson, TX
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9.				
10.				