

SECTION 3 PROCEDURES FLOWCHART

DRAFT

Human Resources (HR)
Contact: Pamela Foster
510-874-1574
Email: pfooster@oakha.org

- Provide all new hires with the **'New Hire Section 3 Information' form** –OHA Employee (Voluntary).
- Notify CCGS with all new Section 3 hires for reporting purposes

Office of Property Operations (OPO) & Leased Housing (LH)
Contact:
Timothy Evans 510-587-5125/
Email: tevans@oakha.org
OR
Avery Sim 510-587-2100/
Email: asim@oakha.org

- Conduct outreach and recruitment to OHA residents.
- Promote awareness of Section 3 opportunities.
- Provide CCGS with list of Section 3 residents.

Contract Compliance & General Services (CCGS)
Contact: Debbie Wellnitz OR Cynthia Torres
510-535-3115 510-535-3119
Email: dwellnitz@oakha.org / ctorres@oakha.org

- **Compile all lists and forms from HR, OPO, and LH.**
- Provide Contractors with **'New Hire Section 3 Information' form** – Contractor Version .
- Certify Section 3 Business requirement. **See 'Section 3 Business Certification Application' form.**
- Ensure Section 3 requirements are included in appropriate Bids/RFPs such as **'Action Plan for Section 3 Requirement', 'Certification of Section 3 Business',** and **'Subcontractor Form'.**
- Require selected Contractors to complete **'Baseline Employment Reporting Section 3' form.**
- Have list of Section 3 residents & businesses available to Contractors.
- Report lists to Executive Office.
- Prepare Section 3 Reporting for Executive Office.

Development (DEV)/Capital Improvements (CID)
Contact: Boris Nemirovskiy
510-587-5163
Email: bnemirovskiy@oakha.org

- Track project activities in compliance with Section 3 policy.
- Provide CCGS with project progress and any updates concerning the project and Section 3 requirements.

Executive Office

- Submit **Section 3 HUD report** to HUD using submission from CCGS.
- Provide CCGS with list of Section 3 residents.



HUD

<u>FORMS</u>	<u>RESPONSIBLE</u>
1. New Hire Section 3 - OHA Employee	HR/ Employee
2. New Hire Section 3 - Contractor Version	CCGS/ Contractor
3. Section 3 Business Certification Application	CCGS/ Contractor
4. Section 3 Certification Form & Action Plan	CCGS/ Contractor
5. Subcontractor Form	
6. Baseline Employment Reporting Section 3	CCGS/ Contractor
7. HUD 60002-Section 3 Summary Report	CCGS/Executive Office