

88-3

RESOLUTION 897

CITY OF SPRINGFIELD, FLORIDA
AFFIRMATIVE ACTION PLAN

Following is the affirmative action plan of the City of Springfield, Florida for the implementation of the Small Cities Community Development Block Grant program and other programs and projects operated by the City.

Policy:

It shall be the policy of the City of Springfield to require each department, agency, entity, or agent of the City to promote and assist Small and minority businesses in gaining entre' to do business with the City of Springfield. By assisting small and minority businesses, each city entity will help to expand and develop the small and minority businesses sector in the City of Springfield and the entire state as well. It shall be the goal of the City to spend 20 percent of its monies expended for contractual services, commodities, and construction contracts with certified minority enterprises.

For projects assisted by programs providing direct financial assistance from the U. S. Department of Housing and Urban Development (HUD), the City will include the Section 3 clause of the Housing and Urban Development Act of 1968 in all contracts for work connected with the projects. The City will also comply with the Sector 3 clause, which requires:

- to the greatest extent feasible, opportunities for training and employment are given to low income project area residents,
- to the greatest extent feasible, contracts for work in connection with the project will be awarded to businesses located in, or owned in substantial part by person residing in the project area,
- certifying that parties to the contract are under no obligation which would prevent them from complying,
- insuring that the contractor will send labor organizations with which he has a collective bargaining agreement a notice stating his commitments under this Section and post this notice in places available to employees,
- insuring that the contractor will include the "Section 3 clause" in every subcontract, and
- insuring that the contractor will not subcontract with anyone that has previously violated Section 3 requirements;
 - obligate the contractor to provide a preliminary statement of work force needs prior to signing the contract;
 - include Section 3 requirements in bud invitations and contract specifications;
 - cooperate with the Secretary of Housing and Urban Development in obtaining compliance from the recipient's contractors;

- submit to compliance reviews by HUD when necessary; and
- permit HUD access to all required records, accounts, reports, books, etc.

Definitions:

Small Business - An independently owned and operated business concern which employs 25 or fewer permanent full-time employees, and which has a net worth of not more than \$1 million as applicable to sole-proprietorships, the \$1 million net worth requirement shall include both personal and business investments.

Minority Business Enterprises - Any small business concern which is organized to engage in commercial transactions, which is at least 15 percent owned by minority persons and whose management and daily operations are controlled by such persons. A minority business enterprise may primarily involve the practice of a profession.

Certified Minority Business Enterprise - A business enterprise which has been certified by the State of Florida Department of General Services as a minority business enterprise in accordance with the provisions of the Small and Minority Business Assistance Act of 1985.

Action Plan

In that the City of Springfield will continuously seek to administer programs funded in part or in total by allocations directly or indirectly from the U. S. Department of Housing and Urban Development, the City will be bound by the provisions of Section 3 of the Housing and Urban Development Act of 1986, the Equal Opportunity Act, Executive Order 11246, and the City's desire to enhance the opportunities for small and minority businesses and local businesses to participate in contracts with the City.

To accomplish this objective, the City has established and agreed to implement the following steps to ensure the deployment of affirmative action in expenditures for contractual services, commodities, and construction contracts:

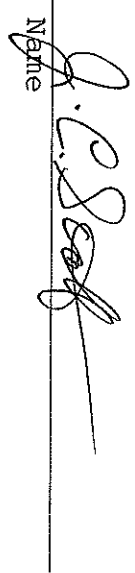
1. To utilize the news media, chamber of commerce, State Department of General Services, local advertising services, citizen advisory boards, regional planning councils, listing by federal agencies, and other appropriate sources to identify small and minority business concerns for possible involvement with City contracts.
2. To maintain and update the listing of small and minority business concerns and notify them of contracting opportunities with the City.
3. To require all bidders on contracts to submit in writing how they plan to comply with the clauses in Section 3 of the Housing and Urban Development Act of 1968, as amended.
4. To maintain records (copies of memoranda, general correspondence, etc.) to document that all steps in the action plan have been followed.
5. To establish or utilize an existing position to function as the Equal Opportunity Officer to coordinate the implementation of the Affirmative action plan with operators of City administered or City funded projects and programs.

The plan is adopted by the City of Springfield, Florida
on the 20th day of October, 1988.

Signed


Buddy McLeMoyre, Mayor
City of Springfield, FL

Attest:


Name

City Clerk
Title