

**CITY OF SPRINGFIELD**  
**RESOLUTION 02-03**

**SECTION 3 AFFIRMATIVE ACTION PROGRAM**

The City of Springfield, Florida, is committed to eliminating discrimination because of race, color, religion, sex, handicap, familial status or national origin and will comply with Section 3 (Use of Small and Disadvantaged Businesses and Hiring Lower Income Residents of the Project Area), Equal Employment Opportunity Act of 1978 (In-House Equal Employment Opportunity), Executive Order 11246, as amended by Executive Order 11375 (Equal Employment Opportunity on Federal Assisted Construction Contracts), and Executive Order 11625 (Minority Entrepreneurship).

Notice of the policy will be placed in plain sight on the job location for the benefit of interested parties and all contractors and sub-contractors so notified. All Equal Opportunity Posters will be displayed as required.

**Responsibility**

The Mayor for the City of Springfield, Florida with offices located at 8209 Highway 85 North has been appointed as Equal Opportunity Officer to coordinate the City's efforts to advise and assist key personnel and staff, to officially serve as focal point for complaints, and to submit required reports as needed.

**In-House Program Under Section 3**

At present there are \_\_\_ persons employed by the City, and of those employed \_\_\_% reside within the corporate limits, while \_\_\_% reside outside the corporate limits. As vacancies occur and/or new positions are created, the City will make every effort to maintain at least the present percentage level of employees working for the City and residing within the corporate limits.

- A. Projected Vacancies and Training: The City anticipates an annual employee turn-over of \_\_\_% or \_\_\_ employees. As turn-over occurs, every effort will be made to upgrade employees from lower classification positions. A registry will be maintained to screen all applicants and, to the greatest extent feasible, to fill vacancies with qualified lower income residents.

The City will encourage all of the unskilled employees to better themselves through training programs administered by any approved training program. Upon completion of said training program, the City will make every effort to upgrade the employee with regards to job classification and responsibilities.

- B. The City has \_\_\_ minority employee(s) or \_\_\_% minority employment. Women make up \_\_\_% of the work force, or \_\_\_ employee(s). As positions become available through termination and attrition, the City will make every effort to increase both its employment of minorities and women.

Percentage goals established by the City are as follows:

Less than ten (10) employees	-	±2% of the census percentage
More than ten (10) employees	-	±1% of the census percentage

All personnel actions of the City shall be made on a non-discriminatory basis without regard to race, color, religion, sex or national origin.

**Affirmative Contracting and Sub-Contracting**

All advertisements for bids and contracts involving Federal funds will contain the required Section 3 language as follows:

- A. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to lower income residents of the City and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the City corporate limits.
- B. The parties to this contract will comply with the provisions of said Section 3 and the regulation issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
- C. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- D. The contractor will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR, and will not let any subcontract unless the subcontractor has first provided it with the requirements of these regulations.
- E. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR, and all applicable rules and orders of the Department, issued thereunder prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient, its contractors and

subcontractors, its successors, and assigns to those sanctions specified by the grant or loan agreement or contract through which Federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

The City will use the HUD Business Registry as far as possible to fill subcontracting needs. The City shall also seek out businesses within the City limits and inform them of their need to be on the HUD Business Registry.

1. The City shall inform each contractor of the affirmative action requirements and ensure compliance.
2. The City will submit all required reports on time and will ensure that all contractors and subcontractors submit required reports as needed.
3. The prime contractor will assume responsibility for submission of both the prime contract and sub-contract Affirmative Action Plans.
  - \* The subcontractors' Affirmative Action Plan should be reviewed for adequacy by the prime contractor and evidenced in writing prior to submitting for approval.
  - \* The prime contractor and subcontractor shall set forth a method for the review of workforce needs, goals and recruitment methods.
  - \* Workforce recruitment methods shall be in compliance with the goals of the Section 3 clause regarding Equal Opportunity and notice of this policy will be placed in plain view on the job location for the benefit of all interested parties.
  - \* The prime contractor will specify all subcontractors indicating anticipated dollar amounts and set forth goals and objectives, and where feasible award subcontracts to small and disadvantaged businesses from the City, the prime contractor and subcontractor will to the maximum extent feasible notify qualified businesses of the City of all pending contracts and/or subcontracts.
  - \* The prime contractor and subcontractors shall determine the approximate manpower needs on the basis of crafts needed for the completion of various projects and through special outreach efforts make these needs known to public and private recruitment services and to the maximum extent feasible use lower income residents as trainees and workers (if qualified) to complete various projects.
  - \* All personnel actions on the part of the prime contractor and subcontractor shall be made on a nondiscriminatory basis without regard to race, color, religion, sex or national origin. Racial mix of the total workforce will, to the extent possible, reflect the racial mix of the City.

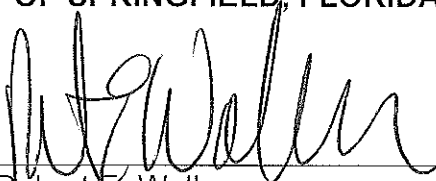
**Lower Income Clarification**

A family who resides in the City and whose income does not exceed 80% of the median family income for the City is considered by the State to be a lower income family. The median family income for the City according to the 1990 census is \$46,400, therefore a family whose income does not exceed \$26,000 (80% of \$32,500) will be considered as a lower income family.

**ADOPTED** by the City Commissioners in Regular Session, in the City of Springfield, Bay County, Florida this 1<sup>st</sup> of April, 2002.

**CITY OF SPRINGFIELD, FLORIDA**

BY

  
Robert E. Walker

**ATTEST:**

  
Rhonda Taylor, Deputy City Clerk

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