



Home Investment Partnerships and National Housing Trust Fund: Bidding and Contracting Requirements

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Our Mission

Housing is the foundation for success, so we collaborate with individuals, communities and partners to create, preserve and finance affordable housing.

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Overview of Tutorial

- Overview of Federal Programs
- Introduction: Contracting and Bidding
- Section 3 Overview
- Minority and Women Owned Business Enterprises (MBE/WBE) Overview
- Certifications
- Contracting and Bidding Process
- Reporting



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Overview of Federal Programs

Home Investment Partnerships (HOME)

- Production or preservation of rental housing affordable and available to low-income households
- 24 CFR Part 92

National Housing Trust Fund (NHTF)

- Production or preservation of rental housing affordable and available to extremely low-income households
- 24 CFR Part 93

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Introduction: Contracting and Bidding

HOME Program Requirements


- Davis Bacon
- Section 3
- Minority or Women Owned Business Enterprises (MBE/WBE)

NHTF Program Requirements

- Section 3
- Minority or Women Owned Business Enterprises (MBE/WBE)

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Section 3 Overview



- Provision of the Housing and Urban Development (HUD) Act of 1968
- Purpose is to ensure that employment shall, to the greatest extent feasible, be directed to low- and very low-income persons
- Applies to projects receiving over \$200,000

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Section 3 Overview

Numerical Goals

- At least **30 percent** of aggregate new hires of recipients, contractors and subcontractors for the year are Section 3 residents
- At least **10 percent** of the total dollar amount of all Section 3 covered contracts for building trade work is awarded to Section 3 business concerns
- At least **3 percent** of the total dollar amount of all other Section 3 covered contracts is awarded to Section 3 business concerns (e.g., architectural or accounting services required by a construction contract)

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MBE/WBE Overview

- Provision under state of Minnesota and federal procurement standards
- Applies to projects receiving over \$25,000



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MBE/WBE Overview

Minnesota Housing's Participation Goals

MBE:

- Twin Cities metro: 13 percent of the total amount of all contracts
- Greater Minnesota: 4 percent of the total amount of all contracts

WBE:

- Entire state: 6 percent of the total amount of all contracts

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Certifications

Developers and contractors must submit the following certifications:

- Section 3 Compliance Guide Certification
- Section 3 Compliance Checklist
- MBE/WBE Compliance Guide Certification

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Contracting and Bidding Process



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Contracting and Bidding Process

Forms required:


- Section 3 Clause
- Equal Employment Opportunity Policy Statement
- Wage Decision (when applicable)
- HUD 4010 (when applicable)

Included in the following:

- Bid package
- All construction and professional contracts (e.g., general contractor, architect, relocation specialist [when applicable], environmental remediation)

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Reporting



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Reporting

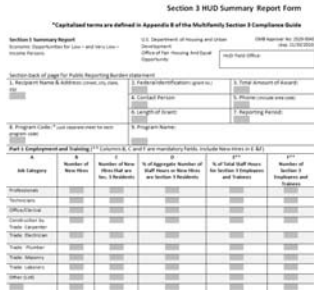
- Contract Compliance Activity Report
- Filled out after bidding
- Includes all bidders, not just those awarded
- Must be submitted as an Excel document



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Reporting: Section 3

- Section 3 HUD Summary Report Form
- Collected annually
- Applicable to contracts over \$100,000, regardless if the contractor is a Section 3 business



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Thank you!

Federal Programs Team

Jennifer Wille jennifer.wille@state.mn.us 651.296.9821
Katie Moore katie.moore@state.mn.us 651.296.6354

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