

REQUEST FOR QUALIFICATIONS

Title Closing Services

PART I

PURPOSE OF THE REQUEST

The Lower Rio Grande Valley Development Council (LRGVDC) seeks to retain the services of one or more firms experienced in providing general closing services for real estate transactions (Closing Agents). Through this Request for Qualifications (RFQ) process, the LRGVDC seeks to appoint a pool or pools of Closing Agents who will be available to provide such services as needed from time to time. Please note that inclusion in the pool does not guarantee or provide assurances that a Closing Agent will be selected to provide services to the LRGVDC. Once the list of pre-qualified title companies has been established, assignments for title services will be sent only to those firms established during this process.

This RFQ provides interested professionals with sufficient information to enable them to prepare and submit statements of qualifications for consideration by the LRGVDC to satisfy a need for closing services. Professionals wishing to be considered for inclusion in the pool should respond to this RFQ in all respects.

Written questions may be submitted to clarify any points in the RFQ which may not have been clearly understood. Written questions should be submitted via email to vmorales@lrgvdc.org with "RFQ – Real Estate Closing Services" in the subject line to be received no later than **12:00 noon on June 28th, 2013**. All questions and written answers will be posted to the website as an addendum to and become part of this RFQ. No questions regarding the RFQ will be addressed except through this process.

If it becomes necessary to revise any part of this RFQ before the response date, addenda will be posted to the LRGVDC's website under the original RFQ document. It is the responsibility of all Respondents to periodically check the website for any new information or addenda to the RFQ.

A written response will be distributed to all registered vendors.

The LRGVDC reserves the right to reject in part or in whole all RFQs submitted, and to waive any technicalities for the best interest of the LRGVDC.

GENERAL DESCRIPTION AND BACKGROUND

The LRGVDC is soliciting statements of qualifications from professionals and firms for the purpose of creating a pool of potential Closing Agents to provide real estate closing services for the Round 2.2 CDBG Disaster Recovery Hurricane Ike & Dolly.

The LRGVDC, through Community Development Block Grant Disaster Recovery Program funding provided by the Texas General Land Office (GLO) and the U.S. Department of Housing and Urban Development (HUD), is implementing a Housing Reconstruction/Rehabilitation/Replacement program. The program consists of single family, owner occupied homes that received damage due to Hurricane Dolly located in the Tri-County area. The Homeowner Opportunity Program (HOP) is a Disaster Recovery Housing Program through which income-qualified applicants who live in FEMA-designated "High Risk" areas or areas of high minority and/or poverty concentration (as approved by the GLO) may elect to rehabilitate or reconstruct their existing home or relocate to a safer and higher opportunity area. This program will

involve relocation counseling, conducted by Mobility Counselors, and the provision of licensed real estate professionals to explain the options and choices available.

Real estate closing services including but not limited to land title searches, name searches, title insurance commitments and policies, tax certifications, prepare closing statements, close transactions, recordation of deeds and courtesy closings for deferred loans.

LICENSING:

Firms shall be licensed to the extent required by the Texas Department of Insurance (TDI) and shall be current and in good standing. Copies of licenses shall be included in the RFQ response.

REGULATORY:

Firms shall comply with all applicable federal, state, and local laws, rules, regulations, ordinances and codes and obtain any licenses, permits or certifications required to provide the services under this RFQ.

SCOPE OF SERVICES

This RFQ contains instructions governing the statements of qualifications to be submitted and the material to be included therein; a description of the service to be provided; requirements which must be met to be eligible for consideration; general evaluation criteria; and other requirements to be met by each statement of qualifications.

The selected firms may be required to provide one or all of the following: land title searches, name searches, title insurance commitments and policies, tax certifications, prepare closing statements, close transactions and recordation of deeds, and courtesy closings for deferred loans for property damaged by Hurricane Dolly and ceded by LRGVDC through the Homeowner Opportunity Program (HOP) and Homeowner Assistance Program (HAP). HAP transactions will be done in form of a promissory note with a three (3) year maturity date. The following transactions will be conducted with the HOP program:

1. Client will purchase a new or used home in a higher opportunity area. Client's existing home will be ceded by the LRGVDC, or
2. Client will purchase a lot in a higher opportunity area and build a new home on this lot. Client's old home will be ceded by the LRGVDC.

All documents must be hand delivered and electronically emailed to the LRGVDC and documents to be signed by LRGVDC representatives will be done at the LRGVDC offices in Weslaco, the homeowner's place of residency, or the firm office whichever is most convenient for the LRGVDC and homeowner if necessary. The selected contractor will be expected to coordinate and communicate via email or telephone with the Procurement Director, Department of Planning Director, Project Administrator, and Planners.

Any use of subcontractors by a respondent must be identified in the proposal. During the contract period use of any subcontractors by the selected Firm, which were not previously identified in the proposal, must be approved in advance in writing by the LRGVDC.

A firm that responds to this solicitation as a prime contractor may not be included as a designated subcontractor to another firm that responds to the same solicitation. Multiple responses under any of the foregoing situations may cause the rejection of all responses of the firm or firms involved. This does not preclude a firm from being set forth as a designated subcontractor to more than one prime contractor responding to the project advertisement.

The LRGVDC is not liable for any costs incurred by respondents in their preparation of Statements of Qualifications, in participating in the RFQ process or in anticipation of award of closing services.

The LRGVDC intends that the pool established pursuant to this request will remain in effect for three years, but reserves the right to extend the term of the pool if necessary.

SUBMISSION REQUIREMENTS

- I. Firms submitting a response to this RFQ are required to use the following format and tab each section accordingly. Do not submit any additional information beyond what is requested in the format below. All responses to this RFQ must consist of One Electronic (CD or USB), One Original in Paper (original signatures) and Fifteen (15) copies (17) seventeen total. Each set of Seventeen (17) qualifications should be sealed in a box and the title of the RFQ (RFQ Real Estate Closing Services) and the name of the submitting firm should be labeled on the outside of the box “Failure to provide the response in the required format will be reason for disqualification”.

Submit to:

LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL
Procurement Department
Attn: Victor Morales
301 West Railroad
Weslaco, TX 78596

Please note that the use of U.S. Mail, FedEx, UPS, or other delivery method, does not guarantee delivery to this address by the above-listed time for submission. Respondent’s mailing proposals should allow sufficient delivery time to ensure timely receipt of their proposals. If the LRGVDC office location to which proposals are to be delivered is closed on the proposal response date, due to inclement weather, natural disaster, or any other cause, the deadline for submission shall be automatically extended until the next LRGVDC business day on which the office is open. Unless the Respondents are otherwise notified by the LRGVDC, the time for submission of proposals shall remain the same.

To be considered, Respondents should submit a complete response to this RFQ, using the format provided in PART II. Each Statement of Qualifications should be submitted in the format indicated in the submission requirements section to the Procurement Department. No other distribution of Statements of Qualification will be made by the Respondent. Each page should be numbered for ease of reference. Statements of Qualification must be signed by an official authorized to bind the Respondent to its provisions and include the Proposer’s Federal Identification Number.

Respondent’s Representations and Authorizations. Each Respondent by submitting its Statement of Qualifications understands, represents, and acknowledges that:

- a. All information provided by, and representations made by, the Respondent are material and important and will be relied upon by the LRGVDC in establishing pools. Any misstatement, omission or misrepresentation shall be treated as fraudulent concealment from LRGVDC of the true facts relating to the submission of this Statement of Qualifications.

- b. To the best knowledge of the person signing the proposal for the Respondent, the Respondent, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act

prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as disclosed by the Respondent in its Statement of Qualifications.

c. To the best of the knowledge of the person signing the proposal for the Respondent and except as otherwise disclosed by the Respondent, the Respondent has no outstanding, delinquent obligations to the LRGVDC or the State of Texas including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Respondent that is owed to the LRGVDC or the State of Texas.

d. The Respondent is not currently under suspension or debarment by the State of Texas or any other state, or the federal government, and if the Respondent cannot certify, then it shall submit along with the Statement of Qualifications a written explanation of why such certification cannot be made.

PART II

A. Title Page

Show the name of Respondent's firm, address, telephone number, name of contact person, date and the subject: REQUEST FOR QUALIFICATIONS FOR REAL ESTATE CLOSING SERVICES.

B. Table of Contents

Include a clear identification of the material by section and by page number.

C. Cover Letter and Executive Summary

This letter should be signed by an individual who is authorized to negotiate terms, render binding decisions and commit resources.

Summarize the Respondent's understanding of the work to be done and make a positive commitment to perform the work necessary. This section should summarize the key points of your submittal.

(Limit to two pages.)

D. Firm Overview

Provide a brief history and description of your business organization and its real estate closing practice. Include the location of offices and the number of professionals in each office. Discuss your presence in and commitment to the LRGVDC. Include a discussion of the specific expertise and services that distinguish your firm.

E. Personnel and References

Provide the names, proposed roles, relevant licensing, background and experience, office location and availability of the personnel that would work on the Commission's account, and specifically identify the primary person(s) who will be responsible for managing the relationship with the Commission. Respondent must submit a current resume for all proposed closing agents listing relevant experience and applicable professional affiliations. Provide a list of five clients for which you have provided real estate closing services within the past 36 months.

F. Relevant Experience

Provide a narrative statement regarding your relevant experience. Describe your experience in providing real estate closing services to other clients, including governmental entities administering Down Payment Assistance Programs or programs that provide deferred loans to low to moderate income individuals for housing funded through the Department of Housing and Urban Development. Indicate all Counties in which you have conducted real estate closings, and identifying those in which you focus your practice. List all title insurance companies for which you are an authorized agent. Describe the business practices that enable you to complete these tasks in an efficient, timely and, at times, expeditious manner.

(Response to Part II-D through II-F should not exceed 20 pages.)

G. Potential Conflict of Interest

Identify any relationships or activities that might present a conflict of interest if you or your firm is selected to provide appraisal services as described in this RFQ.

H. Professional Liability Insurance

Describe the level of professional liability insurance carried, including the deductible amount, to cover errors and omissions and negligence.

I. Section 3 Business Concerns. According to GLO Section 3 Regulations 24 CFR 135, LRGVDC has a numerical goal to contract with Section 3 businesses on a minimum of 10% of all construction contracts and 3% of all non-construction contracts.

1. A Section 3 Business is defined as a business:
 - a. That is at least 51 percent or more owned by Section 3 residents,
 - b. Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents, or
 - c. That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to a Section 3 business concern
2. A Section 3 Resident is defined as:
 - a. Public housing residents
 - b. Low and very-low income persons who live in the metropolitan area or Non-metropolitan County where a HUD-assisted project for housing or community development is located.

Please provide proof of Section 3 Business status, if applicable, by completing the form attached, Certification of Section 3 Business.

Evaluation Criteria	Maximum Points
OVERALL	
Firms responsiveness, organization, and clarity of Statement of Qualifications.	15
Presence in and commitment to the Lower Rio Grande Valley.	5
Organization, size and structure of firm.	15
Ability to perform tasks in an efficient, timely and, at times, expeditious manner.	10
ASSIGNED PERSONNEL	
Qualifications and experience of professionals, tenure with firm, length of time in the industry and type of experience.	10
Responses of references.	5

Location and availability to LRGVDC Staff.	5
FIRM EXPERIENCE	
Length of time in the industry.	5
Relevant experience.	10
Responses of references.	5
SECTION 3 BUSINESS	15
Total Points	100

Responses to RFQ will be evaluated and ranked according to points received. The top ranked Companies may be invited for an interview. Firms should be prepared to discuss the proposed scope of work, including availability of staffing, hours of operation, accounting and payment procedures, schedules, and such other items as are directly related to the qualifications. LRGVDC also reserves the right to obtain clarification of any point in a respondent's proposal or to obtain additional information necessary to properly evaluate response. Failure of a firm to respond to such a request for additional information or clarification could result in rejection of the Firm's response to RFQ.

All selected Firms will be invited to negotiate all aspects of the company's service fee to arrive at a firm and reasonable cost as determined by LRGVDC.

EXAMINATION AND RETENTION OF COMPANY RECORDS

The LRGVDC, or any of its duly authorized representatives shall, until three years after final payment under this contract, have access to and the right of examine any of the Firm's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

RIGHT IN DATA AND PATENT RIGHTS (OWNERSHIP AND PROPRIETARY INTEREST)

The LRGVDC shall have exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials, and documents discovered or produced by the Firm pursuant to the terms of this contract, including, but not limited to reports, memoranda or letters concerning the research and reporting tasks of the Contract.

LRGVDC RESERVES THE RIGHT TO:

- a. Contract with the most qualified Firm based on the criteria stated herein and their responses to RFQs.
- b. Reject RFQs that fail to meet the stated criteria.
- c. Re-advertise this RFQ if adequate interest is not received.
- d. Not award to any Firm on the pre-qualified list merely because the person or firm meets the minimum qualifications to be included on the pre-qualified Title Company list.
- e. Remove title companies from the pre-qualified list for reasons including but not limited to:
 - 1. Firm's failure to meet the requirements stated in this RFQ;

2. Firm's failure to perform the work required in the Contractor's Contract;
3. Firm's inability to establish and maintain a consistent working relationship with applicants;
4. Firm's proven incapacity to perform the work described in this RFQ or in the Firm's Contract;
5. Firm's failure to secure the required bonding and insurance.

ADDITIONAL REQUIREMENTS

All qualifications must be signed by authorized person(s) to be considered valid and must contain the following minimum information.

Request for Qualifications. Completely respond to part II in the requested order, providing a summary of your firm's qualifications as it relates to this RFQ. Ensure contact name, phone number, fax number, and e-mail address is provided for the primary contact of the company.

CANCELLATION

Irrespective of any default hereunder, the LRGVDC may at any time at its discretion cancel the contract in whole or in part, and in such event the firms shall be entitled to receive equitable compensation for all work completed and accepted, prior to such termination or cancellation.

AVAILABILITY OF FUNDS

In the event that funds necessary to finance this Professional Services Contract become unavailable, the LRGVDC may cancel the contract by giving seven (7) days' notice in writing and the contract will thereafter be null and void. The LRGVDC shall be the final authority to determine whether funds are not available.

CONDITIONS AND LIMITATIONS

This RFQ does not represent a commitment or offer by the LRGVDC to enter into contract or other agreement with any Company. All costs incurred in the preparation of this RFQ are to be borne by the Firm. The RFQ and any information made a part of the RFQ will become a part of the LRGVDC official files without any obligation on the LRGVDC part to return it to the individual Firm. This RFQ and the selected agency's response will, by reference, become part of any formal agreement between the agency and the LRGVDC resulting from this solicitation. The LRGVDC reserves the right to waive any irregularities or formalities in any or all responses or any part thereof. Failure to furnish all information requested may disqualify a Firm. The LRGVDC reserves the right to request clarification of qualification data without changing the terms of RFQ.

The Firm shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the LRGVDC for the purpose of influencing consideration of the RFQ. The Firm shall not collude in any manner or engage in any practices with any other Firm, which may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the Firm to be rejected. This prohibition is not intended to preclude joint ventures or subcontracts.

COMMUNICATION DURING THE PROCESS

It is not appropriate for you or your team members to have direct communication with any members of the Lower Rio Grande Valley Development Council (LRGVDC) staff outside of the formal in-session communications arranged by the Procurement Director.

Any attempt by one of the respondents to have direct or indirect communication with the Lower Rio Grande Valley Development Council (LRGVDC) staff outside of a committee session must be avoided and reported immediately to the Procurement Director.

MINORITY/WOMEN BUSINESS PARTICIPATION

The firm(s) awarded the contract agrees to use its best efforts to subcontract with minority business enterprises and/or women business enterprises, certified as such or recognized by local government entities as such. The Firm shall make a good faith effort to subcontract a sufficient dollar amount with Minority Business Enterprise (MBE)/Women Business Enterprise (WBE) firms or attorneys to ensure the final contract dollars are expended on one or more MBE/WBEs. All adjustments to increase the contract will also increase the total amount that the Firm must make a good faith effort to expend on MBE/WBEs.

Protest Procedures

A written complaint must be sent by certified mail to LRGVDC's Procurement Director within (7) days after issuance of award letter and shall identify the following:

- Name, mailing address and business phone number of the complainant.
- Appropriate identification of the process being questioned
- A precise statement of reasons for the protest
- Supporting exhibits, evidence or documents to substantiate any claims.

The protest must be based on an alleged violation of LRGVDC's procurement procedures, a violation of Federal or State Law (if applicable), or a violation of applicable contract agreements to which LRGVDC is a party. Failure to receive a procurement contract award from LRGVDC, in and of itself, does not constitute a valid protest.

LRGVDC will provide a response to the protest within (14) fourteen days that clearly states its position regarding the protest.

EXHIBIT A

CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3 PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY

Name of Business _____

Address of Business _____

Type of Business/Trade/Profession _____

Type of Business: Corporation Partnership Sole Proprietorship Joint Venture

Please select the statement below (1, 2, and or 3) that best describes your business.

1. **51% (or more) of your business is owned by a Section 3 Resident(s).** A Section 3 Resident is a public housing resident or an individual who resides in the metropolitan area or Non-metropolitan County in which the Section 3 covered assistance is expended *and* who is considered to be a low-to very low-income person.

And provide:

- List if current ownership and percentage of ownership along with contact information
- Any of the following documents, if available:
 - Copy of Article of Incorporation
 - Assumed Business Name Certificate
 - List of Business Name Certificate
 - Organization chart with names and titles and brief function statement
 - Certified of Good Standing
 - Partnership Agreement
 - Corporation Annual Report
 - Latest Board minutes appointing officers
 - Additional documentation

2. **At least 30% of your business workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of the date of first employment with your business.**

List the number of full- time employees, and provide one or a combination of the following regarding your employees:

- List of employees claiming Section 3 status with Exhibit J or K completed for each employee
- PHA/IHA Residential lease less than 3 years from day of employment
- other evidence of Section 3 status less than 3 years from date of employment

3. **At least 25% of your total dollar award will be contracted to qualified Section 3 businesses:**
Provide:

- A list of previously contracted Section 3 business (es) and subcontracted amount and
- Agree to provide a list of subcontracted Section 3 business (es) and subcontract amount when submitting bids for any HUD funded projects to meet this requirement.

Authorizing Name and Signature

Date

Witnessed by: _____

LRGVDC Staff Signature: _____

Certified Date: _____

EXHIBIT B

ASSURANCE OF COMPLIANCE (Section 3, HUD ACT of 1968)

TRAINING, EMPLOYMENT, AND CONTRACTING OPPORTUNITIES FOR BUSINESS AND LOWER INCOME PERSONS

A. The project assisted under this (contract) (agreement) 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 project area 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 area of the project.

B. Notwithstanding any other provision of this (contract) (agreement), the (applicant) (recipient) shall carry out the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary set forth in 24 CFR Part 135 (published in 38 Federal Register 29220, October 23, 1973), and all applicable rules and orders of the Secretary issued thereunder prior to the execution of this (contract) (agreement). The requirements of said regulations include but are not limited to development and implementation of an affirmative action plan for utilizing Section 3 business concerns located within or owned in substantial part by persons residing in the area of the project; the making of a good faith effort, as defined by the regulation, to provide training, employment and business opportunities required by Section 3; and incorporation of the "Section 3 Clause" specified by Section 135.38 of the regulation in all contracts for work in connection with the project. The (applicant) (recipient) certifies and agrees that it is under no contractual or other disability which would prevent it from complying with these requirements.

C. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Secretary issued thereunder prior to approval by the Government of the application for this (contract) (agreement), shall be a condition of the Federal financial assistance provided to the project, binding upon the (applicant) (recipient), its successors and assigns. Failure to fulfill these requirements shall subject the (applicant) (recipient), its contractors and subcontractors, its successors, and assigns to the sanctions specified by the (contract) (agreement), and to such sanctions as are specified by 24 CFR 135.38 (f).

APPLICANT: _____

SIGNATURE: _____

ADDRESS: _____

DATE: _____

EXHIBIT C

**CONTRACTOR/SUBCONTRACTOR CERTIFICATION REGARDING
SECTION 3 AND SEGREGATED FACILITIES**

COMPANY'S NAME

PROJECT NAME

The undersigned hereby certifies that:

- (a) Section 3 provisions are included in the Contract.
- (b) The above stated company is a signatory to the developer's Section 3 Plan.
- (c) No segregated facilities will be maintained as required by Title VI of the Civil Rights Act of 1964.

NAME AND TITLE OF SIGNER (PRINT OR TYPE)

SIGNATURE

DATE

EXHIBIT D

CONTRACTOR'S SECTION 3 PLAN

_____ Agrees to implement the specific following affirmative action steps directed at increasing the utilization of lower income residents and businesses within the LRGVDC.

A. To ascertain from the locality's CDBG 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/MSA, 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 and servicing the project area.

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 affirmative action plan including utilization goals and the specific steps planned to accomplish these goals.

E. To insure that subcontractors adhere to the Section 3 provisions that are applicable to the Contractor.

F. To insure that all appropriate project area business concerns are notified of pending sub-contractual opportunities.

G. To maintain records, including copies of correspondence, memoranda, etc., which document that all of the above affirmative action steps have been taken.

H. To appoint or recruit an executive official of the company or agency as Equal Opportunity Officer to coordinate the implementation of this Section 3 plan.

I. To maintain records concerning the amount and number of contracts, subcontracts, and purchases which contribute to Section 3 objectives.

J. To maintain records of all projected workforce needs for all phases of the project by occupation, trade, skill level, and number of positions and to update these projections based on the extent to which hiring meets Section 3 objectives.

As officers and representatives of _____(Company),

We the undersigned have read and fully agree to the Section 3 Affirmative Action Plan, and become a party to the full implementation of the program and its provisions.

Signature

Signature

Title

Date

Title

Date

EXHIBIT E

Section 3 Clause

All Section 3 covered contracts shall include the following clause (referred to as the Section 3 Clause):

A. The work to be performed under this contract 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). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD- assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly person who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any a notice advising the labor organization or workers' representative of the contractor's commitments under the Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act. (25 U.S.C 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

EXHIBIT F

POSTED NOTICE TO PROJECT RESIDENTS

The project _____ is being funded by the U.S. Department of Housing and Urban Development under the LRGVDC - Disaster Recovery Funding Program. This notice complies with the LRGVDC Section 3 Plan and is intended to inform the public, in particular project residents, of the economic opportunities (jobs) created through the use of the federal award.

Contractor/subcontractor intends to hire for the following positions:

Number of Jobs	Title	Description of Qualifications/Licensure /Certification

Section 3 preferences:

1. Persons residing in the project area and who are of low- to very-low- income
2. Participants in HUD Youth build
3. Homeless Persons
4. Residents of the local Public Housing Authority
5. Residents of the local Section 8 Housing Assistance Program units

For more information including job applications, apprenticeships, training positions, and qualifications, contact:

Name of Contractor: _____
Contact Person: _____
Address: _____
City, State, Zip: _____
Phone: _____

Estimated construction start date: _____

EXHIBIT G

ESTIMATED WORKFORCE BREAKDOWN

NAME OF BUSINESS/CONTRACTOR/SUBCONTRACTOR _____

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6
JOB CATEGORY	SPECIFIC JOB TITLE	TOTAL ESTIMATE POSITIONS	NO. POSITIONS CURRENTLY OCCUPIED BY PERMANENT EMPLOYEES	NO. POSITIONS NOT CURRENTLY OCCUPIED	NO. POSITIONS TO BE FILLED WITH SECTION 3 RESIDENTS/LOW INCOME PERSONS *
OFFICERS					
SUPERVISORS					
PROFESSIONALS					
TECHNICIANS					
HOUSING SALES/RENTAL MANAGEMENT					
OFFICE CLERICAL					
SERVICE WORKERS					
OTHERS					

TRADE: Plumbing/Electrical/HVAC/Construction/Other: _____

JOURNEYMEN					
COMMON LABORERS					
APPRENTICES					
MAXIMUM NO. OF TRAINEES					

TRADE: Plumbing/Electrical/HVAC/Construction/Other: _____

JOURNEYMEN					
COMMON LABORERS					
APPRENTICES					
MAXIMUM NO. OF TRAINEES					

TRADE: Plumbing/Electrical/HVAC/Construction/Other: _____

JOURNEYMEN					
COMMON LABORERS					
APPRENTICES					
MAXIMUM NO. OF TRAINEES					

TRADE: Plumbing/Electrical/HVAC/Construction/Other: _____

JOURNEYMEN					
COMMON LABORERS					
APPRENTICES					
MAXIMUM NO. OF TRAINEES					

*A Section 3 Resident is 1) a public housing resident; or 2) a low or very low income person residing in the metropolitan area or non-metropolitan county where the project is located.

FOR ALL NEW HIRES MUST COMPLETE AN INCOME DOCUMENTATION CERTIFICATION—SEE EXHIBITS J AND K.

For all new hires employer/contractor must contact their respective Workforce Board and access the WorkInTexas Site and verify that it was done.
https://wit.twc.state.tx.us/WORKINTEXAS/wtx?pageid=APP_HOME&cookiecheckflag=1

Signature: _____

Date: _____

WORKFORCE CENTER INFORMATION

Workforce Solutions Cameron

Pat Hobbs – Executive Director

Brownsville Office

Lori Villarreal – Center Manager
851 Old Alice Road
Brownsville, TX 78520
Tel: (956)546-3414
Fax: (956) 544-6003

Harlingen Office

Belinda Olivarez – Center Manager
601 E. Harrison Street
Harlingen, TX 78550
Tel: (956)423-9266
Fax: (956) 423-3770

Satellite Office (Limited Services)

Lori Villarreal – Center Manager
5636 Southmost Road
Brownsville, TX 78550
Tel: (956) 621-3480
Fax: (956)621-3483

Workforce Solutions (Lower Rio Grande Valley)

Yvonne “Bonnie” Gonzalez – Chief Executive Officer

North Hidalgo County

Geri Escobar–Center Manager
2719 W. University Dr.
Edinburg, TX 78539
Tel: (956) 380-0008
Fax: (956) 316-2626

West Hidalgo County

Omar Treviño–Center Manager
901 Travis St. Ste. 7
Mission, TX 78572
Tel: (956) 519-4300
Fax: (956) 519-4388

Willacy County

Brenda Guerrero–Center Supervisor
700 FM 3168 Ste. 3
Raymondville, TX 78580
Tel: (956) 689-3412
Fax: (956) 690-0285

Starr County

Adrian Aguilar – Center Manager
5408 Brand St. Ste, 1
Rio Grande City, TX 78582
Tel: (956) 487-9100
Fax: (956) 487-9190

East Hidalgo County

Idalia Aleman – Felci – Center Manager
1600 N. Westgate, Ste, 400
Weslaco, TX 78596
Tel: (956) 969-6100
Fax: (956) 969-6190

Corporate Office

Yvonne “Bonnie” Gonzalez – CEO
3101 W. Business 83
McAllen, TX 78501
Tel: (956) 928-5000
Fax: (956) 664-8987

****Centers are open Monday through Friday from 8:00 a.m. to 5:00 p.m., except on federal holidays. ****

EXHIBIT H

SECTION 3 MONTHLY COMPLIANCE FORM

Contractor and all subcontractor(s) must sign, date and deliver this form monthly to:

Lower Rio Grande Valley Development Council
301 W. Railroad Street
Weslaco, Texas 78596

Project Name: _____ Project Location: _____

For the Month of: _____

I. Hiring

Select one:

- I have not hired any new employees during the month specified.
- I have hired ___ Section 3 employees, and/or ___ non-Section 3 employees during the month.

II. Recruitment

I have taken one or more of the following recruitment steps to hire a Section 3 resident with the highest training and employment priority ranking: (check all that apply)

- I have made Texas Workforce Solutions Center, and/or WorkInTexas.com the initial contact for all new hires.
- I have advertised to fill vacancy(ies) at the site(s), where work is taking place, in connection with this project. Below, I have checked the steps I have taken to find Section 3 low-income residents, from the targeted groups and neighborhoods, to fill any vacancies.
- Placed signs or posters in prominent places at project site(s).
- Taken photographs of the above item to document that the above step was carried out.
- Distributed employment flyers to the administrative office of the local Public Housing Authority.
- Contacted LRGVDC employment referrals or Youth build Program referrals.
- Kept a log of all applicants and indicated the reasons why Section 3 residents who applied were not hired.
- Retained copies of any employment applications completed by Public Housing Authority, Section 8 certificate or voucher holders or other Section 3 residents.
- Sent a notice about Section 3 training and employment requirements and opportunities to labor organizations or to worker representatives with whom our firm has a collective bargaining or other agreement.

III. Verification

I have attached proof of all checked items.

I hereby certify that the above information is a true and correct.

Signature	Title	Date
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Business Name: _____

EXHIBIT J

SECTION 3 EMPLOYEE DATA & CERTIFICATION

The U.S. Department of Housing and Urban Development (HUD) requires that the LRGVDC document the income of newly hired persons working on federally-funded construction projects. This form may also be utilized as supportive documentation for Exhibit A (#2) and is intended to comply with HUD Community Development Block Grant requirements.

Section I

Applicant's Name: _____

Job Title: _____

Address: _____

Phone: _____

What is your race? (Circle one)

WHITE

BLACK/AFRICAN AMERICAN

ASIAN

AMERICAN INDIAN/ALASKAN NATIVE

NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER

ASIAN & WHITE

BLACK & WHITE

AM. INDIAN/ALASKAN NATIVE & BLACK

OTHER MULTIRACIAL

Is your family of Hispanic origin? (Circle one)

YES

NO

Do you currently reside in Public Housing? If yes, you do not need to fill out the rest of this form.

(Circle one)

YES

NO

Have you been unemployed in the last 3 years? If yes, you do not need to fill out the rest of this form.

(Circle one)

YES

NO

Section II

At the time of hire by your current employer were you low income/unemployed/ or a Section 3 resident within 3 years of the date of first employment? (Circle One) **YES** **NO**

How many people are in your family? (Circle one) **1 2 3 4 5 6 7 8+**

What is your family's gross annual income (before taxes)? _____

I certify that all of the above information is true and correct to the best of my knowledge.

Employee's Signature

Date

EXHIBIT K

SECTION 3 EMPLOYEE DATA & CERTIFICATION

El Departamento de Vivienda y Desarrollo Urbano (HUD) requiere que el LRGVDC obtenga documentos de ingresos de las personas nuevamente empleadas que trabajan en los proyectos que reciben beneficios de programas federales. Este formulario se puede utilizar como documentacion de apoyo para el Anexo A (#2) pero tambien es requerida para cumplir con los requisitos de Subvención de Bloque de Desarrollo de Comunidad de HUD.

Seccion I

Nombre del Participante: _____

Titulo de Trabajo: _____

Direccion: _____

Telefono: _____

¿Cuál es su raza? (Circule uno)

AMERICANO

NEGRO/ AMERICANO AFRICANO

ASIÁTICO

INDIO AMERICANO/NATURAL DE ALASKA

NATURAL DE HAWAII/ EL OTRO ISLEÑO PACÍFICO

ASIÁTICO & AMERICANO

AMERICANO AFRICANO & AMERICANO

INDIA AMERICANO/NATURAL DE ALASKA & AMERICANO AFRICANO

EL OTRO MULTI-RACIAL

¿Está su familia de origen hispánico?(Circule uno) **Sí** **No**

¿ En la actualidad reside en una vivienda publica ? Si su respuesta es si, no tiene que terminar este formulario. (Circule uno) **Sí** **No**

¿ Ha estado desempleado en los ultimos tes años ? Si su respuesta es si, no tiene que terminar este formulario. (Circule uno) **Sí** **No**

Seccion II

Al momento de ser contratado por su empleador actual, ¿era usted una persona de bajos ingresos / desempleado / o un residente de la Sección 3 en los 3 años siguientes a la fecha de su primer empleo? (Circule uno) **Sí** **No**

¿Cuantos personas en su Familia ? (Circule uno) **1** **2** **3** **4** **5** **6** **7** **8+**

¿Cuál es dinero anual gruesa de su familia (antes de impuestos)? _____

Certifico que toda la información antedicha está verdad y correcta al mejor de mi conocimiento.

Firma del Empleado

Fecha