

MFA SECTION 3 PLAN 2018



MFA

Housing New Mexico

**NEW MEXICO MORTGAGE FINANCE AUTHORITY
SECTION 3 PLAN 2018**

I. Policy Statement

The New Mexico Mortgage Finance Authority (MFA) is committed to ensuring subgrantee/contractor compliance with Section 3 of the Housing and Urban Development Act of 1968. This Act encourages the use of small local businesses and the hiring of low income residents of the community.

II. Contracting Process

MFA encourages all subgrantees, to the greatest extent feasible, to:

1. Hiring

- a. Advertise for all positions in local newspapers.
- b. Give preference in hiring to lower income persons.
- c. If two equally qualified persons apply and one is a resident of the area where the programmatic work is being conducted and one is not, the resident will be hired.
- d. Maintain records of subgrantee hiring as specified.

2. Contracting

- a. Compile a list of businesses, suppliers and contractors located in the area.
- b. Contact these vendors for bid or quotes whenever the subgrantee requires supplies, services or construction.
- c. Give preference to small local businesses. This means if identical bids/quotes are received, one from a small business of the city/county where the programmatic work is being conducted, and the other from a business not located in that city/county, the contract will be awarded to the business located within the community.

3. HUD Funding Contracts

All HUD funding contracts must include the following Section 3 language in the Statement of Assurances:

EMPLOYMENT: It (subgrantee) will comply with Section 3 of the Housing and Urban Development Act of 1968, P.L. 90-448, as amended (12 U.S.C. 1701 (u)), requiring that, to the greatest extent feasible, opportunities for training and employment be given to low and moderate income residents, and contracts for work in connection with the project be awarded to eligible business concerns. MFA shall require each contractor to prepare a written Section 3 Plan as a part of their bids on all jobs exceeding \$100,000. All Section 3 plans shall be reviewed and approved by MFA's Section 3 compliance officer and retained for monitoring.

MFA will maintain all necessary reports and will insure that all contractors and subcontractors submit required reports.

III. Section 3 Compliance Officer

MFA has appointed the reporting specialist as the Section 3 compliance officer, to advise and assist key subgrantee personnel and staff on Section 3 and to officially serve as focal point for Section 3 complaints. The approval or disapproval of the Section 3 Plan is the ultimate responsibility of MFA. Documentation of efforts will be retained on file for monitoring.

Debbie Davis, Section 3 Compliance Officer

New Mexico Mortgage Finance Authority

344 4th Street SW

Albuquerque, New Mexico 87102

505-843-6880

IV. Definition of Terms

Lower Income: A family who resides in the state of New Mexico and whose income does not exceed the income limit for the size of family, as per the Section 8 income limits for state of New Mexico in effect at the time this Plan is executed.



Isidoro R. Hernandez

Deputy Director of Programs

7/23/18

Date

