

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

The New Mexico Mortgage Finance Authority is committed to comply 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.

The New Mexico Mortgage Finance Authority has appointed Deborah Davis as the Section 3 Coordinator, 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 the New Mexico Mortgage Finance Authority. Documentation of efforts will be retained on file for monitoring.

Therefore, the New Mexico Mortgage Finance Authority will encourage all subgrantees in:

1. Hiring

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

2. Contracting

- a. The subgrantee will compile a list of businesses, suppliers and contractors located in the area.
- b. These vendors will be contacted for bid or quotes whenever the subgrantee requires supplies, services or construction.
- c. Preference will be given to small local businesses. This means if identical bids/quotes are received from a small business of the City/County where the programmatic work is being conducted and one is not, the contract will be awarded to the business located within the community.

3. CDBG, NSP and HOME Contracts

All CDBG, NSP and HOME bid proposals and contracts include the following Section 3 language in the Statement of Assurances:

EMPLOYMENT

(H) It 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. The 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 the MFA's Equal Opportunity Section 3 Compliance Officer and retained for monitoring by the state.

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

LOWER INCOME CLARIFICATION

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 attached Section 8 Income Limits for State of New Mexico.

Deputy Director of Programs

Date