

Contractor Training

Federal requirements made simple



What you need to know to contract with BHA?

Federal requirements:

- Section 3 act
- Section 3 business registry
- System for awards management (SAM)
- Insurance requirements
- Bid guarantee
- Assurance of completion
- Davis-Bacon prevailing wage
- Payroll reporting form wh-347
- E-verify
- Required job site postings
- Required reports

General BHA rules:

- 811 call before you dig!
- No weapons policy
- No tobacco
- No loud music, yelling, or foul language
- No drug or violent convictions within the past 5 years

What is the Section 3 Act?

- Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood improvement, and individual self-sufficiency.
- HUD investments in local communities represent one of the largest sources of federal funding, and the expenditure of these funds typically results in new contracts and jobs.
- The Section 3 requirements stipulate that local low-income persons and businesses that substantially employ those persons receive priority consideration for a percentage of new training, employment, and contracting opportunities that are created from certain HUD funds.



THINGS TO KNOW ABOUT HUD'S SECTION 3 BUSINESS REGISTRY

What is a Section 3 business?

- A. 51% or more owned by residents of public housing or persons whose income does not exceed HUD's local area low-income limits (i.e. Section 3 residents); or
- B. Comprised of 30% or more full-time employees who are Section 3 residents; or
- C. Can provide evidence of a firm commitment to award 25% or more of sub-contracts to businesses that meet A or B

HUD Section 3 Business Registry



Scan to
connect

[HUD](#)
[Section 3](#)
[Business](#)
[Registry](#)

Minority & Women Owned Businesses (M/WBE) Hiring & Training

Subcontracting with small and minority firms, women's business enterprise, and labor surplus area firms

The contractor shall take the following steps to ensure that, whenever possible, subcontracts are awarded to small business firms, minority firms, women's business enterprises, and labor surplus area firms:

- A. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- B. Ensuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
- D. Establishing delivery schedules, where the requirements of the contract permit, which encourage participation
- E. Using the services and assistance of the US Small Business Administration, the Minority Business Development Agency of the US Department of Commerce, and state and local governmental small business agencies.

System for Awards Management

- The System for Award Management (SAM) is an official website of the US Government.
- There is no cost to use SAM. You can use this site for free to:
 - Register to do business with the US Government
 - Update or renew your entity registration
 - Check status of an entity registration
 - Search for entity registration and exclusion records
- This site can be found at www.sam.gov (see instructions on the next slide)



Quick Start Guide for Updating/Renewing Registrations that Were Previously in CCR and Are Now in SAM

How to update or renew your entity record in SAM:

Before you start, you need to know the following:

✓ REGISTERING IN SAM IS FREE

✓ What is an Entity?

In SAM, your company/business/organization is now referred to as an "Entity".

- If you were registered in CCR and ORCA, your organization's information is already in SAM. You just need to set up a SAM account and migrate your CCR roles. See the "Migrating Roles" Quick Start Guide.

✓ Viewing Your Entity Record

How you view your entity record depends on several factors

- If you chose to make your record public, you can view your entity record by going to www.sam.gov and searching for your DUNS number or Entity Name
- If your record is available in the public search, but expired, you can view it by searching for your entity by DUNS number or Entity Name, clicking on the "Inactive" box, and clicking the "Apply Filters" button
- If you opted out of the public search, log into SAM, migrate your roles, and then click on "Register/Update Entity" and "Complete Registrations" to view your record

✓ Requirements for Submitting Your Registration

Federal regulation requires a complete review of your record

- To submit your update, you must review the entire record in one sitting
- Review each page, validating the accuracy of the content, and clicking on "Save and Confirm" or "Save and Continue" on every screen -- and "Submit" at the end.
- If your registration requires Reps & Certs (formerly ORCA), make sure you select the box certifying to the accuracy of the data on the "Review Reps & Certs" page

✓ Steps for Updating/Renewing Your Entity Record in SAM

1. Go to www.sam.gov and login with your SAM username and password
2. Click "Register/Update Entity" and then "Complete Registrations" (if you started your update earlier, click on "Incomplete Registrations")

3. In the Entity List panel, click on the Entity you want to update/renew
4. Click the Update Entity button in the "Registration Details" Panel
5. Complete Purpose of Registration (You only have to do this once)
6. Validate/Update "Core Data"
 - ✓ Your DUNS information (if you need to update this information, go to <http://fedgov.dnb.com/webform>). If you have updated your information with D&B, click the "Refresh D&B Data" button on SAM's "Verify DUNS Information" page for the updates to appear in SAM.
 - ✓ Business Information (TIN, etc.)
 - ✓ IRS Consent Information (optional for foreign registrants)
 - ✓ CAGE/NCAGE code
 - ✓ General Information (business types, organization structure, etc)
 - ✓ Financial Information (Electronic Funds Transfer (EFT) Information)
 - ✓ Executive Compensation
 - ✓ Proceedings Details
 - ✓ Information Opt Out (Select whether to authorize your entity to be displayed in SAM's public search)
7. Validate/Update "Assertions" (not required to be eligible for Grants only)
 - ✓ Goods and Services (NAICS, PSC, etc.) – be sure to select a primary NAICS
 - ✓ Size Metrics
 - ✓ EDI Information (optional)
 - ✓ Disaster Relief Information (optional)
8. Validate/Update "Representations and Certifications" (not required to be eligible for Grants only)
 - ✓ FAR Responses
 - ✓ Architect-Engineer Responses
 - ✓ DFARS Responses
9. Validate/Update "Points of Contact", including optional POCs. If you no longer wish to have the optional POCs, please delete all data in these fields.
10. If you qualify as a small business, validate/update your information in SBA's Dynamic Small Business Search (DSBS) or apply for a small business certification on the "SBA Supplemental" page.
11. **Click Submit!** Note: If your update/renewal requires IRS or CAGE re-validation, it will take 3-5 business days for it to become active and replace your previous registration.

How do I get more information? Take a look at the SAM User Guide.



Go to Our Website: www.sam.gov



Contact the SAM Help Desk: www.fsd.gov

Dun & Bradstreet (DUNS number)

- Dun & Bradstreet (D&B) provides a DUNS number, which is a unique nine digit identification number, for each physical location of your business which is a global standard for business identification and tracking
- You must update your DUNS registration annually to remain active
- DUNS number assignment is **FREE** for all businesses required to register with the US Federal Government for contracts or grants
- You can register at <https://www.dnb.com/duns-number/get-a-duns.html>

BHA Contractor Insurance Requirements

Before commencing work the contractor must furnish the Bloomington Housing Authority, for review and approval, evidence of his worker's compensation, builders risk, commercial and public liability insurance certificate. The certificate is to be submitted an approved form acceptable by the Bloomington Housing Authority. **The insurance carrier must be licensed to do business in the state of Indiana.**

The certificate holder shall be noted as:

Bloomington Housing Authority
Attn: Rhonda Moore, Contracting Officer
1007 N. Summit Street
Bloomington, IN 47404

BHA Contractor Insurance Requirements

A. The Contractor shall carry Worker's Compensation Insurance for all employees engaged in work at the site, in accordance with Federal and State of Indiana Worker's Compensation Laws.

B. Commercial and Public Liability with bodily Injury and Property Damage limits shall be at a Combined Single Limit BI/PD of at least \$1,000,000 to protect the contractor and each subcontractor against claims for injury to or death of one or more persons.

C. Builder's Risk Insurance. This is a property policy designed to provide coverage while under construction or substantial renovation. It is to cover the contractor's interest in materials and the value of the property being constructed until it is completed and accepted by the owner. The policy must be written to cover the whole structure for new construction. It must also be used to cover specific projects such as; kitchen remodeling, substantial renovations.

THE BLOOMINGTON HOUSING AUTHORITY SHALL BE NAMED AS ADDITIONAL INSURED ON GENERAL LIABILITY INSURANCE.

D. Automobile Liability on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$500,000 per occurrence. This shall cover the use of all equipment, hoists and vehicles on the site or sites.

E. Professional liability, \$1,000,000 per occurrence (if applicable)

F. If any insurance is to expire during the period of work, the contractor shall not permit the coverage to lapse and shall furnish evidence of coverage to the Bloomington Housing Authority. Failure to provide ongoing insurance coverage will result in termination of Contract.

NOTICE: all policies shall provide at least thirty (30) days advanced notice of cancellation to the Bloomington Housing Authority.

Bid Guarantee

- Prime contract bids must be accompanied by a bid guarantee which shall not be less than 5% of the amount of the bid.
- The bid guarantee may be in the form of:
 - A bid bond secured by a surety company acceptable to the US Government and authorized to do business in Indiana; or
 - A certified check; or
 - A bank draft; or
 - US Government bonds at par value

Assurance of Completion

The successful bidder shall furnish an assurance of completion in the form of

1. A performance and payment bond in a penal sum of 100% of the contract price; or
2. Separate performance and payment bonds, each for 50% or more of the contract price; or
3. A 20% cash escrow; or
4. A 25% irrevocable letter of credit

A list of acceptable surety companies may be found at

<https://www.fiscal.treasury.gov/surety-bonds/list-certified-companies.html>

Davis-Bacon Wage Decision

- Davis-Bacon prevailing wages must be paid to all workers on construction projects of \$2,000 or more
- All projects estimated over \$2,000 will be put out to bid with the current Davis-Bacon wage decision
- The wage decision will be updated no more than 10 days prior to bid opening
- All contractors, including sub-contractors must submit weekly payroll reports (sample on the next page)
- A contractors guide to Davis-Bacon can be found at:
<https://www.hudexchange.info/resource/2541/making-davis-bacon-work-contractors-guide-prevailing-wage-requirements/>

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(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

☐ - Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

REMARKS:

NAME AND TITLE	SIGNATURE
THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 1 OF THE UNITED STATES CODE.	

E-verify

If you are seeking to contract or be a subcontractor on a contract to provide services for the BHA you must utilize the E-verify system and employ workers that are legal to work in the United States

What is E-verify?

- US law requires companies to employ only individuals who may legally work in the United States – either US Citizens, or foreign citizens who have the necessary authorization.
- This diverse workforce contributes greatly to the vibrancy and strength of our economy, but that same strength also attracts unauthorized employment.
- E-verify is an internet-based system that allows businesses to determine the eligibility of their employees to work in the united states.
- E-verify is fast, free and easy to use – and it's the best way employers can ensure a legal workforce.
- Contractors can find more information and register for e-verify at the following web address: <https://www.e-verify.gov/>

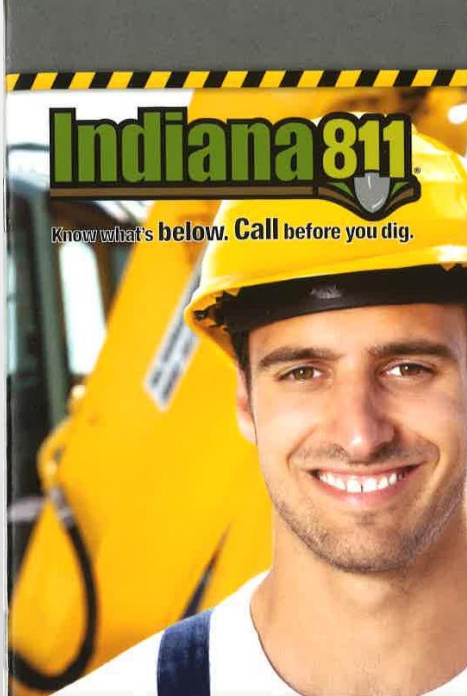
Required Job Site Postings

- OSHA safety and health protection on the job
- Notice to all employees working on federally funded projects
- Equal employment opportunity is the law
- Federal fair housing law
- Employee polygraph protection act
- Davis-Bacon wage decision on projects over \$2,000

Required Reports

- HUD-60002: Section 3 Summary Report (upon contract award and close-out)
- CC-257 Monthly Employee Utilization Report
- WH-347 Weekly Payroll Reports, or equivalent certified payroll
- Daily job site report
- Copies of sub-contracts

Contact 811 Before You Dig!!!



- BHA owns the utilities at the Crestmont and Reverend Butler complexes
- You must either call 811 or go to www.indiana811.org and have utilities located before digging on BHA property

Business Resources

Want to be an entrepreneur?

- The US Small Business Administration at www.sba.gov. Learn how to get started on your business with the 10 steps guide on this site
- BHA and all contractors are required to solicit M/WBE businesses. Businesses certified in Indiana can be found at www.in.gov/idoa/mwbe/2743.htm
- Also see the Indiana Small Business Development Center at <https://isbdc.org/>

Want more info?

You can find more information on these web sites:

- www.hud.gov US Department of Housing and Urban Development
- www.sba.gov Small Business Association
- <https://www.in.gov/idoa/mwbe/> Women & Minority Business Enterprise (WMBE) Information
- <https://www.in.gov/idoa/2862.htm> Indiana Veteran Owned Small Business Program
- www.sam.gov Federal System for Awards Management
- <https://www.dnb.com/duns-number/get-a-duns.html> Dun and Bradstreet (How to get A DUNS Number)
- <https://www.in.gov/indiana-ptac/> Indiana Procurement Technical Assistance Center
- <https://isbdc.org/> Indiana Small Business Development Center
- <http://www.bhaindiana.net/> Bloomington Housing Authority