



Scroggs & Grizzel
CONTRACTING, INC.



Request for Qualifications with Price

Hall County Board of Commissioners

Proposal #43-018

Contract for Professional General Contracting Services
Section 3 Opportunity

**Georgia Mountain Food Bank
Capital Improvements Project**

December 16, 2022

Mail: P.O. Box 706 Clermont, GA 30527 Physical: 6415 Cleveland Hwy Clermont, GA 30527
Phone: 770-532-5000 FAX: 770-532-0640



*Piedmont College
Student Commons Building*

Table of Contents

1. Introductory Letter
 2. Firm Experience and Workload
 3. Firm Personnel Experience
 4. Sub-Consultant Personnel Experience
- Attachment A: SAVE Program Affidavit
- Attachment B: Certificate of Drug Free Workplace
- Appendix E: Statement of Qualifications
- Contractor Affidavit
- Mandatory Section 3 Solicitation Package



December 16, 2022

Hall County Board of Commissioners

Georgia Mountain Food Bank

Re: Request for Qualifications with Price Proposal RFQ/P#: 43-018

At Scroggs & Grizzel Contracting, Inc., we realize that the Hall County Board of Commissioners and the Georgia Mountain Food Bank are making very important decisions concerning the expansion of the Food Bank facility. We believe that Scroggs & Grizzel Contracting, Inc. (SGCI) can help achieve the goal of expanding the facility to accommodate the growing need of these vital resources.

Scroggs & Grizzel Contracting, Inc. is a Construction Manager and General Contractor that is large enough to perform projects in the 20-million-dollar range and small enough to still provide the personal relationship between the contractor, architect, and owner. The personnel at Scroggs & Grizzel Contracting, Inc. bring with them a wide variety of construction experience. We have experience in all types of construction. Some examples of these are conventional construction with structural steel and masonry construction, cast in place concrete buildings, precast concrete buildings, wood framed construction, pre-engineered buildings, and hybrid combinations of the above. We also have extensive renovation experience of all types of facilities. We have constructed schools, banks, country clubs, office buildings, retail centers, medical office facilities, recreational facilities, libraries, and churches. Our history as a contractor in both new construction and renovations provides us with the ability to recognize areas for possible cost savings and value engineering, anticipate possible problems, coordinate your work, and deliver a quality project to you.

Thank you for the opportunity to present Scroggs & Grizzel Contracting, Inc. to you for consideration. Should you have any questions please contact Mike Grizzel at 770-532-5000 or mgrizzel@hotmail.com.

Sincerely,

Mike Grizzel, President
Scroggs & Grizzel Contracting, Inc.
770-532-5000 Office Phone
770-503-4602 Cell Phone
mgrizzel@hotmail.com



**SCROGGS & GRIZZEL
CONTRACTING, INC.**

MAILING:
P.O. BOX 706
CLERMONT, GA 30527

PHYSICAL:
6415 CLEVELAND HWY
CLERMONT, GA 30527

770-532-5000 (T)
770-532-0640 (F)

SCROGGSANDGRIZZEL.COM

MIKE GRIZZEL, PRESIDENT

License #GCQA000897
mgrizzel@hotmail.com

INCORPORATED 1994

Gainesville, GA

Corporate Officers:

Mike Grizzel, President
Kaycee Motes, Secretary
Mike Grizzel, Treasurer

GENERAL CONTRACTOR LICENSE NO. GCCO000322
CITY OF CLERMONT, GA BUSINESS #0117-40-2022

Scroggs & Grizzel Contracting, Inc. (SGCI) was formed by Danny Scroggs and Mike Grizzel in 1993 and incorporated in 1994 as a non-union company in Gainesville, Georgia. After a long and successful partnership, Danny retired in 2017 at which time Mike became sole Owner & President of Scroggs & Grizzel Contracting, Inc.

Gainesville, GA has been the home of SGCI since inception until 2022. All of the SGCI operations have been moved to Clermont, GA, a location that centers the radius in which most all of our work is performed.

Operating for 29 years as a Construction Manager and General Contractor, SGCI is large enough to perform projects in the 20-million-dollar range yet small enough to provide the personal relationships between the contractor, architect and owner that are essential for success in today's construction environment.

Scroggs & Grizzel Contracting, Inc. (SGCI) employs twelve (12) full-time employees with knowledge and experience in all types of construction. Some examples of these are conventional construction with structural steel and masonry construction, cast in place concrete buildings, precast concrete buildings, wood framed construction, pre-engineered buildings, and hybrid combinations of the above. We have constructed schools, banks, country clubs, office buildings, retail centers, medical office facilities, recreational facilities, and churches.

Approximately 70% of our projects are negotiated with the owner and architect. We have been performing design-build services with both government and privately-owned projects since the inception of the company. All larger projects are negotiated and constructed using the project team concept. Construction has changed over the years; construction times have been reduced and the amount of work and construction cost has increased. This team concept creates a better working relationship between the owner, architect, and construction manager/contractor by keeping all parties involved from the earliest possible time frame. It creates a better understanding regarding the final intent and helps to progress the project with fewer problems.

Scroggs & Grizzel Contracting, Inc. has no circumstances which will cause a conflict of interest in performing the services required.



a. PREVIOUS CBDG PROJECT

Habersham County Senior Wellness Center

Demorest, GA

OWNERS REPRESENTATIVE INFORMATION:

Habersham County Board of Commissioners
Mike Bramlett, Facilities Management Director
706-839-0167

Mbramlett@habershamga.com

SERVICES:

Prime Contractor

COMPLETION DATE:

June 2019

SGCI PROJECT MANAGER & SUPERINTENDENT:

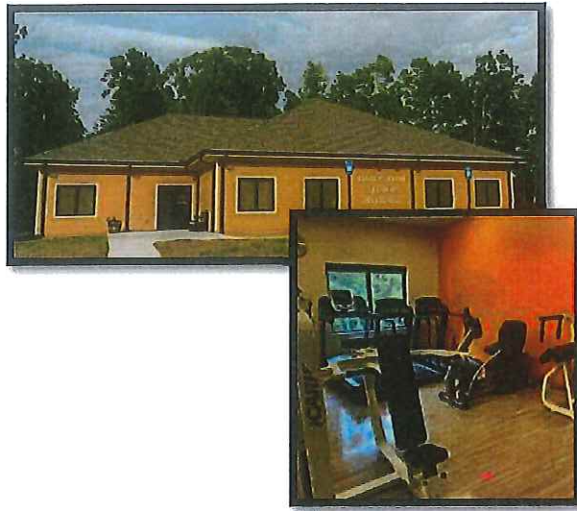
Joel Turner, Project Manager
Lamar Etris, Superintendent

PROJECT COST:

\$933,349

GENERAL SCOPE OF WORK:

Construction of a 5,200 sf, wood-framed building. Scope of project included sitework, slab on grade, shingle roof, cement plank siding, all major trades & finishes. The building consisted of offices, restrooms, meeting areas and work-out areas.



b. SITE SPECIFIC SIMILAR PROJECTS

Sonstegard Foods of GA Dryer Addition & Civil Site – Gainesville, GA

Owner: Sonstegard Foods of GA

Services: General Contractor

Contract Cost: \$1,652,271.00

Completion Date: November 2021

Project Manager: Eddie Black

Superintendent: Donald Bruce

Features: New Construction of an 1,800 SQ.FT. industrial production facility. Scope Includes concrete foundation, conventional structural steel, IMP panels, TPO Roof and interior buildout

Contact: David Sutherland, Engineer Manager
712-209-1786

David@sunrisefarms.us

City of Gainesville Administration Building 1st Floor Renovation – Gainesville, GA

Owner: City of Gainesville, GA – Department of Water Resources

Services: Construction Manager

Contract Cost: \$2,178,927.00

Completion Date: July 2021

Project Manager: Mike Grizzel

Superintendent: Lamar Etris



Scroggs & Grizzel Contracting, Inc.

2. Firm Experience and Workload

Features: Renovation of the 1st Floor to include flooring, ceiling, walls, electrical, HVAC, paint, casework, new storefronts, and buildouts

Contact: Chris McGauley, Project Manager for the City of Gainesville
770-538-2413
CMcGauley@gainesvillega.gov

Piedmont College Renovation of Nielsen Hall (Renamed Sewell Hall) – Demorest, GA

Owner: Piedmont University

Services: Construction Manager

Contract Cost: \$2,669,517.00

Completion Date: November 2020

Project Manager: Mike Grizzel

Superintendent: Jim VanNostrand

Features: Renovation of an existing 16,800 SQ.FT., two-story brick building. Scope included demolition, structural steel, masonry, concrete, elevator installation, acoustical & drywall, casework, doors & hardware, specialty doors, storefronts, operable partitions, flooring, painting & caulking, toilet accessories & partitions, fire protection, HVAC, Electrical & Plumbing

Contact: Dr. James Mellichamp, President
706-778-3000
jmellichamp@piedmont.edu



Sonstegard Foods, GA Freezer Office Addition – Gainesville, GA

Owner: Sonstegard Foods of GA

Services: General Contractor

Contract Cost: \$952,568.00

Completion Date: April 2019

Project Manager: Eddie Black

Superintendent: Donald Bruce

Features: Building Addition to include Grading, concrete foundations, cold-form metal stud framing, structural steel, IMP panels, TPO roof, domestic and process plumbing, office buildouts, additional restrooms, casework, ceramic tile flooring, drywall, acoustical ceilings, exterior site work

Contact: David Sutherland, Engineer Manager
712-209-1786
David@sunrisefarms.us

Wahoo Baptist Church Renovation & Addition – Murrayville, GA

Owner: Wahoo Baptist Church

Services: Construction Manager

Contract Cost: \$1,072,574.00

Completion Date: August 2020

Project Manager: Mike Grizzel

Superintendent: Jacob Renshaw

Features: Renovation and construction of a 5,000+Sq.Ft. addition. Scope included demolition, structural steel, rough carpentry, concrete, masonry, roofing,





Scroggs & Grizzel Contracting, Inc.

2. Firm Experience and Workload

Contact:

drywall & acoustical, casework, toilet accessories & partitions, flooring, painting, electrical, HVAC and plumbing

Dr. Mark Stroud, Pastor

770-540-8759

markstroud@windstream.net

c. COMPLETED HALL COUNTY PROJECTS OVER THE PAST FIVE (5) YEARS

Hall County Sheriff's Office 3rd Floor Buildout (Law Enforcement Ctr) – Gainesville, GA

Owner: Hall County Board of Commissioners

Services: Construction Manager at Risk

Contract Cost: \$946,667.00

Completion Date: May 2022

Project Manager: Kim Jensen

Superintendent: Rodney Lee

Features: Buildout of existing 3rd floor space to include offices, cubicle areas, breakroom, meeting rooms and restrooms

Contact: Chuck Pinney, Purchasing Supervisor

770-535-8271

cpinney@hallcounty.org

Hall County Library Renovation & Addition (Main Branch) – Gainesville, GA

Owner: Hall County Board of Commissioners

Services: Construction Manager

Contract Cost: \$4,391,104.00

Completion Date: November 2020

Project Manager: Mike Grizzel

Superintendent: Rodney Lee

Features: Complete renovation and addition to the HCLS Main Library Branch to include demolition, site work, precast, concrete, steel, ACM panels, acoustical & drywall, flooring, painting, restroom renovations, casework, storefronts, data cabling, roofing, fire protection, wall finishes, canopy, asphalt paving, marking & signage for parking, electrical, HVAC and plumbing

Contact: Lisa MacKinney, Library Director

770-532-3311

Lmackinney@hallcountylibrary.org



Gainesville – Hall County Senior Life Center Expansion – Gainesville, GA

Owner: City of Gainesville, GA

Services: Prime Contractor

Contract Cost: \$1,365,521.00

Completion Date: 2018

Project Manager: David Davenport

Superintendent: Lamar Etris

Features: 10,400 sqft Addition: Kitchen, Offices, Gym, Locker Rooms, Arts & Crafts Room, Restrooms

Contact: Mr. Barclay Fouts





bfouts@gainesville.org

770-533-5886

d. CURRENT PROJECTS

Arthritis Center of North Georgia – Gainesville, GA

Owner: Arthritis Center of North Georgia
Services: Design-Build
Estimated Cost: \$6,066,986.00
Percent Complete: 10%; Expected Completion September 2023
Project Manager: Mike Grizzel
Superintendent: Rodney Lee
Features: New Construction of a 2-Story Medical Office to include, asbestos abatement, demolition, grading, concrete, masonry, asphalt paving, carpentry, casework, plumbing, electrical, lighting, fire safety, HVAC, elevator & stairs, glass & glazing, landscaping
Contact: Michael Cullen, MBA, Practice Administrator
770-531-3711
mcullen@ARTICULARISHEALTHCARE.COM

Good News at Noon Homeless Shelter – Gainesville, GA

Owner: Good News at Noon
Services: Design-Build
Estimated Cost: \$2,977,574.00
Percent Complete: 98%, Final Closeout Stage
Project Manager: Mike Grizzel
Superintendent: Donald Bruce
Features: Construction of a 1-Story Building to include, grading, concrete, masonry, asphalt paving, carpentry, casework, plumbing, electrical, lighting, fire safety, HVAC, elevator & stairs, glass & glazing, landscaping
Contact: Ken Gossage, Director
770-503-1366
kgossage@goodnewsatnoon.org



e. Gross Income of the Firm

Financial Information and Resources of the Firm are Released as Requested Upon Award of Project.



Scroggs & Grizzel Contracting, Inc. approaches all projects as a team. Although specific members are designated as the Project Manager, all work together and step in, as needed, to get the job done.

For this project, Mike Grizzel will be the Project Director, he will oversee the preconstruction and estimating of this project. Once the project goes into construction, Kim Jensen will take over as the Project Manager. Kim will be responsible for contracting and coordinating with the subcontractors and overseeing project operations. The selected Superintendent will be working closely with Kim and the subcontractors to construct this project within the time and budgetary constraints set by the Design Team.

All our Superintendents have 20+ years' experience in construction, primarily commercial construction. Again, there will be one Superintendent assigned to this project, but all will be informed through our weekly Project Manager's & Superintendents meeting of the progress on this project. These meetings serve to keep everyone informed on the status of all our projects and gives everyone a chance to discuss any issues they might have on a project so that through everyone's experience and training, they work together for solutions. Also, it is the intention that through these meetings, if at any time an emergency arises to take a Superintendent away from a project, any one of the others can step in and oversee the project for that time.

Other project management/support staff, etc.:

Vonda Barrett, Accounting Director

Eddie Black, Safety & Compliance Manager



MIKE GRIZZEL, PRESIDENT
SENIOR PROJECT MANAGER

OBJECTIVE

LEAD a professional staff by example both personally and professionally.

GUIDE the company into the future using the knowledge of our past and willingness to learn & adapt to today's needs and requirements.

DIRECT our staff & customers toward working relationships that result in successful projects for all.

SKILLS & ABILITIES

Hands-on background in all aspects of construction from Carpenter to Project Manager/Estimator.

Successful Butler Metal Building dealer for North Georgia.

EXPERIENCE

SCROGGS & GRIZZEL CONTRACTING, INC.

1993 TO PRESENT

I have been in the residential and commercial construction industry for 44 years, with extensive experience working in all aspects of construction. In 1993, Danny Scroggs and I began Scroggs & Grizzel Contracting then incorporated the company in 1994. Danny served as the President and I served as Vice President until Danny's retirement in 2017. I have taken over the role of Owner/President but remain active in taking on new projects as Estimator/Project Manager. My projects range from wood frame to structural steel, masonry to total poured-in-place concrete building. I am also a Butler Metal Building dealer with vast experience and knowledge in pre-engineered metal building construction.

SAMPLE OF PROJECTS MANAGED

FRANCES MEADOWS AQUATIC CENTER

Owner: City of Gainesville, GA

WINDMILL PARK SPORTS COMPLEX

Owner: Banks County, GA Board of Commissioners

PIEDMONT COLLEGE STUDENT COMMONS

Owner: Piedmont College

REFERENCES

JACKIE WALTERS, WALTERS MANAGEMENT COMPANY

770-534-1094

GARLAND REYNOLDS, REYNOLDS ARCHITECTS

770-531-0100



KIM JENSEN

PROJECT MANAGER / ESTIMATOR

OBJECTIVE

To be a productive and effective team member of Scroggs & Grizzel Contracting, Inc. Meeting and exceeding our customers goals through estimating and managing projects with a focus on cost efficiency and time sensitivity.

SKILLS & ABILITIES

Estimating, managing and scheduling construction projects to meet our customers quality, schedule and budget.

EXPERIENCE

SCROGGS & GRIZZEL CONTRACTING, INC.

HIRED 2021

I came to Scroggs & Grizzel Contracting, Inc. with a 12+ year career as a commercial construction project manager, residential design-builder and President/Organizer for community beautification projects in the Buckhead community of Atlanta.

PRESCO PROPERTIES

2018 - 2021

Designed (CAD), permitted and managed commercial build-outs for tenants. CAD drawings included Architectural, Plumbing, Electrical, Mechanical, Wall Sections and more.

SELF-EMPLOYED DESIGNER/BULDER

2016 - 2019

Designed, permitted and managed all phases of privately owned residential renovations,

BASILS' RESTAURANT

1999 - 2016

General Manager & Co-Owner. Designed and managed the post-fire rebuild of the 2,500 SF restaurant.

EDUCATION

PROJECT MANAGEMENT PROFESSIONAL CERTIFICATION - 2021

UNIVERSITY OF GEORGIA, ATHENS, GA

MASTER OF FINE ARTS - 1995

UNIVERSITY OF GEORGIA, ATHENS, GA

BACHELOR OF FINE ARTS - 1991



EDDIE BLACK

PROJECT MANAGER / ESTIMATOR
SAFETY COORDINATOR

OBJECTIVE

To be a productive and effective team member of Scroggs & Grizzel Contracting, Inc. Meeting and exceeding our customers goals through estimating and managing projects with a focus on cost efficiency and time sensitivity.

SKILLS & ABILITIES

Estimating, managing and scheduling construction projects to meet our customers quality, schedule and budget.

EXPERIENCE

SCROGGS & GRIZZEL CONTRACTING, INC.

2017 - PRESENT

I came to Scroggs & Grizzel Contracting, Inc. with 18 years of experience in the Construction Industry. I've worked as Superintendent, Project Manager, Estimator and Quality Control Coordinator in both Residential and Commercial Construction.

SELF-EMPLOYED CONTRACTOR

2013 - 2017

New construction and renovation of residential and light commercial projects.

ASA CARLTON

2011 - 2013

Superintendent; Renovation of Type-C stores

EDDIE BLACK CONSTRUCTION, INC.

2000 - 2011

New construction and renovation of residential and light commercial projects.

EDUCATION

SOUTHERN POLY STATE UNIVERSITY

BS MECHANICAL ENGINEERING TECHNOLOGY

UNIVERSITY OF NORTH GEORGIA

PROJECT MANAGEMENT CERTIFICATION



Scroggs & Grizzel Contracting, Inc.

4. Sub-Consultant Personnel Experience

Scroggs & Grizzel Contracting, Inc. does not intend to use any outside consultants or associates for this project.

Subcontractors will be awarded once the bid has been turned in and the project awarded.

Attachment A: Systematic Alien Verification for Entitlements (SAVE) Program Affidavit



Hall County Board of Commissioners S.A.V.E Program Affidavit

Systematic Alien Verification for Entitlements (SAVE) Program
Office of U.S. Citizenship and Immigration Service (USCIS).

Background

Pursuant to the “Georgia Security and Immigration Compliance Act,” Hall County cannot contract for the physical performance of services unless the contractor registers and participates in the federal work authorization program to verify information of all new employees. Neither may any contractor or subcontractor enter a contract with the County in connection with the physical performance of services unless the contractor or subcontractor registers and participates in the federal work authorization program to verify information of all new employees. O.C.G.A. § 13-10-91. **Each contractor is urged to fill out the affidavit below stating they comply with this Georgia Compliance Act before Hall County can legally accept the bids from each contractor/vendor.**

To register for the E-Verify Program visit www.uscis.gov. Your bid will not be accepted without this E-Verify Number.

Procedure

Affirmative language will be set forth in contracts for the performance of services regarding the above requirement. The County will require an affidavit from a contractor showing its compliance with the requirements of O.C.G.A. § 13-10-91 at the time a contract for the performance of physical services is executed. The contract shall include language referencing this obligation and providing that failure to supply an affidavit evidencing such compliance (or to continue to meet the statutory obligation during the life of the contract) shall constitute a material breach of the contract. Upon notice of such breach, the contractor shall be entitled to cure the breach within ten (10) days and provide evidence of such cure. Should the breach not be cured, the County should be entitled to all available remedies, including termination of the contract and damages.

See affidavit on following page



Hall County Board of Commissioners
S.A.V.E Program Affidavit
Systematic Alien Verification for Entitlements (SAVE) Program
Office of U.S. Citizenship and Immigration Service (USCIS).

Affidavit

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is contracting with Hall County, Georgia, has registered and is participating in a federal work authorization program* (an electronic verification of work authorization program operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform And Control Act of 1986 (IRCA), in accordance with the deadlines established in the referenced statute.

**The applicable federal work authorization program as of the effective date of the statute is the E-Verify Program of the Systematic Alien Verification for Entitlements (SAVE) Program Office of U.S. Citizenship and Immigration Service (USCIS). To register for the E-Verify Program visit www.uscis.gov .your bid will not be accepted without this E-Verify Number.*

Scroggs & Grizzel Contracting, Inc.
Company Name


By: Authorized Officer or Agent
[Contractor Name]

December 16, 2022

Date

Mike Grizzel
Printed Name

162930

Contractor's/Vendor's E-Verify #

Subscribed and sworn before me on this the 16th day of December , 2022


Notary Public Lechille K. Motes

My commission expires: April 25, 2024



Attachment B: Certificate of Drug Free Workplace



Hall County Board of Commissioners
Certificate of Drug Free Workplace

I hereby certify that I am a principle and duly authorized representative of:

Scroggs & Grizzel Contracting, Inc.

Whose address is 6415 Cleveland Hwy Clermont, GA 30527

and it is also certified that:

1. The provisions of Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-Free Workplace Act" have been complied with in full; and
2. "As part of the subcontracting agreement with the Consultant, certifies to the Hall County that a drug-free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated Section 50-24-3"; and
3. It is certified that the undersigned will not engage in unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

4.

Authorized Signature

December 16, 2022

Date

Mike Grizzel

Printed Name

President

Title

Appendix E: Statement of Qualifications

NAME OF COMPANY: Scroggs & Grizzel Contracting, Inc.

ADDRESS: 6415 Cleveland Hwy Clermont, GA 30527

1. Years in Business in Present Form: 29

2. Business History and Resource Capability to Perform Required Services:

Scroggs & Grizzel Contracting, Inc. (SGCI) has extensive experience as a General Contractor and Construction Manager in all types of renovations and new construction.

3. Titles, Names, and Addresses of all Officers:

Mike Grizzel, President & Treasurer - 3 Grizzle Lane Murrayville, GA

Kaycee Motes, Secretary - 8625 Skitts Mountain Rd Clermont, GA

4. List categories in which firm is legally qualified to do business. Include Licenses and Registrations where applicable.

General Contractor State of GA License # GCCO000322; General Contractor Qualifying

Agent State of GA License #GCQA000897; Town of Clermont Business License #0117-40-2022

5. Does your business carry Errors and Omissions Insurance? Yes

6. If you were awarded the design, bid phase, and inspection for this project, what would your fee be?
N/A

7. Does your firm charge for the preliminary engineering report (PER)? If yes, what would the charge be? \$ N/A

Can your firm meet the draft PER deadline? YES N/A NO

8. List up to five (5) projects, which demonstrate skills to be used on CDBG projects. Note project name, location, owner, year, contract amount, and nature of firm's responsibility.

1. Habersham County Senior Wellness Center, Demorest, GA, 2019
Habersham Co. Board of Commissioners, \$933,349.00, Prime Contractor
2. Sonstegard Foods of GA, Gainesville, GA Additions & Civil Site, Gainesville, GA,
Sonstegard Foods of GA, 2021, \$1,652,271.00, General Contractor
3. City of Gainesville Administration Bldg 1st Floor Renovation, Gainesville, GA,
City of Gainesville Dept of Water Resources, 2021, \$2,178,927.00, Construction Manager
4. Sonstegard Foods of GA, Gainesville, GA Freezer Office Addition, Gainesville, GA,
Sonstegard Foods of GA, 2019, \$952,568.00, General Contractor
5. Hall County Library Renovation & Addition (Main Campus), Gainesville, GA,
Hall Co. Board of Commissioners, 2020, \$4,391,104.00, Construction Manager

9. List key personnel (with qualifications) likely to be involved on these projects and explain their specific role in CDBG work.

- Mike Grizzel will be the projects Executive Proj. Manager, overseeing adherence to CDBG requirements.
- Kim Jensen, Project Manager will oversee all functions of the project and complete required CDBG paperwork throughout project progression.
- Eddie Black will ensure Quality Control and Safety measures are being met on the project site.

10. List three (3) references for the Firm.

1. Barclay Fouts, City of Gainesville Project Mgr, 770-533-5886, BFouts@gainesvillega.gov
2. Mike Bramlett, Habersham Co. Facilities Mgmnt Director, 706-839-0167, Mbramlett@habershamga.com
3. Lisa MacKinney, Hall Co. Library Director, 770-532-3311, Lmackinney@hallcountylibrary.org

11. Are you a Section 3 Business Concern? Yes _____ No X

If yes, the Attached Section 3 Business Concern Certification, Previous Certification and Action Plan must be filled out, signed, notarized, and submitted with your proposal.

12. Is the signed and notarized Section 3 Business Concern Certification, Previous Certification and Action Plan attached to your proposal? Yes _____ No _____

If no, you will only need to submit the Section 3 forms if you are the successful proposer.

Certifying that:

Mr./Mrs./Ms. Mike Grizzel (Signature) being duly sworn
deposes and states that he/she is the President (title)
of Scroggs & Grizzel Contracting, Inc. (name of firm) and that answers to the
foregoing questions and all statements herein contained are true and correct.

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is contracting with Murray County, Georgia has registered with, is authorized to use and is participating in a federal work authorization program* [any of the electronic verification work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. The user identification number and the date of authorization for the affiant are set forth below. The undersigned contractor is using and will continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Murray County, Georgia, that undersigned shall require as a condition of such employment or contract that contractor or subcontractor registers and participates in a federal work authorization program to verify information of all newly hired employees. In addition, contractor will secure from such contractor(s) or subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01- .08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a notice of identity of such contractor or subcontractor together with a copy of each such verification to Murray County, Georgia within five (5) business days after the time the contractor(s) or subcontractor(s) is retained to perform such service.

162930

E-Verify* User identification Number

06/19/2009

Date of Authorization for Contractor

Scroggs & Grizzel Contracting, Inc.

Company Name



By: Authorized Officer or Agent

12/16/2022

Date

President

Title of Authorized Officer or Agent of Contractor

Mike Grizzel

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME THIS

16th DAY OF December, 2022.

Notary Public: 

My Commission expires: April 25, 2024



**As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is "E-Verify" operated by the U.S. Citizenship and Information Services Bureau of the U.S. department of Homeland Security, in conjunction with the Social Security Administration (SSA).*

Mandatory Section 3 Solicitation Package

This mandatory solicitation package has been developed in accordance with DCA's Section 3 Policy for Covered HUD Funded Activities. DCA encourages all recipients, sub-recipients, contractors, and sub-contractors to review this policy prior to completion of the solicitation package. For those awards that meet the applicable Section 3 thresholds, this package must be returned in accordance with the applicable instructions to the contracting entity prior to award ***or at the time of submission of a bid/proposal in order to claim a Section 3 preference***. The Section 3 Clause, required forms, and instructions are included in this package.

All Recipients and Sub-recipients of Section 3 covered Assistance (including but not limited to contractors, sub-contractors, developers, grantees, CHDOs, non-profits, and local government entities) are subject to compliance with regulations in 2Part 75.

Additional provisions for Housing and Community Development Financial Assistance.

§ 75.19 Requirements.

(a) Employment and training.

(1) To the greatest extent feasible and consistent with existing federal, state, and local laws and regulations, recipients covered by this subpart shall ensure that employment and training opportunities arising in connection with Section 3 projects are provided to Section 3 workers within the metropolitan area (or nonmetropolitan county) in which the project is located.

(2) Where feasible, priority for opportunities and training described in paragraph (a)(1) of this section should be given to:

- (i) Section 3 workers residing within the service area or the neighborhood of the project, and
- (ii) Participants in YouthBuild programs.

(3) Contracting.

(1) To the greatest extent feasible and consistent with existing, Federal, state, and local laws and regulations, recipients covered by this subpart shall ensure contracts for work awarded in connection with Section 3 projects are provided to business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the project is located.

(2) Where feasible, priority for contracting opportunities described in paragraph (b)(1) of this section should be given to:

- (i) Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the service area or the neighborhood of the project, and
- (ii) YouthBuild programs.

Any bid/proposal claiming a preference must include the completed and signed Section 3 Self-Certification and Action Plan and the Section 3 Business Concern Self Certification, and be submitted by the bid/proposal deadline.

The following Section 3 forms must be completed and returned prior to contract execution:

- Section 3 Self Certification and Action Plan
- Previous Section 3 Compliance Certification
- Assurance of Compliance Certification

Additionally, if the contractor is claiming certification as a 51% owned by low or very low-income residents or is certifying as a 75% workforce, the Resident Self-Certification and Skills Data Form must be returned for all employees who meet the low- or very low-income requirement as well as the appropriate Section 3 Business Certification.

Section 3 Solicitation Overview and Instructions for Contractors

The DCA Section 3 Policy requires that, when the **Section 3 regulation is triggered**, every effort within the contractor's disposal must be made, to the greatest extent feasible, to offer all available employment and contracting opportunities to Section 3 residents and Section 3 businesses based on the compliance methods below.

All Contracts and All Contractors must meet Section 3 compliance by:

- A. Giving notice of any and all opportunities for employment and contracting to residents of the local Public Housing Authority (PHA), and other low and very low income area residents and businesses, by posting the opportunity in community sources generally available to low income residents and the general public. Exercising a ***minimum of three (3)*** of the following listed sources must be completed prior to offering employment to anyone not covered by Section 3 requirements:
 1. The local community newspaper
 2. The most widely distributed newspaper
 3. Company or agency website
 - . The management office of the local housing authority/homeless service agency/local low income housing community
 5. Local Workforce Board (i.e. Department of Labor)
 - . Local office of the Georgia Division of Family and Children Services
 7. Dodge Room <http://www.construction.com/dodge/dodge.asp>
 8. Other locations as approved by DCA
- . The recipient, sub-recipient or contractor must check the HUD Section 3 Business Registry to determine if there are any Section 3 businesses in the County where the work will be performed. If there are Section 3 businesses in the County that may be able to perform the work, the recipient, sub-recipient or contractor must provide a copy of the contracting opportunity(ies) (e.g., bid notices) to the Section 3 businesses. See the HUD Section 3 Business Registry at: <https://portalapps.hud.gov/Sec3BusReg/BRegistry/What>.
- . Clearly stating in notices that the position is a "Section 3 covered position under the HUD Act of 1968 and that Section 3 Residents and Business Concerns are encouraged to apply."
- D. Placing the Section 3 Clause provided in Appendix A in ALL solicitations.
 - . When possible, other activities may be done to demonstrate effort to comply with the Safe Harbor Limits. These other efforts are listed in the appendix to part 75 of the Code of Federal Regulations—24 CFR Part 75 and include:
 1. Distributing or posting flyers advertising positions to be filled;

2. Contacting the local government or housing authority for a list of residents who have expressed interest in Section 3 employment;
 3. Holding job informational meetings for residents, contractors, etc...;
 4. Contacting agencies administering HUD YouthBuild programs and requesting their assistance in recruiting HUD YouthBuild program participants for training and employment positions.
- F. Linking residents or businesses to local resources that may be available to help prepare them for applying for and achieving the opportunity.
- G. Working with DCA, the recipient, sub-recipient or contractor as applicable in developing a communication and follow up process to track and report all Section 3 applications and hiring activities to ensure the reporting of compliance efforts, and that contracting and sub-contracting are accurate. Provide preference in hiring and contracting to Section 3 applicants and contractors when employment or contracting opportunities are offered and all requirements are met and remain equal. Contractors must:
1. Provide this package to all sub-contractors when soliciting bids for all contracts or sub-contracts;
 2. Meet all the same processes in A-E; and
 3. Provide Preference to all sub-contractors meeting the definitions as stated in Section VI of DCA's Section 3 Policy for Covered HUD Funded Activities.
- H. In order for Preference as a Section 3 Contractor to be factored into the award decision, all elements of the solicitation criteria must be equal between contracts. This means price and all other factors must be equal. Then the contractors that elect Preference on the Certification and Action Plan form that meet that Preference criterion will be provided Preference in the award of the contract as provided in Part VI., Preferences and Eligibility of DCA's Section 3 Policy for Covered HUD Funded Activities.

Example:

Bill's electrical and Sue's Electrical bid a job where the housing authority has a budget of \$500,000. Bill bids \$480,000 and elects a Preference as a Section 3 business concern because he qualifies as a Section 3 Business concern. Sue bids \$450,000 but does not elect any Preference. Both companies met all the other requirements. Sue will be awarded the contract because Bill's bid was higher.

Important items to remember about receiving Preferences in contract award:

All contractors and/or subcontractors that elect a Preference and are awarded a contract must be in compliance prior to the issuance of a Notice to Proceed by DCA, the recipient, sub-recipient, or the contractor based on the policies established for the applicable DCA funding program. The contractor and/or subcontractor must maintain the elected Preference standard during the entire contract or risk having the contract terminated for failure to comply. **See Appendix B for further details.**

When a contractor and/or subcontractor that elected a Preference is unable to identify a Section 3 resident or a Section 3 business for employment or contracting opportunities, the contractor then ***must*** offer employment related training to the Section 3 residents in the county. The training must be provided according to Part VII – Other Economic Opportunities in DCA’s Section 3 Policy.

Appendix A

Section 3 Clause

Training and Employment Opportunities for Residents in the Project Area (Section 3, HUD Act of 1968; 24 CFR 135)

(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 persons 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 75, 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 75 regulations.

(c) The contractor agrees to send to each labor organization or representative of 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 this 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 Section 3 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 75, 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 75. 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 75.

(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 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 75.

(f) Noncompliance with HUD's regulations in 24 CFR Part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

Appendix B

Section 3 Contract Non-Compliance Cure /Termination Processes

This language is a component of contract compliance with the work to which you are responding in this solicitation. The full requirements are provided in the Section 3 Clause found elsewhere in this package and in DCA's Section 3 Policy for Covered HUD Funded Activities.

Any recipient, sub-recipient or contractor claiming Preference **must be in compliance prior to issuance of a notice to proceed by DCA, recipient, sub-recipient, or contractor based on the policies established for the applicable DCA funding program. This preference can be met by any of the three qualifications:**

1. 51% or more owned and controlled by low or very-low income persons
2. Over 75 %of the labor hours performed for the business over the prior three-month period are performed by Section 3 wor ers
3. 51% or more owned and controlled by current residents of public housing or Section 8-assisted housing

The recipient, sub-recipient or contractor must maintain compliance throughout the life of the contract. The contractor understands and agrees that a compliance management firm may be used to conduct routine and certified payroll reviews to ensure compliance. The Contractor agrees to provide the payroll data in an Excel or Word format each time the payroll is processed throughout the contract.

Failure to meet the Section 3 requirements will result in penalties up to and including contract termination. Any contractor triggering the regulation by doing any hiring or contracting once they are awarded the contract through execution must comply with the Section 3 requirements by executing the efforts on their Certification and Action Plan in accordance with DCA's Section 3 Policy.

DCA, the recipient, sub-recipient or contractor shall execute these remedies to achieve compliance in this order:

NON-COMPLIANCE CURE PROCESS

- A. Based on the first observation or report of non-compliance with Section 3, the recipient, sub-recipient or contractor will be sent an e-mail by the compliance manager notifying them of their non-compliance issue. The recipient, sub-recipient or contractor will have until the next payroll or 10 business days, whichever is less, to bring the contract into compliance and/or justify in writing why they cannot meet compliance requirements.
- B. DCA, the recipient, sub-recipient or contractor must render a response to the violating party within 10 business days of receipt of the violating party's letter of reason for non-compliance. If DCA, the recipient, sub-recipient, or the contractor deems the reason to

be unacceptable, at its option, DCA, the recipient, sub-recipient, or the contractor can extend the response period one time for up to 5 business days to allow the violating party to identify and secure other compliance options.

NON-COMPLIANCE TERMINATION PROCESS

If the violating party fails to take any corrective action to bring the contract into compliance within the allotted time, or DCA, the recipient, sub-recipient, or the contractor rejects any of the corrective plans and justifications for non-compliance, DCA, the recipient, sub-recipient, or the contractor will either terminate the contract immediately or impose liquidated damages equal to \$100 a day for every day out of compliance. At DCA's determination, any liquidated damages received must be paid to the recipient, sub-recipient or DCA, at DCA's determination, and be used to promote economic opportunities for Section 3 Residents and Business Concerns.

DCA, the recipient, sub-recipient, or the contractor will hold **all funds due to the violating party until such time that a financial workout is completed.**

Additionally the violating party may be banned by DCA, the recipient, sub-recipient, and the contractor on future HUD funded projects.

Appendix C
Section 3 Forms

Georgia Department of Community Affairs
Required Submittal - Section 3 Self-Certification and Action Plan

All firms and individuals intending to do business with DCA, its recipients, sub-recipients and contractors MUST complete and submit this Action Plan and submit it with the bid, offer, or proposal in order to claim a preference on any contract or prior to award of a contract when projects involve more than \$200,000 in CDBG funds.

Business Name: Scroggs & Grizzel Contracting, Inc.																							
D.B.A. (if different from above):																							
Address: 6415 Cleveland Hwy		City: Clermont	State/Zip: GA, 30527																				
Business Phone: (770) 532-5000		Fax: (770) 532-0640																					
E-Mail: mgrizzel@hotmail.com		Business Website: www.scroggsandgrizzel.com																					
Federal Employer Identification Number: 58-2145532		Owner Social Security Number (if no EIN):																					
Contact Person & Title: Mike Grizzel, President		Contact Phone: 770-532-5000 ext. 620																					
Trade Description: <table style="width:100%; border:none;"> <tr> <td><input type="checkbox"/> Carpentry</td> <td><input type="checkbox"/> Heating (HVAC)</td> <td><input type="checkbox"/> Electrical</td> <td><input type="checkbox"/> Painting</td> </tr> <tr> <td><input type="checkbox"/> Masonry Restoration</td> <td><input type="checkbox"/> Asbestos</td> <td><input type="checkbox"/> Plumbing</td> <td><input type="checkbox"/> Roofing</td> </tr> <tr> <td><input type="checkbox"/> Lead (Abatement)</td> <td><input checked="" type="checkbox"/> General Contractor</td> <td><input type="checkbox"/> Concrete</td> <td><input type="checkbox"/> Ironwork</td> </tr> <tr> <td><input type="checkbox"/> Carpet/Flooring</td> <td><input type="checkbox"/> Rubbish Removal/Hauling</td> <td><input type="checkbox"/> Appraisal Services</td> <td><input type="checkbox"/> Landscaping</td> </tr> <tr> <td><input type="checkbox"/> Demolition</td> <td><input type="checkbox"/> Other:</td> <td colspan="2"></td> </tr> </table>				<input type="checkbox"/> Carpentry	<input type="checkbox"/> Heating (HVAC)	<input type="checkbox"/> Electrical	<input type="checkbox"/> Painting	<input type="checkbox"/> Masonry Restoration	<input type="checkbox"/> Asbestos	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Roofing	<input type="checkbox"/> Lead (Abatement)	<input checked="" type="checkbox"/> General Contractor	<input type="checkbox"/> Concrete	<input type="checkbox"/> Ironwork	<input type="checkbox"/> Carpet/Flooring	<input type="checkbox"/> Rubbish Removal/Hauling	<input type="checkbox"/> Appraisal Services	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Demolition	<input type="checkbox"/> Other:		
<input type="checkbox"/> Carpentry	<input type="checkbox"/> Heating (HVAC)	<input type="checkbox"/> Electrical	<input type="checkbox"/> Painting																				
<input type="checkbox"/> Masonry Restoration	<input type="checkbox"/> Asbestos	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Roofing																				
<input type="checkbox"/> Lead (Abatement)	<input checked="" type="checkbox"/> General Contractor	<input type="checkbox"/> Concrete	<input type="checkbox"/> Ironwork																				
<input type="checkbox"/> Carpet/Flooring	<input type="checkbox"/> Rubbish Removal/Hauling	<input type="checkbox"/> Appraisal Services	<input type="checkbox"/> Landscaping																				
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other:																						
Date Business was established (MM/DD/YYYY): 11/08/1994																							
Type of Business (Check One): <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Liability Corporation (LLC) <input type="checkbox"/> Limited Liability Partnership (LLP) <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other (Describe):																							
Number of employees: Full-time: 11 Part-time: Contract: Total: 11																							
Section 3 workers: Full-time: Part-time: Contract: Total: 0																							

I am Certifying as a Section 3 Business Concern and requesting Preference accordingly (Select only One Option):

Option 1

- ☐ A business claiming status as 51% or more owned and controlled by low or very-low income persons

Option 2

- ☐ Over 75% of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers

Option 3

- ☐ 51% or more owned and controlled by current residents of public housing or Section 8-assisted housing

Business Concern Affirmation

I, affirm that the above statements of this form in its entirety are true complete and correct to the best of my knowledge and belief. I understand that businesses who misrepresent themselves as Section 3 business concerns and report false information to insert name of recipient/grantee may have their contracts terminated as default and be barred from ongoing and future considerations for contracting opportunities. Thereby certify under penalty of law that the following information is correct to the best of my knowledge.

Print name:

Signature: Date:

Certification expires within six (6) months of the date of signature

Information regarding Section 3 Business Concerns can be found at 2 Part 75.5

FOR ADMINISTRATIVE USE ONLY

- ☐ Yes the business a Section 3 business concern based upon their certification

EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS.

I am NOT Requesting Preference under Section 3:

☒ I am NOT certifying as a qualified Section 3 Business Concern and I am not requesting a preference. However if I do trigger the regulation by doing any sub-contracting or hiring, I will comply by meeting all requirements of DCA's Section 3 policy and am committing to do the outreach as specified below.

Check all methods you will employ to secure Section 3 Residents/Businesses

Posting the position/contract opportunity in community sources that are generally available to low income residents and Section 3 Businesses and the general public is a standard requirement. **Check at least three (3) methods you will employ:**

- ☒ The local community newspaper
- ☐ The most widely distributed newspaper
- ☒ Company or agency website
- ☐ The management office of the local housing authority, or homeless service agency, or local low income housing community
- ☒ Local Workforce Board (i.e., Department of Labor)
- ☐ Local office of the Georgia Division of Family and Children Services
- ☐ Local office of the Georgia Department of Public Health
- ☐ Dodge Room <http://www.construction.com/dodge/dodge.asp>
- ☐ Other locations identified below and subject to DCA approval:

Initial here to confirm selection of this option

Signature: _____

Printed/Typed Name: Mike Grizzel

Title: President

Date: 12/16/2022

Notarial Affidavit

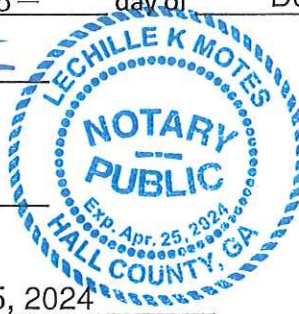
Sworn to and subscribed before me this 16th day of December, 2022.

Lechille K. Motes
Signature of Notary Public

Lechille K. Motes
Printed Name of Notary Public

Commission Expiration Date: April 25, 2024

(Notarial Seal)



Georgia Department of Community Affairs
Required Submittal - Previous Section 3 Compliance Certification

Name of Business: Scroggs & Grizzel Contracting, Inc.

Address of Business: 6415 Cleveland Hwy Clermont, GA

Type of Business (Check One): ☒ Corporation ☐ Partnership
☐ Sole Proprietorship ☐ Other

Business Activity: General Contractor / Construction Manager

All firms and individuals intending to do business with DCA, its recipients, sub-recipients, or contractors **MUST** complete and submit this certification of prior compliance prior to award of any contract for a project involving \$200,000 or more in CDBG assistance. Please check the appropriate line box below and sign and date the form.

1. I am certifying that I have complied with the HUD Section 3 Regulations, when triggered by new hiring or contracting opportunities, in my past contracts **when required** by the recipient, sub-recipient or contractor by either:
- i. Certifying as a Section 3 Business Concern because at least 51 percent of the business is owned and controlled by low- or very low-income persons;
 - ii. Certifying as a Section 3 Business Concern because over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers;
 - iii. Certifying as a Section 3 Business Concern because at least 51 percent of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing;
 - iv. Hiring or contracting to the "greatest extent feasible" with Section 3 Residents or Section 3 Businesses.


☐ Check this box

2. I have never done any HUD funded contracting.

☐ Check this box

3. I completed HUD Section 3 covered contracts in the past three years but the regulation was not triggered because either there were no new hires on the contract(s) and/or I did not do any new contracting or subcontracting.

☒ Check this box

Signature: 
Print Name: Mike Grizzel
Title: President

**Required Submittal - Assurance of Compliance Certification
Section 3 Action Plan
Housing and Urban Development Act of 1968
(12 U.S.C. 1701 U)**

Contract/Solicitation Name or Number:

RFQ/P#: 43-018 Contract for General Contractor Grant Services

DCA Funding

Program: Community Development Block Grant Program (CDBG)

Entity Receiving DCA Funding Award: Hall Co Board of Commissioners

Purpose: To ensure that regulations promulgated under 24 CFR Part 75 Employment Opportunities for Businesses and Lower Income Persons in Connection with Assisted Projects and the Section 3 Policy of DCA, its recipients, sub-recipients and contractors to the greatest extent feasible is adhered to, and to serve as the "assurance of compliance" certification and action plan as required in the bid documents, supplemental general conditions, and required forms for the contract for any HUD work funded by DCA.

Description of the project's work detail: The project work will be as listed in the final scope of work in the contract with DCA, its recipients, sub-recipients and contractors including any change orders. List all known subcontractors below:

Subcontractor(s): UNKNOWN

Subcontractor(s):

Subcontractor(s):

Subcontractor(s):

Subcontractor(s):

Subcontractor(s):

Subcontractor(s):

Subcontractor(s):

Use an additional sheet if required.

Note: If subcontractors are unknown at this time, print UNKNOWN on the line above. Also, the contractor must notify DCA or recipient or sub-recipient if subcontractors are added or changed during the contract. Any changes to this certification requires a resubmission of this form to DCA or recipient or sub-recipient.

Preliminary Statement for Work Force Needs:

DCA intends to meet Section 3 compliance at the highest level and it is our intent to identify any short-term and long-term employment or contracting opportunities for qualified Section 3 workers and Business Concerns during the course of the contract funded by DCA via its recipients or sub-recipients and contractors. Please list the status of all planned employment positions and opportunities for this contract. **Preference for all opportunities must be given to low and very low-income residents if they qualify. If awarded a contract, regardless of whether your firm has elected a preference, you are required to provide a list of your aggregate workforce on this project. Any changes to that workforce during the project will constitute NEW hires. You must notify DCA, its recipient, sub-recipient or contractor (respectively) overseeing your contract of any new hire opportunities that arise during the life of your contract.** The anticipated workforce list may be provided on a separate sheet or in a different format.

<u>List All Employees</u>	<u>Date Hired</u>	<u>Section 3 Worker (Yes/No)</u>	<u>Job Title/Trade</u>	<u>Salary Range</u>
Name: Lamar Etris Address: 4405 Barney Clark Rd City, ZIP: Gainesville, GA 30506	6/14/07	No	Superintendent	32.50/hr
Name: Donald Bruce Address: 4088 Leach Rd City, Zip Code: Gainesville, GA 30506	1/13/03	No	Superintendent	32.50/hr
Name: Rodney Lee Address: 128 N Parks St City, Zip Code: Dahlonega, GA 30533	4/5/18	No	Superintendent	32.50/hr
Name: Jeff Allison Address: 258 Cabin Creek Dr City, Zip Code: Cleveland, GA 30528	3/8/22	No	Superintendent	32.50/hr

Use additional pages as needed.

<u>List All Employees</u>	<u>Date Hired</u>	<u>Section 3 Worker (Yes/No)</u>	<u>Job Title/Trade</u>	<u>Salary Range</u>
Name: William Bruce Address: 4106 Leach Rd City, ZIP: Gainesville, GA 30506	7/9/15	No	Laborer	16.50/hr

"To the Greatest Extent Feasible":

The Contractor has identified 0 # of **OPEN** positions with respect to this contract. The positions are filled by the _____ (Position title) of the Contractor.

Should the scope of work or duties of the contractor change to a degree requiring a modification of the work force needs, the contractor shall put forth a reasonable effort to fill vacant positions with eligible Section 3 workers.

Documentation of "To the Greatest Extent Feasible":

The contractor will work with DCA, its recipients, sub-recipients, and contractors staff to notify residents of any opportunities afforded under the contract. The contractor will partner with DCA, its recipients, sub-recipients, and contractors by giving preference of any employment opportunities to the Section 3 persons or businesses.

The contractor shall recruit or attempt to recruit from the Section 3 service area the necessary number of low-income and very low-income residents and Section 3 businesses, as applicable. The contractor must also document their recruiting efforts and any impediments to compliance with DCA's Section 3 policy and the requirements of this solicitation package. This documentation must be submitted to the recipient or sub-recipient.

1. DCA, its sub-recipients and contractors shall: Maintain a list of all low-income area residents who have applied, either on their own or from referral from any source, and employ such person if otherwise eligible and if a trainee vacancy exists.
2. Conduct solicitation in accordance with DCA's Section 3 policy and the requirements outlined in the solicitation package.

The contractor shall review all employment applications and determine if low-income and very low-income residents or Section 3 businesses meet minimum hiring or contracting qualifications. If these applicants meet such minimum qualifications, but are not hired due to lack of employment opportunities or for other reasons, they will be placed on a priority list and offered positions/contracts upon the occurrence of the first available appropriate opening.

Utilization of Section 3 Businesses Located Within the service area or neighborhood of the project:

The recipient, sub-recipient or contractor does ____ does not ____ intend to subcontract any of the work identified in the scope of work cited in the bid specifications, scope of work or General Conditions. Should the scope of work or needs of the contractor change, the contractor shall, to the greatest extent feasible, shall ensure contracts for work awarded in connection with Section 3 projects are provided to business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the project is located.

Record Keeping:

The recipient, sub-recipient, contractor or subcontractor, as applicable, shall maintain on file all records related to employment and job training of low-income and very low-income residents or other such records, advertisements, legal notices, brochures, flyers, publications, assurances of compliance from sub-contractors, etc., in connection with this contract. If a report is needed in the future, the recipient,

sub-recipient, contractor or subcontractor, as applicable, agrees to provide all records upon request. The contractor shall, upon request, provide such records or copies of records to HUD, DCA, their recipients, sub-recipients, contractors, staff, or agents. Records shall be maintained for at least three (3) years after the close of the contract.

Reports:

The recipient, sub-recipient or contractor shall provide reports as required in connection with the contractor specifications. All certified and regular payrolls shall clearly detail which employees qualify under Section 3. The U.S. Department of Housing and Urban Development (HUD) requires that recipients of federal funds capture record and report the total number of labor hours the total amount of Section 3 worker hours and the total amount of Section 3 Target worker hours.

Certification:

The recipient, sub-recipient or contractor will certify that any vacant employment positions, including training positions that filled:

- 1) After the recipient, sub-recipient or contractor is selected but before the contract is executed, and
- 2) With persons other than those to who the regulations of 24 CFR Part 75 require employment opportunities to be directed, were not filled to circumvent the subcontractor's obligations under 24 CFR Part 75.

Grievance and Compliance:

The recipient, sub-recipient, contractor or subcontractor hereby acknowledges that they understand that any low-income and very low-income resident of the project area, for him/her or as representatives of persons similarly situated, seeking employment or job training opportunities in the project area, or any eligible business concerns seeking contract opportunities may file a grievance if efforts to the greatest extent feasible were not executed. The grievance must be filed with HUD not later than one hundred eighty (180) calendar days from the date of the action (or omission) upon which the grievance is based.

I attest that the information on the preceding pages is true and correct.



Signature

12/16/2022

Date

Mike Grizzel

Print Name

President

Title

RESIDENT SECTION 3 SELF-CERTIFICATION AND SKILLS DATA FORM



The purpose of this form is to comply with HUD Section 3 administration and certification regulations. **Certification**

for Section 3 Workers or other Low-Income Persons Seeking Employment, Training or Contracting

I, _____, am a legal resident of the United States and meet the income eligibility and federal guidelines for a Section 3 Resident as defined within this Certification.

My home address is: _____
Must be a **Street** address not a P O Box # _____ Apt Number _____

City _____ State _____ Zip _____ Home # _____ Cell # _____

County of Residence _____

Graduated High School or GED (month/year): _____ I Read and Speak English Fluently: Yes or No

Attended College, Trade, or Technical School: Yes or No Graduated? Yes or No Year Graduated: _____

Check the Skills, Trades, and/or Professions in which you have been employed or contracted to do for others:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Drywall Hanging | <input type="checkbox"/> Drywall Finishing | <input type="checkbox"/> Interior Painting | <input type="checkbox"/> Framing |
| <input type="checkbox"/> HVAC | <input type="checkbox"/> Electrical | <input type="checkbox"/> Interior Plumbing | <input type="checkbox"/> Exterior Plumbing |
| <input type="checkbox"/> Siding | <input type="checkbox"/> Cabinet Hanging | <input type="checkbox"/> Door Replacement | <input type="checkbox"/> Trim/Carpentry |
| <input type="checkbox"/> Stucco | <input type="checkbox"/> Window/Door Replacement | <input type="checkbox"/> Construction Cleaning | <input type="checkbox"/> Exterior Framing |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Receptionist | <input type="checkbox"/> Sales | <input type="checkbox"/> Telephone Customer Service |
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Teaching/Training | <input type="checkbox"/> Personal Care Aide | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> CDL License | <input type="checkbox"/> Roofing | <input type="checkbox"/> Concrete/Asphalt Work | <input type="checkbox"/> Heavy Equipment Operator |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Metal/Steel Work | <input type="checkbox"/> Welding | |
| <input type="checkbox"/> Other | | <input type="checkbox"/> Other | |

I am certifying as a Section 3 or er: ☐ Person seeking Training or ☐ Person seeking employment
(Check all that apply):

☐ A low or very-low income resident ☐ Employed by a Section 3 Business Concern ☐ YouthBuild Participant

☐ I live in the service area or neighborhood -one-mile radius of project site or if fewer than 5,000 people a radius of project containing 5,000 people.

My total annual income is \$ _____.

I certify that all of the information given on this Certification is true and correct. If found to be inaccurate, I understand that I may be disqualified as an applicant and/or a certified Section 3 individual which may be grounds for termination of training, employment, or contracts that resulted from this certification. I attest under penalty of perjury that my income annually is at or below the income amount at the time of this document is being signed and notarized. I understand that proof of this statement may be requested in the future.

Signature _____

Date _____

Printed Name: _____

Purpose:

The purpose of Section 3 of the Housing and Urban Development of 1968 (12 U.S.C. 1701u) (Section 3) is to ensure that employment and other economic and business opportunities generated by HUD Financial Assistance shall be directed to the Authority Residents and other low- and very low-income persons, particularly those who are recipients of government housing assistance and to business concerns which provide economic opportunities to low- and very low-income persons and YouthBuild participants.

A Section 3 worker as defined by §75.5 is any worker who currently fits or when hired within the past five years fit at least one of the following criteria:

- (1) The worker's income for the previous or annualized calendar year is below the income limit established by HUD.
- (2) The worker is employed by a Section 3 business concern.
- (3) The worker is a YouthBuild participant.

A person seeking the training and employment preference provided by section 3 bears the responsibility of providing evidence (if requested) that the person is eligible for the preference. Low- and very low-income limits are defined in Section 3(b)(2) of the Housing Act of 1937 and are determined annually by HUD. These limits are typically established at 80 percent and 50 percent of the area median individual income. HUD income limits may be obtained from: <https://www.huduser.gov/portal/datasets/il.html>.

(§75.21) A Targeted Section 3 worker for housing and community development financial assistance means a Section 3 worker who is:

- (1) A worker employed by a Section 3 business concern or
- (2) A worker who currently fits or when hired fit at least one of the following categories as documented within the past five years:
 - (i) Living within the service area or the neighborhood of the project as defined in §75.5 or
 - (ii) A YouthBuild participant.

Service area or the neighborhood of the project means an area within one mile of the Section 3 project or if fewer than 5,000 people live within one mile of a Section 3 project within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.

§75.19 Requirements.

(a) Employment and training.

(1) To the greatest extent feasible and consistent with existing Federal, state, and local laws and regulations recipients covered by this subpart shall ensure that employment and training opportunities arising in connection with Section 3 projects are provided to Section 3 workers within the metropolitan area (or nonmetropolitan county) in which the project is located.

(2) Where feasible priority for opportunities and training described in paragraph (a)(1) of this section should be given to:

- (i) Section 3 workers residing within the service area or the neighborhood of the project and
- (ii) Participants in YouthBuild programs.

RESIDENT SECTION 3 SELF-CERTIFICATION
AND SKILLS DATA FORM
AFFADAVIT

STATE OF _____

County of _____

I, _____, a Notary Public of the City/County of _____,
State of _____, do hereby certify that, _____, whose
name is signed to the writing above bearing date on the _____ Day of _____,
20____, has acknowledged the same before me in my State aforesaid.

Given under my hand and official seal, this the _____ day of _____, 20____.

Signature of Notary Public

Printed Name of Notary Public

Commission Expiration Date: _____

(Notarial Seal)

SECTION 3 BUSINESS CONCERN SELF CERTIFICATION

The Georgia Department of Community Affairs (DCA) is seeking to extend the benefits of and to promote compliance with Section 3 by identifying Section 3 Business Concerns and targeting Section 3 Business Concerns for business opportunities, events and educational programs.

In an effort to comply with Federal Section 3 Regulations which promote contract, employment and training opportunities for State of Georgia residents, DCA has instituted a Section 3 Self Certification process.

Businesses seeking certification must complete and submit the attached Section 3 Business Concern Self Certification forms as follow:

1. If your company is qualified because it is owned (51% or more) by one or more low or very-low-income residents, then complete **Form A, "Section 3 Business Concern – Resident Business Owner(s) Verification"**; **OR**
2. If your company is qualified because over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers, then complete **Form B, "Section 3 Business Concern – 75% + Workforce"**.
OR
3. If at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing, then complete **Form C, "Section 3 Business Concern-Housing Residents"**.

Please answer all questions, sign the completed forms, and notarize the affidavit.

Completed packets must be returned to the sub-recipient or contractor as follows:

Name of sub-recipient/contractor: _____

Attn: _____

Mailing Address: _____

If you have any questions or require assistance, please contact:

Name: _____

Phone Number: _____

Email Address: _____

Form A

SECTION 3 BUSINESS CONCERN

Resident Business Owner(s) Verification

A business can be certified as a Section 3 Business Concern if the business is owned (51% or more) by low or very-low-income residents.

Name of Owner: _____

Home Street Address: _____

Home City, County, & Zip Code: _____

Name of Business: _____

Percentage of Ownership: _____%

Low- and very low-income limits are defined in Section 3(b)(2) of the Housing Act of 1937 and are determined annually by HUD. These limits are typically established at 80 percent and 50 percent of the area median individual income. HUD income limits may be obtained from: <https://www.huduser.gov/portal/datasets/il.html>.

Individual Income Limits

FY 20 Income Limit Area	Income Limits Category	FY 202_ Income Limits
	Extremely Low Income Limits	
	Very Low Income Limits (50%)	
	Low Income Limits (80%)	

If the business is owned by more than one low to very-low-income residents, list each owner below and each should submit a separate Resident Business Owner Verification Form (Form A).

Name	Position	% Percentage of Ownership

I certify that I am a resident of the State of Georgia and my total income last year was not more than the amount shown above. I further certify the information provided is true and accurate and agree to provide upon request, documents verifying the information submitted to qualify as a Section 3 Business Concern.

Print: _____ Signature: _____ Date: _____

Form B
SECTION 3 BUSINESS CONCERN
75% + Workforce

A business can be certified as a Section 3 Business Concern if over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers. For your firm to be eligible UNDER THIS CRITERIA, you must provide the following information for **all permanent, full-time employees**.

You may attach additional copies of this chart, if necessary.

List All Employees	Date Hired	Section 3 Worker	Job Title/Trade	Salary Range
Name: Address: City/Zip:				
Name: Address: City/Zip:				
Name: Address: City/Zip:				
Name: Address: City/Zip:				
Name: Address: City/Zip:				
Name: Address: City/Zip:				
Total Number of Employees:	Full-Time:	Part-Time:	Contract:	
Number of Section 3 Workers:				
Section 3 % of Total Workforce:				

I certify that the information provided is true and accurate and agree to provide upon request, any/all documents verifying the information submitted to qualify as a Section 3 Business Concern.

Print Name: _____

Title: _____

Company Name: _____

Signature: _____

Date: _____

Form C
SECTION 3 BUSINESS CONCERN
Public Housing Residents

To qualify the business must be at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing

Business Information

Name of Business: _____

Address of Business: _____

Name of Business Owner: _____

Phone Number of Business Owner: _____

Email Address of Business Owner: _____

Preferred Contact Information: _____

Name of Preferred Contact: _____

Phone Number of Preferred Contact: _____

Type of Business (select from the following options):

☐ Corporation

☐ Partnership

☐ Sole Proprietorship

☐ Joint Venture

- Percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing: _____%

I certify that the information provided is true and accurate and agree to provide upon request, any/all documents verifying the information submitted to qualify as a Section 3 business concern.

Print Name: _____

Title: _____

Company Name: _____

Signature: _____

Date: _____