

# Town of Kitzmiller

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Phone: 301-453-3449  
Town Administrator: Rebecca M. Glotfelty



Mayor Robert L. Reckart  
Councilman G. Michael Brady  
Councilman John Hawk  
Councilwoman Becky Lipscomb  
Councilman Cory R. Stieringer

## Town of Kitzmiller Section 3 Plan

As a recipient of federal Community Development Block Grant (CDBG) funds through the United States Department of Housing and Urban Development (HUD) received through the State of Maryland, the TOWN OF KITZMILLER is required to comply with Section 3 of the Housing and Urban Development Act of 1968 (as amended). Section 3 requires the Town to ensure, to the greatest extent possible and consistent with existing federal, state and local laws and regulations, that employment and contract opportunities are provided to low and very low-income persons. Section 3 applies to all contracts awarded that exceed \$100,000.

### Definitions:

A low and very low-income person who qualifies as a Section 3 Person is an individual who:

- resides in Garrett County; and
- resides in public housing funded by the federal government; or
- receives housing assistance from the federal government; or
- resides in a household where the total household income is less than 50% of the area median income for Garrett County using income limits provided by HUD.

A low and very low-income person who benefits or qualifies as a Section 3 Business is defined as:

- a business that is 51% or more owned by Section 3 persons: or
- a business where 30% of the permanent, full-time employees are currently section 3 recipients or within three years of the date of first employment were Section 3 persons: or
- a business that commits to subcontract over 25% of the total contract award to businesses that meet the definition of a Section 3 business as described above.

Garrett County is the Section 3 Business and Employment Project Area for the Town of Kitzmiller.

### Compliance:

The TOWN OF KITZMILLER certifies that it will, to the greatest extent feasible, comply with Section 3 requirements when awarding contracts for construction, non-construction, materials, and supplies.

The TOWN OF KITZMILLER will undertake the following steps when Section 3 applies:

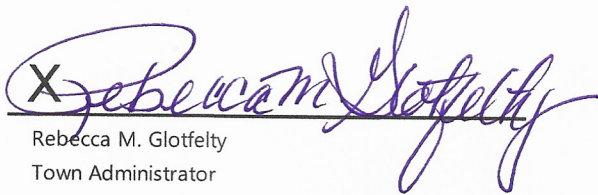
1. Develop bid and solicitation documents which will identify Section 3 requirements and include the Section 3 Hiring Estimate Form which will be submitted with bid.
2. Advertise RFP/RFQ which will include the following statement, "Federal Section 3 hiring requirements apply to this project."
3. Notify local housing authorities, county housing office, job training services, and other related agencies of federally funded projects that may result in hiring in the near future.
4. Require bid submittals from Section 3 Businesses or from businesses using Section 3 Business subcontractors to include a Section 3 Business Certification form.
5. Insert Section 3 Clause in selected contractor's contract and include specific language to detail contractor's Section 3 intent related to new hires and/or Section 3 Businesses as subcontractors.




6. At the pre-construction conference, explain Section 3 requirements including certification process prior to hiring. Provide contractors with Section 3 Self-Certification Forms to use when accepting applications for employment.
7. Require contractors to submit a list of all current employees who will work on the project.
8. Review and approval by grantee of Section 3 Self-Certification Form submitted by the contractor before a hire is made.
9. Review payroll records to document the participation of Section 3 hire(s) on the project.
10. Review payroll records to document the participation of Section 3 Business employees on the project.
11. At the completion of the work under the contract, complete CDBG Section 3 Tracking Form which documents Section 3 compliance.

The Town will document efforts undertaken during the procurement process and maintain them in the CDBG files.

### ATTEST/WITNESS

X   
Rebecca M. Glotfelty  
Town Administrator

X   
Robert L. Reckart  
Mayor

This Minority Business Plan is hereby adopted by Town of Kitzmiller on this 28 day of the month of October in the year 2024.

This plan will remain effective for a 3-year period until 10/28/2027

