

10.

**CONTRACTOR SECTION 3 PLAN FORMAT (if bid equals or exceeds \$10,000)**

(Name of Contractor) agrees to implement the following specific affirmative action steps directed at increasing the utilization of lower income residents and businesses within the City/County of \_\_\_\_\_.

- A. To ascertain from the locality’s CDBG program official the exact boundaries of the Section 3 covered project area and where advantageous, seek the assistance of local officials in preparing and implementing the affirmative action plan.
- B. To attempt to recruit from within the city/county the necessary number of lower income residents through: Local advertising media, signs placed at the proposed site for the project, and community organizations and public or private institutions operating within or serving the project area such as Service Employment and Redevelopment (SER), Opportunities Industrialization Center (OIC), Urban League, Concentrated Employment Program, Hometown Plan, or the U.S. Employment Service.
- C. To maintain a list of all lower income residents who have applied either on their own or on referral from any source, and to employ such persons, if otherwise eligible and if a vacancy exists.
- \*D. To insert this Section 3 plan in all bid documents, and to require all bidders on subcontracts to submit a Section 3 affirmative action plan including utilization goals and the specific steps planned to accomplish these goals.
- \*E. To insure that subcontracts which are typically let on a negotiated rather than a bid basis in areas other than Section 3 covered project areas are also let on a negotiated basis, whenever feasible, when let in a Section 3 covered project area.
- F. To formally contact unions, subcontractors and trade associations to secure their cooperation for this program.
- G. To insure that all appropriate project area business concerns are notified of pending sub-contractual opportunities.
- H. To maintain records, including copies of correspondence, memoranda, etc., which document that all of the above affirmative action steps have been taken.
- I. To appoint or recruit an executive official of the company or agency as Equal Opportunity Officer to coordinate the implementation of this Section 3 plan.
- J. To list on Table A, information related to subcontracts to be awarded.
- K. To list on Table B, all projected workforce needs for all phases of this project by occupation, trade, skill level and number of positions.

As officers and representatives of (Name of Contractor), we the undersigned, have read and fully agree to this Affirmative Action Plan, and become a party to the full implementation of this program.

Signature	Title	Date
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Signature	Title	Date
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\*-Loan, grants, contracts and subsidies for less than \$10,000 will be exempt



**CONTRACTOR SECTION 3 PLAN FORMAT (continued)**

ESTIMATED PROJECT WORKFORCE BREAKDOWN TABLE B

Column 1	Column 2	Column 3	Column 4	Column 5
Job Category	Total Estimate Position	No. of Positions Currently Occupied by Permanent Employees	No. of Positions Not Currently Occupied	No. of Positions to be Filled with *L.I.P.A.R.
Officers/Supervisors				
Professionals				
Housing Sales/Rental Managements				
Office/Clerical				
Service Workers				
Others				
Trade:				
Journeyman				
Helper				
Apprentices				
Maximum No. of Trainees				
Others				
Trade:				
Journeyman				
Helper				
Apprentices				
Maximum No. of Trainees				
Others				
<b>TOTAL</b>				

\*- Lower Income Project Area Residents

Individuals residing in the City/County of \_\_\_\_\_ whose family income does not exceed 90% of the mean median income of the SMSA.

\_\_\_\_\_  
Company