

## Section 3 Plan

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### Purpose

The purpose of the Section 3 Plan is to ensure that jobs and economic opportunities generated by HUD financial assistance for housing and community development programs shall be directed to low- and very-low income persons, particularly those who are recipients of government assistance for housing and business concerns which provide economic opportunities to low- and very low income persons.

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APPLICANT (ORGANIZATION / DEVELOPER / CONTRACTOR)

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TITLE OF PROJECT

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CONTACT NAME

TELEPHONE

### Requirements

The Applicant hereby agrees to comply with all the provisions of Section 3 as set forth in 24 CFR 135.38 implementing Section 3 requirements. The Applicant hereby submits this document as its Section 3 Plan.

The Section 3 Plan must be submitted with the RFQ/RFP response or grant application.

The Applicant shall provide a status report identifying its progress in meeting the Section 3 goals established in this Plan on a monthly basis throughout the contract period. The monthly status report shall be submitted no later than 10 days after the end of each calendar month of the contract (e.g., January 10, February 10, March 10, etc.).

### Commitment to Contracting

Each Applicant for a construction or labor-related contract must complete this Plan and submit all relevant information required herein. Applicants must satisfy the following requirement:

- At least ten percent (10%) of the total dollar amount of all Section 3-funded construction contracts shall be awarded to businesses identified Section 3 business concerns; and
- At least three percent (3%) of the total dollar amount of all Section 3-funded, non-construction contracts shall be awarded to Section 3 business concerns.

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In a one (1) page letter on your company's letterhead, submit the following with your Section 3 Plan:

- 1) Indicate the goals, expressed in terms of percentage of planning subcontracting dollars, for the use of Section 3 business concerns as subcontractors.
- 2) A statement of the total dollar amount to be subcontracted, total dollar amount to be subcontracted to Section 3 business concerns for building trades, and total dollar amount to be subcontracted to Section 3 business concerns for other than building trades work (maintenance, repair, modernization and redevelopment).
- 3) A description of the method used to develop the goals above and the efforts to be undertaken by the Contractor to meet those goals.

### **Contractor Commitment Statement**

The Applicant has identified \_\_\_\_\_ Section 3 business(es) or \_\_\_\_\_ business(es) that employ 30% or more Section 3 residents to comply with 10% of the Section 3 business participation requirements.

## **Commitment to the Employment & Training**

Each Applicant for a construction or labor-related contract must complete this Plan and submit all relevant information required herein. Applicants must satisfy the following hiring Requirements:

- Thirty percent (30%) of the aggregate number of **new** hires during a one year period of the project shall be filled with Section 3 residents. Example: A construction contractor hires 10 new workers. Three of the new workers should qualify as low- to very-low income persons.

On your company's letterhead, submit the following with your Section 3 Plan:

- 1) Each category of employment for all phases of this contract
- 2) Total number of positions which will be needed in each category
- 3) How many of those positions are currently filled
  - (a) the total number filled by neighborhood residents
  - (b) the total number filled by Memphis Public Housing residents;
  - (c) total number of positions that need to be filled
- 4) Company's goal for the number of positions to be filled with Section 3 residents

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### **Contractor Commitment Statement**

The Applicant hereby agrees to comply with all the provisions of Section 3 as set forth in 24 CFR 135.1 et seq. The Applicant hereby submits this Plan to identify \_\_\_\_\_ employment opportunities for Section 3 residents during the term of the contract. The Applicant affirms that the jobs identified shall be for meaningful employment that may or may not be related to the scope of services of this project. The Applicant has committed to employ \_\_\_\_\_ Section 3 residents to comply with \_\_\_\_\_% of its Section 3 requirements.

### **Compliance**

The failure of the Applicant to comply with the above plan shall be a material breach of the contract.

Acknowledged by:

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President or Authorized Officer

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Signature

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Business Name

Date: \_\_\_\_\_