

**SECTION 3 PROGRAM OF THE HOUSING  
AND URBAN DEVELOPMENT ACT OF 1968**  
*Employment Opportunities for Businesses and Lower Income  
Persons in Connection with HUD-Assisted Projects*

**To be completed and returned with Contractor's Procurement Request**

<b>Contractor's Company Name:</b>  _____  _____
<b>Contact Person's Name</b>  _____  _____  _____

<b>Project Name:</b>  _____  _____  _____  _____
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<b>Address, City, State and Zip Code and Telephone Number:</b>  _____  _____  _____  _____  _____
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<b>Project Location: (City, County, State)</b>  _____  _____  _____  _____  _____
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Company President/CEO's Name:

\_\_\_\_\_

## **DETERMINATION OF PROJECT AREA BOUNDARIES**

A. Address of Proposed Project:

Street: \_\_\_\_\_

City: \_\_\_\_\_

County: \_\_\_\_\_

B. Below, indicate whether this project is located in an urban renewal area, neighborhood development program area, model cities area, metropolitan development plan area or Indian reservation.

Yes \_\_\_\_\_ No \_\_\_\_\_  
(Specify location)

If yes, the project area for purposes of this Section 3 plan is coextensive with boundaries of the urban renewal, NDP, model cities, metropolitan development plan or Indiana reservation boundaries.

If no, specify the smallest political jurisdictions specified above.

C. Based on the information given in columns 1, 2, and 3 (Table B), and the availability of eligible business concerns within the project area doing business in professions of occupations identified, set forth your goals for the number of contracts to be awarded to eligible project area businesses in column 4, and for the approximate dollar amount to be awarded to project area businesses will be utilized to the greatest extent feasible.

D. To insert this Section 3 Plan in all bid documentation, and to require all bidders to submit a Section 3 Plan including utilization goals and the specific steps planned to accomplish those goals.

E. To insure that contracts which are typically let on a negotiated rather than a bid basis in areas other than Section 3 covered project area, are also let on negotiated basis, whenever feasible, when let in a Section 3 area.

- F. To formally contract unions, subcontractors and trade associations to secure their cooperation for the program.
- G. To ensure that all appropriate project area business concerns are notified of pending contractual opportunities.
- H. To maintain records, including copies of memoranda, etc., which document that all of the above Section 3 action steps have been taken.
- I. To appoint or recruit executive officials of the company or agency as Section 3 officers to coordinate the implementation of this Section 3 action plan.
- J. To list on Table C 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 Section 3 Action plan, and become a party to the full implementation of this program.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

## SPECIFIC SECTION 3 STEPS

*Name of Contractor:* \_\_\_\_\_ agrees to implement the following specific Section 3 action steps directed at increasing the utilization of lower income residents and project area businesses.

1. To ascertain from HUD area office Director for the exact boundaries of the Section 3 covered project area and where advantageous, seek the assistance of the local official of the department in preparing and implementing the Section 3 action plan.
2. To attempt to recruit from the appropriate area, 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 program, Hometown Plan or the U.S. Employment Service.
3. To maintain a list of income area 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 exist.

To insert this Section 3 Plan in all bid documentations, and to require all bidders to complete either an Intent to Hire Form, Money to the Training Fund form or Detail of Training form.

**TABLE B**

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
Type of Contract (Business or Profession)	Total number of contracts	Total Approximate Dollar amounts	Estimated Number of Contracts to Project Area Businesses	Estimated Dollar Amount to Project Area Businesses

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**Project Name**

\_\_\_\_\_  
**President/CEO Signature**

\_\_\_\_\_  
**Date**

**TABLE C**

Column 1	Column 3	Column 4	Column 5
<b>Job Category</b>	<b>Number of Positions Occupied by Permanent Employees</b>	<b>Number of Positions not currently Occupied</b>	<b>Number of Positions to be filled through Section 3 (Intent to Hire Forms)</b>
Officers/Supervisors			
Professionals			
Technicians			
Housing Sales/Rental management			
Office Clerical			
Service Workers			
Trade			
Journeyman			
Helpers			
Apprentices			
Maximum No. Of Trainees			
Assistants			
Case managers			
Others			

\* *Lower Income Area Residents are individuals residing within the Section 3 determined project area boundaries whose family income does not exceed 90% of the medium income in the standard metropolitan statistical area.*

**PERFORMANCE IMPROVEMENT PLAN**

**(FOR SECTION 3 PERFORMANCE RATED POOR OR BELOW AVERAGE)**

**Reason Section Plan Not Implemented:**

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**Steps Needed to Comply and/or Improve:**

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**Timetable for Correction:**

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**Contractor**

**IHA Representative**

**Date**