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| Section 3 Plan Template |
| Section 3 Plan |
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Company Contact Information

(Address, Phone, Email, Website)

Company Section 3 Coordinator

Name of Authorized Representative

Project Name

Project Location

Bid Amount

## **SECTION 3 PLAN**

This document serves as the Section 3 Plan for **PROJECT NAME** in compliance with the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended.

The purpose of Section 3 of the Housing and Urban Development Act of 1968, as amended (12. U.S.C. 1701u) (Section 3), is to ensure that training, employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and Local laws and regulations, be directed to the greatest extent possible to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns, which provide economic opportunities to low- and very low-income persons.

## **NUMERICAL GOALS FOR TRAINING AND EMPLOYMENT OPPORTUNITIES**

The City of Dayton will, to the greatest extent feasible, when awarding contracts or providing training and/or employment opportunities for activities or projects subject to the requirements of Section 3, strive to comply with the goals established in this section.

The numerical goals established in this section represent minimum numerical targets.

Training and employment opportunities will be made available to Section 3 residents as follows:

1. 30 percent of the aggregate number of new hires/training opportunities resulting from funds awarded for FY and continuing thereafter. Number of Section 3 jobs/training opportunities anticipated      .

**PREFERENCE FOR SECTION 3 RESIDENTS IN TRAINING AND EMPLOYMENT OPPORTUNITIES**

In providing training and employment opportunities, generated from the expenditure of Section 3 activities to Section 3 residents, the following order of preference will be followed:

***Highest Priority****:* Low- and very-low income residents certified as Section 3 eligible residing in the neighborhood where the project is located.

***Second Priority*:** Participants of public and social service programs funded by City of Dayton HUD funding.

***Third Priority:*** Other low- and very-low income residents throughout the City certified as Section 3 eligible.

**list of strategies to be adopted for compliance with the stated employment, training and contracting goals**

In compliance with the Section 3 Plan requirements, the applicant must submit a current list of employees as of the date the Section 3 Plan is submitted for approval along with anticipated new hires. A list of employees can be submitted on the Worker Utilization Form included in the appendices or an official company form that includes the same information requested on the Worker Utilization Form. The applicant must also develop a list of strategies to be adopted for compliance with the stated employment, training and contracting goals. When preparing the list, please refer to Examples of Efforts to Offer Training Employment Opportunities to Section 3 Residents.

**SECTION 3 TRAINING AND EMPLOYMENT GOALS**

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| --- | --- | --- | --- |
| **Name of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **Name of (Sub)Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **Amount of Award: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
|  |  |  |  |
|  | **Number of Anticipated Hires** | **Number of Filled Positions** | **Number of Section 3 Hires** |
| **Skilled** |  |  |  |
| **Semi-Skilled** |  |  |  |
| **Skilled Trainees** |  |  |  |
| **Unskilled Trainees** |  |  |  |
| **Semi-Skilled Trainees** |  |  |  |
| **Professional & Admin** |  |  |  |
| **Clerical** |  |  |  |
| **Apprentices** |  |  |  |
| **Other** |  |  |  |



**NUMERICAL GOALS FOR CONTRACTING ACTIVITIES:**

These goals apply to contract awards in excess of $100,000 in connection with a Section 3 eligible project, and it applies to contractors, subcontractors, developers, and/or sub-recipients.

**[Company Name]** commits to award to Section 3 business concerns:

1. At least 10 percent of the total dollar amount of all Section 3 covered contracts for building trades work arising in connection with housing rehabilitation, housing construction and other public construction; and
2. At least 3 percent of the total dollar amount of all other Section 3 covered contracts.
3. In the event that the contractor, subcontractor, developer and/or sub-recipient is unable to reach the goals stated above, they will be required to contribute the difference between 10% of the covered contract amount (3% for non-construction related covered contracts) and the amount provided to Section 3 business concerns and/or in the employment of Section 3 residents in to the City’s Section 3 Implementation Fund.

**PREFERENCE FOR SECTION 3 BUSINESS CONCERNS:**

The following order of preference will be followed when providing contracting opportunities to Section 3 businesses:

1. First priority will be given to Section 3 business concerns that provide economic opportunities for Section 3 residents in the service area or neighborhood in which the Section 3 covered project is located.
2. Second priority will be given to Section 3 business concerns selected to carry out HUD funded Programs.
3. Third priority will be given to Section 3 business concerns that provide economic opportunities for Other Section 3 Residents located outside the service area or neighborhood in which the Section 3 covered project is located.



**STATEMENT OF COMMITMENT**

By signature below, I am hereby acknowledging to the City of Dayton Ohio that I have been duly provided with information regarding the City’s Section 3 Program which explains the obligations and requirements of any construction project which is funded in part or whole by HUD sourced funds. I certify that I am fully empowered to enter into this Statement of Section 3 Utilization Commitment on behalf of this company I am certifying that the information contained within this Section 3 Utilization Plan is accurate and correct and that I understand that the City may impose penalties and sanctions for the submission of any false and inaccurate statements within this document.

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| --- | --- |
|  |  |
| COMPANY AUTHORIZED REPRESENTATIVE |  |
|  |  |
| SIGNATURE OF AUTHORIZED REPRESENTATIVE |  |
|  |  |
| TITLE |  |
|  |  |
| COMPANY SECTION 3 COORDINATOR  (*Leave blank if the same as authorized representative*) |  |
|  |  |
| EMAIL ADDRESS | PHONE |
|  |  |
| COMPANY NAME |  |
|  |  |
| COMPANY COMPLETE ADDRESS |  |
|  |  |
| COMPANY WEBSITE (if applicable) |  |

**SECTION 3 PLAN APPROVAL**

**In compliance with the Section 3 Plan requirements, the applicant must develop a list of strategies to be adopted for compliance with the stated employment, training and contracting goals. Contracts in excess of $100,000 must include the Section 3 Clause.**

If federal and state funds are combined to fund an eligible Section 3 project, the combined amount is submitted to the Section 3 requirements.

In compliance with the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, we the undersigned have read and have received a copy of the Section 3 Plan for this project. We acknowledge being a party to this Plan and further pledge our commitment to adhere to the objectives set forth. The signatures below acknowledge receipt and approval of this Section 3 Plan.

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| --- | --- |
|  |  |
| HRC SECTION 3 COORDINATOR |  |
|  |  |
| SIGNATURE OF SECTION 3 COORDINATOR | DATE |
|  |  |
| HRC EXECUTIVE DIRECTOR |  |
|  |  |
| SIGNATURE OF EXECUTIVE DIRECTOR | DATE |
|  |  |
| REPRESENTATIVE OF AWARDING DEPARTMENT |  |
|  |  |
| SIGNATURE OF DEPARTMENT REPRESENTATIVE | DATE |
| Tim Riordan |  |
| CITY MANAGER |  |
|  |  |
| SIGNATURE OF CITY MANAGER | DATE |