**SECTION 3 CONTRACTOR PLAN**

(Contractor) agrees, to the greatest extent feasible, to implement affirmative steps to comply with the Section 3 requirements set forth at 24 CFR 75 directed at increasing the utilization of lower income residents and businesses within the  **City/County/Township/Village**  of .

1. To implement Section 3 requirements by seeking the assistance of local officials in determining the exact boundaries of the applicable project area.
2. To attempt to recruit from within the City/County/Township/Village lower income workers if new employees are needed. Recruitment may be done 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.
3. To insert this Section 3 Contractor Plan and the Section 3 Contractor’s Packet (Form 4-T) in all bid documents, and to require all bidders/contractors and subcontractors to insert in their contracts. If new employees are needed, contractors are to submit a Section 3 affirmative action plan including utilization goals and the specific steps planned to accomplish these goals.
4. To maintain records, including copies of correspondence, memoranda, etc., which document that all the above affirmative action steps have been taken. See Section 3 Contractor & Worker Solicitation (Form 9-D) as an example of a record keeping document.
5. To list all permanent workforce for this project by job title. See Contractor Permanent Workforce Plan (Form 9-M).
6. To list all projected workforce needs for this project by job classification and time frame for potential hire.
7. To complete and submit the required Section 3 Forms to municipality for MEDC reporting (Form 9-N).

As representative of (Bidder), the undersigned has read and fully agree to the above and become a party to the full implementation of this program.

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| --- | --- | --- |
| Signature |  | Date |
| Print Name |  | |
| Title |  | |
| Company Name |  | |