**SECTION 3 PLAN**

**TOWNSHIP/VILLAGE/CITY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AND**

**GENERAL CONTRACTOR**

**For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(CDBG Project Name)**

**CDBG Grant Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Submitted by:**

Name of Owner/Developer:

Address:

Contact Information:

Name of General Contractor:

Address:

Contact Information:

**GENERAL STATEMENT**

Township/Village/City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as the general contractor are committed to comply with the Section 3 act, the Section 3 regulations, and the Michigan Economic Development Corporation (“MEDC”) Section 3 Guidelines. It is our desire to work together to ensure compliance, to the greatest extent feasible, through the awarding of contracts for work and services to Section 3 companies, and to provide employment and training to Section 3 residents. We commit to include the Section 3 Clause in the construction contract and all subcontracts. All subcontractors interested in submitting bids for contracts will be informed of the Section 3 requirements and goals.

**GOALS**

**CONTRACTING**

To demonstrate compliance with Section 3 regulations, it is desirous to award at least 10 percent of the total dollar amount of all Section 3 covered contracts for building trades work, and, at least 3 percent of the total dollar amount of all other Section 3 covered contracts (i.e., professional services) to Section 3 business concerns.

Construction contract: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10%: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3% $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

These goals are affirmed: Initials: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 (UGLG) (Contractor)

If we do not feel it is feasible to meet the minimum goals set forth above, we will be prepared to demonstrate why it was not possible. We understand failure to follow our Section 3 Plan could result in the Secretary of Housing and Urban Development (“HUD”) finding us non-compliant with the Section 3 regulations.

**EMPLOYMENT AND TRAINING**

To demonstrate compliance with Section 3 regulations, if new employees are hired, it is desirous to employ Section 3 residents as 30 percent of the aggregate number of new hires, and to provide training to those new hires. We agree to provide information regarding existing employees and hiring needs as a part of this plan.

Any goal established in this plan must be met. If we fail to do so, we agree to provide an explanation and documentation as to why the goal was not met.

**OUTREACH**

We are committed to conduct an aggressive outreach campaign to make Section 3 Businesses and Section 3 Residents aware of contracting and possible hiring opportunities in connection with this Section 3 Covered Project. Efforts may include, but are not be limited to, publication of opportunities in the local newspapers, use of signage at the project site, flyers posted in the neighborhood and surrounding areas, notification of local housing authorities, contractor and trade organizations, employment agencies, career centers and local Youthbuild chapters.

**PROJECT NEIGHBORHOOD AREA**

The project neighborhood area is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This area will be the primary focus of all outreach attempts.

**SECTION 3 COORDINATOR**

Name:

Contact Information:

This person will serve as the main point of contact for all Section 3 related issues on behalf of the general contractor and the subcontractor.

**REPORTING**

We agree to submit a final report to MEDC on HUD Form 60002 at completion of construction of the Section 3 Covered Project. We agree to immediately report any changes in this plan, including but not limited to, changes in the dollar amount of contracts awarded and staffing needs of the subcontractors.

**ATTACHMENTS**

The following attachments are incorporated into and made a part of this Section 3 Plan:

\_\_\_\_ Section 3 Clause that will be included in all contracts

\_\_\_\_ Contract Solicitation and Section 3 reporting Record (Form 9-D)

\_\_\_\_ Permanent Employee Listing for the General Contractor

We agree to provide to MEDC the following documentation as soon as the information is available to us:

* Contract Solicitation and Section 3 reporting Record (Form 9-D)
* HUD 60002 Final Report – Section 3 Summary Report (Form 9-C)

The following shall be provided to and maintained by the Municipality

* New Hires for the General Contractor
* Section 3 New Hires Trained for the General Contractor

**Submitted to Michigan Economic Development Corporation**

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

**TOWNSHIP/VILLAGE/CITY of:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 (Print/type name and title)

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

**GENERAL CONTRACTOR:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 (Print/type name and title)

**PERMANENT EMPLOYEE LISTING**

**(GENERAL CONTRACTOR)**

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| **General Contractor** |  |
| **Project Name** |  |
| **Period Covered** |  |
| **Date Submitted** |  |

*NOTE: A computer generated employee registry can be submitted as long as it lists the employee name and job category.*

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| **Name of Employee** | **Job Category** |
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**NEW HIRES**

**(GENERAL CONTRACTOR)**

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| **General Contractor** |  |
| **Project Name** |  |
| **Period Covered** |  |
| **Date Submitted** |  |

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| **Employee Name** | **Position** | **Length of Employment by Dates** | **Length of Employment in Hours** | **Section 3 New Hire** | **Non- Section 3 New Hire** |
| **Start** | **End** | **Proposed** | **Actual** |
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***If you have new hires, but none are Section 3 residents, please explain.***

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**SECTION 3 NEW HIRES TRAINED**

**(GENERAL CONTRACTOR)**

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| **Name of Company** |  |
| **Project Name** |  |
| **Period Covered** |  |
| **Date Submitted** |  |

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| **Employee Name** |  |
| **Last 4 digits of SS#** |  |
| **Position** |  |
| **Type of Training Provided** |  |
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| **Employee Name** |  |
| **Last 4 digits of SS#** |  |
| **Position** |  |
| **Type of Training Provided** |  |
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| **Employee Name** |  |
| **Last 4 digits of SS#** |  |
| **Position** |  |
| **Type of Training Provided** |  |
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| **Employee Name** |  |
| **Last 4 digits of SS#** |  |
| **Position** |  |
| **Type of Training Provided** |  |
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| **Employee Name** |  |
| **Last 4 digits of SS#** |  |
| **Position** |  |
| **Type of Training Provided** |  |
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**SECTION 3 PLAN**

**(SUBCONTRACTOR WITH**

**CONTRACT IN EXCESS OF $100,000)**

**For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(CDBG Project Name)**

**CDBG Grant Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Submitted by:**

Name of Subcontractor:

Address:

Contact Information:

**GENERAL STATEMENT**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as the subcontractor, is committed to comply with the Section 3 Act, the Section 3 regulations, and the Michigan Economic Development Corporation (“MEDC”) Section 3 Guidelines. It is our desire to work together with the Municipality and the General Contractor to ensure compliance, to the greatest extent feasible, through the awarding of contracts for work and services to Section 3 companies, and to provide employment and training to Section 3 residents. We commit to include the Section 3 Clause in all subcontracts. We have been informed of the Section 3 requirements and goals set forth by the Municipality and the General Contractor. Our submission of this document shall also be our agreement to follow the Section 3 Plan submitted to MEDC by the Township/Village/City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the General Contractor.

**EMPLOYMENT AND TRAINING**

To demonstrate compliance with Section 3 regulations, it is desirous to employ Section 3 residents as 30 percent of the aggregate number of new hires, and to provide training to those new hires. We agree to provide information regarding existing employees and hiring needs as a part of this plan.

Any goal established in this plan must be met, or proof provided as to why the goal was not met.

**ATTACHMENTS**

The following attachments are incorporated into and made a part of this Section 3 Plan:

\_\_\_\_ Section 3 Clause that will be included in all contracts

\_\_\_\_ Permanent Employee Listing for the Subcontractor

\_\_\_\_ Workforce Needed for Section 3 Covered Project for the Subcontractor

We agree to provide to the Municipality the following documentation as soon as the information is available to us:

* New Hires for the Subcontractor
* Section 3 New Hires Trained for the Subcontractor
* HUD 60002 Final Report – Section 3 Summary Report

We agree to immediately report any changes in this plan, including but not limited to, changes in the dollar amount of contracts awarded and staffing needs.

**Submitted to Michigan Economic Development Corporation**

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

**SUBCONTRACTOR:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print/type name)

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 (Print/type name and title)

**PERMANENT EMPLOYEE LISTING**

**(SUBCONTRACTOR)**

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| **Subcontractor** |  |
| **Project Name** |  |
| **Period Covered** |  |
| **Date Submitted** |  |

*NOTE: A computer generated employee registry can be submitted as long as it lists the employee name and job category.*

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| **Name of Employee** | **Job Category** |
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**NEW HIRES**

**(SUBCONTRACTOR)**

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| **Subcontractor Name** |  |
| **Project Name** |  |
| **Period Covered** |  |
| **Date Submitted** |  |

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| **Employee Name** | **Position** | **Length of Employment by Dates** | **Length of Employment in Hours** | **Section 3 New Hire** | **Non- Section 3 New Hire** |
| **Start** | **End** | **Proposed** | **Actual** |
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***If you have new hires, but none are Section 3 residents, please explain.***

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**SECTION 3 NEW HIRES TRAINED**

**(SUBCONTRACTOR)**

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| **Name of Company** |  |
| **Project Name** |  |
| **Period Covered** |  |
| **Date Submitted** |  |

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| **Employee Name** |  |
| **Last 4 digits of SS#** |  |
| **Position** |  |
| **Type of Training Provided** |  |
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| **Employee Name** |  |
| **Last 4 digits of SS#** |  |
| **Position** |  |
| **Type of Training Provided** |  |
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| **Position** |  |
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| **Employee Name** |  |
| **Last 4 digits of SS#** |  |
| **Position** |  |
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| **Last 4 digits of SS#** |  |
| **Position** |  |
| **Type of Training Provided** |  |
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