

INELIGIBLE CONTRACTORS

(Name of contractor or quoter)

hereby certifies that it _____ is/ _____ is not (check one)
included on the U.S. Comptroller General's Consolidated List of persons or firm currently
debarred for violations of various public contracts incorporating labor standards
provisions.

Date: _____

(Authorized Representative)

***Affirmative Action Program Implementing
Section 3 of Housing and Urban Development Act of 1968***

**Employment Opportunities for Business and Lower Income Persons in Connection with
HUD-Assisted Projects**

Contractor's Name:	Project Name:
Address-Zip Code:	Project Number:
EEO Officer:	Project Location: (City, County, State)
Area Code-Phone Number:	Construction Starting & Completion Date (Project Starting & Completion Date):

I. Determination of Project Area Boundaries:

A. Address of Proposed Project:

_____ (Street)

_____ (City or Township)

_____ (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 of Indiana Reservation.

Yes _____

If yes, the project area for purposes of this Section 3 Affirmative Action Plan is coextensive with boundaries of the Urban Renewal, NDP, Model Cities, Metropolitan Plan or Indian Reservation boundaries. (Exception 701 Projects; see Toote/Meeker memo notice dated 7-1-74)

No. If no, specify the smallest political jurisdiction within which the project is located (i.e., township, city, village, county, etc.)

The project area for purposes of this Section 3 Affirmative Action Plan is coextensive with the political jurisdiction 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 or 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.

Specific Affirmative Action Steps:

_____ agrees to
(Name of Contractor)

implement the following specific affirmative action steps directed at increasing the utilization of lower income residents and project area businesses.

- A. To ascertain from the HUD Area Office Director the exact boundaries of the Section 3 covered project area and where advantageous, seek the assistance of local officials of the Department in preparing and implementing the affirmative action plan.
- B. To attempt to recruit from the appropriate areas the necessary number of low 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 and Redevelopment (SER), Opportunities Industrialization Center (OIC), Urban League, Concentrated Employment Program, Hometown Plan, or the U.S. Employment Service.
- C. To maintain a list of all lower income area residents who have applied either on their own or on referral from any source, and to employ such person, if otherwise eligible and if a vacancy exists.
- D. To insert this affirmative action plan in all quote documents, and to require all quoters to submit a Section 3 affirmative action 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 quote basis in areas other than Section 3 covered project areas, are also let on a negotiated basis, whenever feasible, when let in a Section 3 covered project area.
- F. To formally contract unions, subcontractors and trade associations to secure their cooperation for this program.
- G. To insure that all appropriate project area business concerns are notified of pending contractual opportunities.
- H. To maintain records, including copies of correspondence, memoranda, etc., which document that all of the above affirmative action steps have been taken.
- I. To appoint or recruit an executive official of the company or agency as Equal Opportunity Officer to coordinate the implementation of this Section 3 affirmative 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 Affirmative Action Plan, and become a party to the full implementation of this program.

Signature

Title

Date

Signature

Title

Date

PROPOSED CONTRACTS BREAKDOWN

Type of Contract (Business or Profession)	Total Number of Contracts	Total Approximate Dollar Amount	Estimated No. of Contracts to Project Area	Estimated Dollar Amount to Project Area Businesses

Company _____

Project Number _____

Project Name _____

EEO Officer (Signature) _____

Date _____

Job Category	Total Estimated Positions	Number of Positions Currently Occupied by Perm Employees	Number Positions Not Currently Occupied	Number Positions to be Filled with L.I.P.A.R.*
<i>Officers/Supervisors</i>				
<i>Professionals</i>				
<i>Technicians</i>				
<i>Housing Sales/Rental/Management</i>				
<i>Office Clerical</i>				
<i>Service Workers</i>				
<i>Others</i>				

Trade:	Total Estimated Positions	Number of Positions Currently Occupied by Perm Employees	Number Positions Not Currently Occupied	Number Positions to be Filled with L.I.P.A.R.*
<i>Journeyman</i>				
<i>Helpers</i>				
<i>Apprentices</i>				
<i>Maximum No. Trainees</i>				
<i>Others</i>				
<i>Total:</i>				

Trade:	Total Estimated Positions	Number of Positions Currently Occupied by Perm Employees	Number Positions Not Currently Occupied	Number Positions to be Filled with L.I.P.A.R.*
<i>Journeyman</i>				
<i>Helpers</i>				
<i>Apprentices</i>				
<i>Maximum No. Trainees</i>				
<i>Others</i>				
Total:				

Lower Income Project Area Resident

Individuals residing within the Section 3 determined project area boundaries whose family income does not exceed 90% median income.