"Attachment A" Sample
SECTION 3 PLAN

_____ CDBG contract #_____

(Name of Grantee - Town, City, or County) agrees 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 project site.

A.	To implement Section 3 requirements by seeking the assistance of local officials in determining the exact boundaries of the applicable project area.
B.	To attempt to recruit from within the City/County 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.
C.	To maintain a list of all lower income 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 exits
D.	To insert this Section 3 plan in all bid documents, and to require all bidders to submit a Section 3 affirmative action plan including utilization goals and the specific steps planned to accomplish these goals
E.	To ensure that all appropriate project area business concerns are notified of pending sub contractual opportunities
F.	To maintain records, including copies of correspondence, memoranda, etc., which document that all the above affirmative action steps have been taken.
G.	To appoint or recruit an executive official as Equal Opportunity Officer (EOO) to coordinate the implementation of this Section 3 plan
H.	To list all permanent workforce for this project by job title
I.	To list all projected workforce needs for this project by job classification and time frame for potential hire.

As officer and representative of (*grantee*) _____, the undersigned, I have read and fully agree to the above and become a party to the full implementation of this program.

_____ _____

Chief Elected Official or designated EOO *Date*

_____

Signature