Oklahoma Department of Commerce
Community Development Division (ODOC-CD)
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
SECTION 3 Action Plan
(To be submitted with bid)

_____, (Prime Contractor) agrees to implement the following specific action steps directed at increasing the utilization of Section 3 Residents and Section 3 Business Concerns within _____(Town/City and County) for compliance with CDBG Contract #_____.

A. To ascertain from the locality's CDBG Program official the exact boundaries of the Section 3 Covered Project Area and where advantageous, seek the assistance of local officials in preparing and implementing the action plan.

B. To attempt to recruit from within the Town/City/County the necessary individuals to fill employment opportunities generated by Section 3 covered assistance 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 the U.S. Employment Service and providing preference for these opportunities in the following order:

(i) Section 3 Residents residing in the service area or neighborhood in which the Section 3 covered project is located.

(ii) Participants in programs such as CDSA YOUTHBUILD; YOUTHBUILD.ORG.

(iii) Other Section 3 Residents.

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 persons, if otherwise eligible and a vacancy exists.

D. To insert this Section 3 Action Plan in all bid documents for contracts over $200,000, and to require all bidders on subcontracts over $200,000 to submit a Section 3 Action Plan, including utilization goals and the specific steps planned to accomplish these goals.

E. To ensure that subcontracts over $200,000 which are typically let on a negotiated rather than bid 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 contact unions, subcontractors, and trade associations to secure their cooperation for this program.

G. To notify Section 3 residents and Section 3 business concerns about economic opportunities generated by Section 3 covered assistance and to award Section 3 covered contracts, to the greatest extent feasible, to Section 3 business concerns in the following order of preference:

(i) 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.

(ii) Applicants selected to carry out HUD Youth-build projects.

(iii) Other Section 3 business concerns.

H. To notify potential contractors about Section 3 requirements of this part and incorporating the Section 3 clause in all solicitations and contracts.

I. To facilitate the training and employment of Section 3 residents and the award of contracts to Section 3 business concerns undertaking activities to reach the numerical goal established by HUD.

J. To cooperate in obtaining the compliance of contractors and subcontractors with the requirements of Section 3.

K. To submit reports to Town/City/County on the results of actions taken to provide training, jobs and contracts to Section 3 residents and Section 3 business concerns.

L. To appoint an executive official of the company or agency as Equal Employment Opportunity Officer to coordinate the implementation of this Section 3 Action Plan.

M. To complete a **Section 3 Business Self-Certification** and **Section 3 Contractor Estimated Project workforce Breakdown** and submit to Town/City/County, or their designee.

N. To document utilization of Section 3 Employees on the covered project by having existing employees, and new employees, (including those of all subcontractors) from the Section 3 Area, complete the **Section 3 Worker Status Certifications** of all employees per the current HUD Income Limits for County work is performed at https://www.huduser.gov/portal/datasets/il.html and provide this information on the Section 3 Utilization Monthly Report.

O. To complete a **Section 3 Utilization Monthly Report** and submit said report to Town/City/County, or their designee to be included with monthly pay estimates and weekly payroll reports prior to payment for the covered project; This report will list all Section 3 Employees documented on the Section 3 Worker Status Certification worksheets and be in the format provided.

P. To maintain records, including copies of correspondence, income verification memoranda, etc., which document that all levels of the above action steps have been taken as supporting documentation for compliance.

CONTRACTOR CERTIFICATION

As officers and representative of: _____

(Name of Contractor)

On behalf of the Company, I have read and fully agree to the Section 3 Action Plan and become a party to the full implementation of this program.

_____

Name and Title of the Authorized Representative (print or type)

_____ _____

Signature of Authorized Representative Date