

## Section 3 Plan of Action (3.28b)

**Directions: To be completed by any entity receiving over \$100,000 in HOME / HTF funds (in combination with other HUD Section 3 covered funds.)**

\_\_\_\_\_ (*entity*) agrees to implement the following specific Plan of Action steps directed at increasing the utilization of low-income residents and businesses within the \_\_\_\_\_ (*County*).

- A. To ascertain from the Fund the exact boundaries of the Section 3 covered project area and where advantageous, seek the assistance of local officials in preparing and implementing the Section 3 Plan of Action for \_\_\_\_\_ (*Name of Project*).
- B. To recruit from within the Section 3 area the necessary number of low-income residents through: a display advertisement in a local newspaper; signs placed at the project site; direct contact with the local Workforce West Virginia (WFWV) office, the local County (or City) Department of Social Services, and/or any Community Action Agencies that serve the Section 3 area.

For this project, within the pool of Section 3 residents, the contractor/subcontractor will give preference to qualified residents and businesses in hiring and contracting:

- Category 1: Section 3 residents residing in the service area or neighborhood in which the Section 3 covered project is located. The service area cannot extend beyond the unit of general local government in which the HOME / HTF funds are expended.
  - Category 2: Participants in HUD Youthbuild programs.
  - Category 3: Where the Section 3 project is assisted under the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11301 *et seq.*), homeless persons residing in the service area or neighborhood in which the Section 3 covered project is located shall be given the highest priority.
  - Category 4: Other Section 3 residents, that is, low-income residents of the metropolitan area or non-metropolitan county who do not reside in the neighborhood, as defined in Category 1.
- C. To maintain a list of all low-income residents who have applied either on their own or on referral from any source, and to employ such persons that are qualified, if otherwise eligible and if a vacancy exists.

- D. For all solicitations in excess of \$100,000 for subcontractors, to determine if each responding subcontractor is a Section 3 business for the project and insert this Section 3 Plan of Action requirement in any resulting agreement. Contracts and subcontracts for less than \$100,000 are exempt from the preparation of a Section 3 Plan of Action.
- E. To formally contact subcontractors and other appropriate groups to secure their cooperation for the program.
- F. To ensure that all appropriate project area business concerns are notified of the pending subcontracting opportunities.
- G. To maintain records, including copies of correspondence, memoranda, etc., which document that all of the above affirmative action steps have been taken.
- H. To appoint or recruit an executive official of the company or agency as Equal Opportunity Officer to coordinate the implementation of this Section 3 Plan.
- I. To list on Table A (Exhibit 2-C) information related to subcontracts to be awarded.
- J. To list on Table B (Exhibit 2-D) all projected workforce needs for all phases of this project by occupation, trade, skill level, and number of positions.

As officers and representative of \_\_\_\_\_  
 (Entity), we the undersigned have read and fully agree to this Section 3 Plan of Action and become a party to the full implementation of this program.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date