

Section 3 Policy & Action Plan City of Waterbury

SAMPLE ECONOMIC OPPORTUNITY PLAN

This Sample is intended as a guide for Contractors or Subcontractors in the preparation of its Economic Opportunity Plan as required by the City of Waterbury's Section 3 Policy & Action Plan. The Economic Opportunity Plan shall be submitted with all bid documents or other applications for work on a Section 3 Covered Project conducted by the City.

COMPANY NAME

ADDRESS

TELEPHONE AND FAX NUMBER

PROJECT/BID NAME & NUMBER

- 1. Identify individuals responsible for planning, implementing, and tracking the project's Section 3 training and employment goals. Describe their prior experience in this area.**

The individual responsible for planning, implementing and tracking the project's Section 3 training and employment goals is John/Jane Doe, President (name/title), of Contractor/Subcontractor (name of company). He or she will obtain all pertinent information to become thoroughly familiar and ensure contract compliance with the HUD Section 3 Regulation. John/Jane Doe has worked on construction (type of business) projects, and is qualified to administer Contractor's Section 3 Economic Opportunity Plan (Plan.)

- 2. Describe efforts (Contractor and Subcontractor) to be taken to recruit, solicit, encourage, facilitate and hire public housing and other low-income persons. Identify any private or public resources that will be used.**

The employment goal is thirty percent (30%) of the aggregate number of new hires. Contractor will take the following steps to recruit, solicit, encourage, facilitate and hire public housing and other low-income persons, in the event any vacancies occur throughout the duration of the project: (for example)

1. Meet with resident associations and managers at the public housing site where work is to take place, first, and second, at other public housing sites.
2. Schedule a time and place for public housing residents to complete job applications.

3. Work with Northwest Regional Workforce Investment Board or other community resources to identify and locate Section 3 Residents who could fill job vacancies that may later become available or compile a list to be maintained by the Contractor.
4. Send notices about Section 3 training and employment obligations and opportunities required for this project to labor organizations.
5. Establish a training program to provide public residents and other low income residents with the opportunity to learn basic skills and job requirements.
6. Advertise in major and community newspapers and on job sites for workers who meet the definition of a Section 3 Resident.

Contractor will establish files to record and retain written documentation of all training and employment outreach efforts and resources from agency representatives and job applicants.

3. Describe the Contractor's activities to be taken for recruiting, soliciting, encouraging, facilitating and selecting Section 3 Businesses as Subcontractors. (ONLY APPLICABLE TO FIRMS THAT SUBCONTRACT)

Contractor will take all feasible measures to recruit, solicit, encourage, facilitate and select qualified Section 3 Business subcontracting firms to perform at least 10% of the project award amount (contract sum) for each City of Waterbury project for which Contractor is the successful bidder.

Contractor will request the organizations, listed below, to provide lists of businesses, organized by trade category, which can perform required project work (in addition to these organizations, Contractor may also contact other organizations that provide such listings): (for example)

1. Purchasing Department Section 3 Business list.
2. Small Business Administration.
3. Business assistance agencies, minority contractor associations and community organizations.

Contractor understands that, in addition to awarding work to Section 3 Businesses, it is our responsibility to:

1. Use the Contractor's or firms solicitation letter to advertise to the "greatest extent feasible" to all firms on lists provided to us by the City of Waterbury and other organizations about the type of work needed to complete the project.
2. Advise Subcontractors of Contractor's obligation to seek and award work to Section 3 Businesses, where feasible.
4. Explain how to qualify as a Section 3 business in order to be eligible to receive a preference from Contractor when subcontractor work is to be awarded.
5. Provide Section 3 Businesses that are qualified to perform work with an opportunity to submit price quotations this project.

4. Describe plans to structure project activities in ways to create opportunities for Section 3 Businesses to participate. (ONLY APPLICABLE TO FIRMS THAT SUBCONTRACT)

Contractor will make every effort to structure project activities to increase opportunities for Section 3 businesses. This will be accomplished by sub-dividing the work into smaller amounts, or by using multiple firms to complete similar types of work.

Examples of documentation of outreach to find eligible Section 3 Businesses for Subcontracting opportunities:

1. Contractor will maintain written documentation of all outreach efforts and responses received from organizations and subcontractors who are contacted.
2. Contractor will include in all outreach efforts notification that a project is a Section 3 Covered Project.
3. If Contractor is unable to meet the City of Waterbury's requirement to contract at least 10% of the award amount to Section 3 Businesses, Contractor will include in its close-out letter an explanation as to why this requirement was not met.

Submitted by: _____
Submission Date: _____

signed (title/name)