

SECTION 3 ACTION PLAN

This form must be completed and submitted with the Project Bid or Application.

Project Name: _____

Company Name: _____

Proposed Contract Amount: _____ Contact Name: _____

Phone number: _____ Email Address: _____

Part 1. Overall Project Section 3 Contracting & Employment Goals:

Contractors submitting a bid for the above referenced project must meet Section 3 goals. If the goals are not met, the Contractor must show an effort, to the greatest extent feasible, was made to meet the goals.

10% of Building Trades/Construction Work

(Note: Contracts for purchase of supplies and materials only are not subject to goals unless the contract includes installation of product)

3% of All Other Non-Construction Work
(architect, appraisal, etc.)

30% of New Hires

(Note: one Section 3 resident must be hired when a company makes 1, 2, or 3 new hires)

	Project Total	Section 3 Goals	Section 3 (\$ or #) Goals
Building Trade/Construction Work	\$	10% of TOTAL	\$
Non-Construction Work	\$	3% of TOTAL	\$
New Hires	#	30% of TOTAL	#

Part 2. Statement of Commitment:

By signature below, the undersigned acknowledges to the County of Anoka and its Housing and Redevelopment Authority (collectively the "County") that the undersigned has been provided with information and documents regarding the County's Section 3 Plan which explains the obligations and requirements of any construction project which is funded in part or whole by HUD sourced funds. The undersigned certifies to its commitment to comply with the County's Section 3 Plan, all Section 3 laws and regulations, and to use the Anoka County Job Training Center and the County's Section 3 business list in connection with the above described project.

The undersigned further certifies that the information contained in this Section 3 action plan is accurate and correct. The undersigned understands that the County may impose penalties and sanctions for the submission of any false and inaccurate statements within this document, fails to achieve the Section 3 contracting and employment goals for the project, and/or fails to comply with the County's Section 3 Plan, Section 3 laws and regulations, or its contract obligations.

Signature of Authorized Representative _____ Date _____

Position of Authorized Representative _____

Part IV: SECTION 3 BUSINESS AND EMPLOYMENT PLAN

List all Business Concerns that will be utilized for this Project: (Attach additional sheets if more room is needed)

Company Name	Contact Person	Phone number	Service Provided	Date of contract	Contract amount	Section 3 certified?

List all Business Concerns that will be hiring employees: (Attach additional sheets if more room is needed)

Company Name	# of Current Employees	Proposed # of New Hires	Proposed # of New Hires that are Section 3 eligible	Proposed % of New Hires that are Section 3 eligible

*Attach a list of current employees and their titles