

**BIDDERS SECTION 3 PLAN FORMAT TEMPLATE**

**NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY**

Office of Recovery  
P.O. Box 990 - Trenton, NJ 08625-0990

**Forms available at: <http://www.njeda.com/affirmativeaction>**

If award is received, \_\_\_\_\_ (name of contractor) agrees to implement the following specific affirmative action steps directed at increasing the utilization of lower income residents and businesses within the County of \_\_\_\_\_.

1. 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 affirmative action plan.
2. To attempt to recruit from within the city the necessary number of lower income residents through local advertising media, signs placed at the proposed site for the project area, and community organizations, and public or private institutions operating within or serving the project area such as Service Employment and Redevelopment (SER), Opportunities Industrialization Center (OIC), Urban League, Concentrated Employment Program, Hometown Plan, or the U.S. Employment Service.
3. To maintain a list of lower income area residents who have applied either on their own or on referral from any source, and employ such persons, if otherwise eligible and if a vacancy exists.
4. To insert the Section 3 Clause Contract Provisions in all subcontracts over \$100,00, to obtain all forms from said subcontractors, and to obtain all documentation for completion of prior to final payment. (Loans, grants, contracts, and subsidies for less than \$100,000 will be exempt).
5. To contact unions, subcontractors, and trade associations to secure their cooperation for this program
6. To ensure that all appropriate project area business concerns are notified of pending sub contractual opportunities.
7. To maintain records, including copies of correspondence, memoranda, etc., which document that all of the above affirmative steps have been taken.
8. 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.
9. To list information related to proposed subcontracts to be awarded to Section 3 businesses.
10. To list all projected workforce needs for all phases of this project by occupation, trade, skill level and number of positions.

As officers and representatives of \_\_\_\_\_, (Name of Bidder) we, the undersigned, have read and fully agree this Affirmative Action Plan, and become a party to the full implementation of this program.

Signature

\_\_\_\_\_  
Title of Singer (Print or Type): \_\_\_\_\_ Date \_\_\_\_\_

Signature

\_\_\_\_\_  
Title of Singer (Print or Type): \_\_\_\_\_ Date \_\_\_\_\_