

**THE MINORITY BUSINESS ENTERPRISE PROGRAM IN  
 CONNECTION WITH SCP PROJECTS  
 IN COMPLIANCE WITH EXECUTIVE ORDER 11625  
 AFFIRMATIVE ACTION PLAN FOR UTILIZATION OF  
 MINORITY BUSINESS**

<b>Project Name</b>	<b>Project No.</b>
<u>Redevelopment Authority of Fayette County</u>	
<b>Developer</b>	<b>General Contractor</b>

**CONTRACTING**

Prior to the signing of contracts between the Redevelopment Authority of the County of Fayette and the General Contractor, the General Contractor shall provide to the Redevelopment Authority of the County of Fayette a preliminary statement of Minority Business Utilization where known; where not known, such information shall be supplied prior to the signing of any contract between the General Contractor and subcontractor(s).

**UTILIZATION OF BUSINESSES**

Each General Contractor undertaking work on this project shall assure that, to the greatest extent feasible, contracts for work to be performed in connection with the project are awarded to minority business concerns.

The General Contractor shall, to the greatest extent feasible, utilize minority business concerns for procurement (materials, supplies, services) to be performed in connection with this project. To this end the General Contractor projects a Utilization Goal of \$\_\_\_\_\_ (\_\_\_\_\_%).

<b>CATEGORY</b>	<b>Amount Available in Dollars</b>	<b>GOAL ALLOCATION Amount Projected in Dollars</b>
A. Minority Contractors	\$ _____	\$ _____
B. Minority Procurement	\$ _____	\$ _____

Att. 2(a)

**GOOD FAITH EFFORT**

The following minority business referral agencies will be contacted: SBA, State OMBE, and others: (List) \_\_\_\_\_

This is to certify that \_\_\_\_\_ will abide by and initiate in all our contracts, to the greatest extent feasible, the requirements of Executive Order 11625.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title Date

2(b)

**CONTRACTOR'S  
AFFIRMATIVE ACTION PLAN FOR BUSINESS UTILIZATION  
SECTION 3**

- A. The Contractor shall utilize, to the maximum extent feasible, eligible, Section 3 business concerns located in Fayette County and contracting for work to be performed in connection with the completion of the contract. Eligible Section 3 businesses are those which qualify as "small" under the Small Business Administration size standards and which are socially and economically disadvantaged.
- B. The Contractor has established a goal of \_\_\_\_\_% of the total contract amount which he expects to award to eligible Section 3 business concerns. The Contractor's Business Utilization Report sets forth the classification of subcontracts, the estimate of each subcontractor dollar amount, whether a Section 3 business is intended to be utilized and the dollar amount of proposed subcontracts to Section 3 businesses.
- C. To achieve the goal specified in paragraph "B," the Contractor shall:
1. Make full use of minority business listings made available by the DCED Regional Office, Small Business Administration and the Pennsylvania Department of Commerce OMBE.
  2. Take steps to insure that subcontract which are typically let on a bid rather than a negotiated basis are also let on a negotiated basis, whenever feasible.
  3. Where competitive bids are solicited, include as part of the bid documents the contractor's goal for Section 3 as it relates to the work for which bids are being solicited, require each bidder to submit their Utilization Goals and Affirmative Action Plan for achieving Section 3 Business Utilization.
  4. Insert the Section 3 contract language required by 24 CFR 135.20(b) in all subcontracts; and require to be executed by the subcontractor a certification of compliance with Section 3, and an Affirmative Action Plan for Business Utilization.
- D. The Contractor will report to the Redevelopment Authority of the County of Fayette on a monthly, quarterly, or per project basis, the results of the affirmative efforts undertaken per paragraphs A, B, and C above, including the efforts of its subcontractors.

Signature/Contractor	Date
(Approved/(City/County)	Date

2(c)

**SUBCONTRACTOR'S  
AFFIRMATIVE ACTION PLAN FOR BUSINESS UTILIZATION  
SECTION 3**

- A. The Subcontractor shall utilize, to the maximum extent feasible, eligible Section 3 business concerns located in the area of the Local Public Agency contracting for work to be performed in connection with the completion of the contract. Eligible Section 3 businesses are those which qualify as "small" under the Small Business Administration's size standards and which are socially and economically disadvantaged.
- B. The Subcontractor has established a goal of \_\_\_\_\_% of the total subcontract amount which he expects to award to eligible Section 3 business concerns. The Subcontractor's Business Utilization Table sets forth the classification of subcontracts, the estimate of each Subcontractor dollar amount, whether a Section 3 business is intended to be utilized and the dollar amount of proposed subcontracts to Section 3 businesses.
- C. To achieve the goal specified in paragraph "B," the Subcontractor shall:
1. Make full use of minority business listings made available by the Small Business Administration and the Pennsylvania Department of Commerce OMBE.
  2. Take steps to insure that subcontracts which are typically let on a bid rather than a negotiated basis are also let on a negotiated basis, whenever feasible.
  3. Where competitive bids are solicited, include as part of the bid documents the Subcontractor's goal for Section 3 as it relates to the work for which the bids are being solicited, require each bidder to submit their Utilization Goals and Affirmative Action Plan for achieving Section 3 Business Utilization.
  4. Insert the Section 3 contract language required by 24 CFR 135.20(b) in all subcontracts; and require to be executed by the Subcontractor a Certification of Compliance with Section 3, similar to the Contractor's Certification of Compliance, and an Affirmative Action Plan for Business Utilization.

Signature/Subcontractor	Date
Approved/(City/County)	Date

**CONTRACTOR'S  
CERTIFICATION OF COMPLIANCE  
SECTION 3**

CERTIFICATION OF COMPLIANCE WITH REGULATIONS TO SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968 AS REQUIRED FOR PARTICIPATION IN THE SMALL COMMUNITIES PROGRAM, PURSUANT TO THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, P.L. 93-383, AS AMENDED.

**PURPOSE, AUTHORITY AND RESPONSIBILITY**

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (hereinafter Section 3) requires that to the greatest extent feasible, opportunities for training and employment in a Section 3 covered project be given lower income residents of the project area and that contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.

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(hereinafter called the Contractor)

upon being awarded a contract for \_\_\_\_\_

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in the area of the Section 3 covered project, will, to the greatest extent feasible, make a good faith effort to utilize the services of businesses located in or substantially owned by persons who live within the project boundaries.

The Contractor has been informed by the Local Public Agency that the Department of Community and Economic Development has determined that the project area boundaries for the Small Communities Program are the municipal limits.

To complete the project it is also estimated that the Contractor will be subcontracting for supplies and services for which certain business concerns eligible under Section 3 could provide. In order to comply with the regulations for utilization of businesses under Section 3, the Contractor will adopt an Affirmative Action Plan. The Contractor will also require each subcontractor, if any, to adopt an Affirmative Action Plan.

**SUBCONTRACTOR'S  
CERTIFICATION OF COMPLIANCE  
SECTION 3**

CERTIFICATION OF COMPLIANCE WITH REGULATIONS TO SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968 AS REQUIRED FOR PARTICIPATION IN THE SMALL COMMUNITIES PROGRAM, PURSUANT TO THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, P.L. 93-383, AS AMENDED.

PURPOSE, AUTHORITY AND RESPONSIBILITY

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (hereinafter Section 3) requires that to the greatest extent feasible, opportunities for training and employment in a Section 3 covered project be given lower income residents of the project area and that contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.

---

(hereinafter called the Subcontractor)

upon being awarded a contract for \_\_\_\_\_

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in the area of the Local Public Agency, to the greatest extent feasible, will make a good faith effort to utilize the services of businesses located in or substantially owned by persons who live within the project boundaries.

The Contractor has been informed by the Local Public Agency that the Department of Community and Economic Development has determined that the project area boundaries for the Small Communities Program are the municipal limits.

To complete the project it is also estimated that the Subcontractor will be subcontracting for supplies and services for which certain business concerns eligible under Section 3 could provide. In order to comply with the regulations for utilization of businesses under Section 3, the Subcontractor will adopt an Affirmative Action Plan.

**MANPOWER UTILIZATION TRAINING TABLE**

**TRAINEES**

Occupation category*	Approximate number of Trainees required	Total number of Trainees presently on payroll	Total number of Trainees to be hired	Total number of lower income Trainees to be hired

\* The following are the occupational category classifications that should be inserted in the Table:

- |                          |                         |
|--------------------------|-------------------------|
| 1. Asbestos Workers      | 10. Machinists          |
| 2. Bricklayers           | 11. Operating Engineers |
| 3. Carpenters            | 12. Painters            |
| 4. Cement Masons         | 13. Plasterers          |
| 5. Electricians          | 14. Plumbers            |
| 6. Elevator Constructors | 15. Roofers             |
| 7. Glaziers              | 16. Sheet Metal         |
| 8. Iron Workers          | 17. Tile Setters        |
| 9. Lathers               | 18. Others (Specify)    |

**MANPOWER UTILIZATION TRAINING TABLE - TRAINEES - CONTINUED**

**TRAINEE CERTIFICATION**

A. The Contractor hereby certifies that the above table represents the approximate number of trainee positions required in the execution of the \_\_\_\_\_ contract and also represents the number of lower income project area residents that the Contractor proposes to utilize in filling Trainee positions.

- B. The Contractor certifies that it will make a good faith effort to fulfill the number of lower income trainees stated above by utilizing such organizations as the Bureau of Employment Security.
- C. The Contractor certifies that the trainees to be utilized on this project in no event is less than the number of Trainees determined by the Secretary of Labor for each building construction occupation.
- D. The Contractor, prior to subcontracting any portion of the work covered by this contract, will require a Manpower Utilization Table to be prepared and certification similar to Paragraphs A, B, and C to be executed.

2(h)

## WORK FORCE NEEDS TABLE

### EMPLOYEES

Occupation category*	Approximate number of Skilled Employees required	Total number of Skilled Employees presently on payroll	Total number of Skilled Employees to be hired	Total number of lower income residents to be hired

\* The following are the occupational category classifications that should be inserted in the Table:

- |                          |                         |
|--------------------------|-------------------------|
| 1. Asbestos Workers      | 10. Machinists          |
| 2. Bricklayers           | 11. Operating Engineers |
| 3. Carpenters            | 12. Painters            |
| 4. Cement Masons         | 13. Plasterers          |
| 5. Electricians          | 14. Plumbers            |
| 6. Elevator Constructors | 15. Roofers             |
| 7. Glaziers              | 16. Sheet Metal         |
| 8. Iron Workers          | 17. Tile Setters        |
| 9. Lathers               | 18. Others (Specify)    |

### EMPLOYMENT CERTIFICATION

- A. The Contractor hereby certifies that the above table represents the approximate number of employee positions that are needed and which are not presently filled by regular and permanent employees, and which new employees will be required in the execution of the \_\_\_\_\_ contract and also represents the number of lower income project area residents that the Contractor proposes to make a good faith effort to employ.

- B. The Contractor certifies that it will make a good faith effort to employ the number of lower income employees stated above by contacting such organizations as the Bureau of Employment Security, in addition to advertising through the local news media and erecting signs on the project site contractor's employment posters.
- C. The Contractor, prior to subcontracting any portion of the work covered by this contract, will require a Manpower Utilization Table to be prepared and certification similar to Paragraphs A, B, and C to be executed.



- |                                    |   |
|------------------------------------|---|
| 1. Selling bricks                  | 9. Air conditioning sales and/or installation |
| 2. Selling lumber                  | 10. Floor tile sales and/or installations     |
| 3. Selling cement, sand and gravel | 11. Door sales and/or installations           |
| 4. Making steel cast               | 12. Landscaping                               |
| 5. Selling electrical supplies     | 13. Carpeting                                 |
| 6. Selling kitchen appliances      | 14. Stationery and/or advertising             |
| 7. Selling bathroom fixtures       | 15. Other (Specify)                           |
| 8. Window installation             |   |

This list should also include professional services, and all of the construction trades, i.e., plumbing, electrical, drywall, carpenters, etc. which are intended to be subcontracted.

**REPORTING**

The Contractor will report to the \_\_\_\_\_ on a monthly, quarterly or per project basis the results of employee and trainee employment of lower income residents of the \_\_\_\_\_. The Contractor reports will include not only his efforts, but the efforts of subcontractors, if any. The Contractor will, to the greatest extent feasible, abide by the requirements of Section 3 of the Housing and Urban Development Act of 1968, 12, U.S.C. 1701u, in carrying out its contract.

Date: \_\_\_\_\_

\_\_\_\_\_

Contractor

\_\_\_\_\_

Project Name