



## Example Components of a Section 3 Local Jobs Initiative Plan

*A plan must be created and submitted if you are the Owner and by the General Contractor with a contract > \$100,000. This plan is in narrative form.*

Below are some suggestions for inclusion in your Section 3 Local Jobs Initiative Plan. This is not an exhaustive list of how to implement your plan.

- Identify the project by name, address, and owner.
- List what you will do to attempt to recruit Section 3 residents. What type of advertising will you undertake - posters, flyers?
- List what organizations you will contact about Section 3 resident employment opportunities. Specifically, will you contact the local Public Housing Authority and other community organizations?
- List who you will contact to recruit Section 3 businesses and how you will get the word out about pending subcontractual opportunities over \$100,000.
- List that you will include the Section 3 Local Jobs Initiative Compliance Certification and Section 3 Clause in all contracts over \$100,000.
- List that you will submit the Section 3 Local Jobs Initiative Year-End Monitoring Report to the NCHFA by 12/31 of each calendar year that the project is under construction.
- List that you will submit the Section 3 Summary Report to the NCHFA at project completion or closing.
- Sign and date your Section 3 Local Jobs Initiative Plan before submitting to the NCHFA.
- Attach any flyers, posters, or supporting documentation to your Section 3 Local Jobs Initiative Plan.