CONTRACTOR'S SECTION 3 AFFIRMATIVE ACTION PLAN FOR BUSINESS UTILIZATION	CITY OF PHILADELPHIA **OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT**

The Contractor shall utilize, to the maximum extent feasible, eligible Section 3 business concerns located in Philadelphia, Pennsylvania, In 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.

Section 3 requires a minimum goal of 10% of the total contract amount which it expects to be awarded to eligible Section 3 business concerns. Table 1, Business Utilitzation 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.

NAME OF PROJECT _____ CONTRACT AMOUNT _____

BUSINESS UTILIZATION

PROPOSED SUBCONTRACTORS/SUPPLIERS	PROPOSED DOLLAR AMUNT OF PROPOSED SUBCONTRACT	DESCRIPTION OF WORK	SEC 3	WBE	MBE

To achieve the goal specified above, the Contractor shall:

1. Make full use of minority business listings made available by HUD Area Office, Small Business Administration, the Minority Business Enterprise Council, the Pennsylvania Department of Commerce, (andother applicable resources). If an interested eligible business needs help in preparing bid documentation or meeting bonding requirements, they will be referred to an appropriate agency.
2. Take steps to insure that subcontracts which are typically let on a negotiated rather than a bid 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 goals 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 al subcontracts: and require to be executed by the subcontractor a certification of compliance with Section 3, similar to the Contractor's Certifcation of Compliance, (20-D-395), and an Affirmative Action Plan for Business Utilization. (20-D-397).

The contractor will report to the City on a regular basis (monthly) the results of the Affirmative Action efforts and undertakings per paragraphs A, B, and C, including the efforts of its subcontractors.

CONTRACTOR'S SIGNATURE	AUTHORIZED SIGNATURE & TITLE	DATE
APPROVAL BY CITY OF PHILADELPHIA	AUTHORIZED SIGNATURE	DATE