



Harris County

Section 3 – Initial Subcontracting Plan

Business Name		Prime <input type="checkbox"/>	Sub <input type="checkbox"/>	Do you qualify as a Section 3 Business Concern?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Business Address				Business Email	
Project Title / Project #				Contract Amount	\$

Part 1: Section 3 Subcontracting

Section 3 Subcontracting requirements are triggered by the need for subcontracts to complete a Section 3 covered contract. **If a prime contractor anticipates using subcontractors, each subcontractor must submit a separate Section 3 Subcontractor's List.**

If the contractor completing this form, or any of its subcontractors, qualifies as a Section 3 Business Concern, the associated **Section 3 Business Concern Self-Certification and Supporting Document Forms** must be completed and attached to this List for each contractor and subcontractor. NOTE: If subcontracting is anticipated and this section is not completed, the contractor's submission may be deemed non-compliant.

- I do anticipate subcontracting any portion of the work on this contract.
- I do not anticipate subcontracting any portion of the work on this contract.

IF CONTRACTOR *DOES NOT* ANTICIPATE THE NEED FOR ANY SUBCONTRACTING, THE SECOND BOX MUST BE CHECKED ABOVE, AND THE CONTRACTOR SHOULD SKIP TO THE *QUALITATIVE EFFORTS* ON PAGE 2

Subcontractor Name	Work to be performed (Building trade or Other)	Section 3 Business?	Contract Amount
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	



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PART II: Qualitative Efforts

In accordance with subpart 75.15, 75.25 the Department of Economic Equity and Opportunity (DEEO) will require the vendor to engage in qualitative efforts to satisfy its benchmark goals, which may include, but are not limited to, the following:

1. Engaging in outreach efforts to generate job applicants who are Targeted Section 3 Workers, posting job openings at the jobsite, HUD Opportunity Portal, social media pages, contacting Resident Advisory Councils, and other platforms;
2. Contacting agencies administering YouthBuild Programs and requesting their assistance in recruiting YouthBuild Program participants for training opportunities and employment positions;
3. Consulting with state and local agencies administering training programs, such as those funded through Workforce Investment Act, unemployment compensation programs, community organizations, and other officials or organizations to assist with training and recruiting Section 3 Workers and Targeted Section 3 Workers;
4. Holding job fairs;
5. Providing or connecting Section 3 Workers and Targeted Section 3 Workers with assistance in seeking employment, including drafting, resumes, preparing for interviews, and finding job opportunities connecting residents to job placement services;
6. Providing or referring Section 3 Workers to services supporting work readiness and retention (e.g., work readiness activities, interview clothing, test fees, transportation, child care);
7. Assisting Section 3 Workers to obtain financial literacy training and/or coaching;
8. Engaging in outreach efforts to identify and secure bids from Section 3 Business Concerns.
9. Providing technical assistance to help Section 3 Business Concerns understand and bid on contracts;
10. Dividing contracts into smaller jobs to facilitate participation by Section 3 Business Concerns;
11. Providing bonding assistance, guarantees, or other efforts to support viable bids from Section 3 Business Concerns;
12. Promoting the use of Section 3 Business Registries designed to create opportunities for Section 3, disadvantaged and small businesses.
13. Other Qualitative Efforts. For example, outreach or referrals with the state one-stop system (Workforce Solutions as defined in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.

What Qualitative Efforts will your organization perform? Please explain below:

I understand that the information contained in this Section 3 Initial Subcontracting Plan may require verification, and I agree to provide additional documents verifying this information if requested. Contractor must, upon request, provide such records to Harris County, its staff, or its designees.



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Part III: Statement of Compliance

I understand that the information contained in this Subcontractor's List may require verification, and I agree to provide additional documents verifying this information if requested.

I hereby certify that the foregoing is true and correct. False, misleading, or inaccurate information may result in disqualification or debarment as a contractor for Harris County.

Business Name

Name of Authorized Officer

Signature

Date

