

1. The *Insert Regional Administrator Governing Body's Name* designates as its Section 3 County Business and Employment Project Area the Counties of *Insert name of county/counties designated as the Regional Administrator IPR Flex service area*.
2. The *Insert Regional Administrator Governing Body's Name*, its contractors, and designated third parties shall in utilizing HOME funds for Indoor Plumbing Rehabilitation Flex Program activities utilize businesses and lower income residents of the Section 3 County in carrying out all activities, to the greatest extent feasible.
3. In awarding contracts for construction, non-construction, materials, and supplies the *Insert Regional Administrator Name*, its contractors, and designated third parties shall take the following steps to utilize businesses which are located in or owned in substantial part by persons residing in the Section 3 County are:

- (a) The *Insert Regional Administrator Governing Body's Name* shall identify the contracts required to conduct the IPR Flex activities.
- (b) The *Insert Regional Administrator Governing Body's Name* shall identify through various and appropriate sources including:

Insert Name of Section 3 County Newspaper of General Circulation
Insert Name of Section 3 County Newspaper of General Circulation

The business concerns within the Section 3 County which are likely to provide construction contracts, non-construction contracts, materials, and services which will be utilized in the activities funded through the IPR Flex Program.

- (c) The identified contractors and suppliers shall be included on bid lists used to obtain bids, quotes or proposals for work or procurement contracts which utilize IPR Flex funds.
 - (d) To the greatest extent feasible the identified business and any other project area business concerns shall be utilized in activities which are funded with IPR Flex.
4. The *Insert Regional Administrator Governing Body's Name* and its contractors and subcontractors shall take the following steps to encourage the hiring of lower income persons residing in the Section 3 County:
 - (a) The *Insert Regional Administrator Governing Body's Name* in consultation with its contractors (including design professionals) shall ascertain the types and number

of positions for both trainees and employees which are likely to be used to conduct IPR Flex activities.

- (b) The *Insert Regional Administrator Governing Body's Name* shall advertise the availability of such positions with the information on how to apply through the following sources:

Insert Name of Project Area Newspaper of General Circulation

Insert Name of Project Area Newspaper of General Circulation

- (c) The *Insert Regional Administrator Governing Body's Name*, its contractors, and subcontractors shall be required to maintain a record of inquiries and applications by project area residents who respond to advertisements, and shall maintain a record of the status of such inquiries and applications.
 - (d) To the greatest extent feasible, the *Insert Regional Administrator Governing Body's Name*, its contractors, and subcontractors shall hire lower income project area residents in filling training and employment positions necessary for implementing activities funded by IPR Flex.
5. In order to document compliance with the above affirmative actions and Section 3 of the *Housing and Community Development Act of 1968*, the *Insert Regional Administrator Governing Body's Name* shall keep, and obtain from its contractors and subcontractors, *Registers of Contractors, Subcontractors and Suppliers* and *Registers of Assigned Employees* for all activities funded by IPR Flex. Such listings shall be completed and shall be verified by site visits and employee interviews, crosschecking of payroll reports and invoices, and through audits, if necessary.