Jefferson Parish Community Development Department

Section 3 Utilization Plan

A Utilization Plan is requires by all contractors, including the Owner/Developer, with a contract amount greater than or equal to $100,000 and are NOT solely suppliers. Submit an Initial Utilization Plan at the receipt of the NOIA and then once every three months or when there is a change to utilization or contract amounts, whichever comes first.

Owner/Developer, Prime Contractor & Subcontractors – The 10% hard cost goal is only applicable when there is a need to contract out to hard cost subcontractors or lower-tier subcontractors, excluding suppliers. The 10% goal is calculated based on the total contract amount. The 3% soft cost goal is only applicable when there is a need for professional services/soft costs. The 3% is calculated based on the soft cost budget, not the total contract amount.

1A. Date Submitted	**2B. Project Name**	**1C. Owner/Developer of Sub/Contractor Name**	**1D. Contact Person and Phone Number**
2A. Total Contract Amount	**2B. Required 10% Hard Cost Goal**	**2C. Achieved 10% Hard Cost Goal**	**2D. 10% Hard Cost Goal Met?**
3A. Soft Cost Budget	**3B. Required 3% Soft Cost Goal**	**3C. Achieved 3% Soft Cost Goal**	**3D. 3% Soft Cost Goal Met?**

Name of Subcontractor	Section 3 Certified?	Trade/Service or Supply	Contract Amount	Address & Phone
Construction Costs/Hard Cost				
Professional Services/Soft Costs				
Suppliers				