

**Attachment  
29B**

**Section 3 Business and Employment  
Notice Sample**

*[Instructions: Publish as a display advertisement in the local paper's non-legal section.]*

*(Insert Regional Administrator's name)* is preparing to carry out the Indoor Plumbing Rehabilitation Flex Program through the use of federal HOME grant Funds. In the implementation of this project the following job types may be available:

*(Insert List of Job Classifications to be used during project here)*

In carrying out this project *(Insert Regional Administrator's name)*, its contractors and subcontractors will, to the greatest extent feasible, will utilize qualified persons who permanently reside within *(Insert the Section 3 County's name here)* for employment and training positions.

All job openings will be listed with the local office of the Virginia Employment Commission. Persons qualified for the jobs listed should register at the following location:

*(Insert Name and Address of local VEC Office or Other Location if appropriate)*

Additionally, the following contracts and procurements will/may be made:

*Insert list of construction, non-construction, and service contracts to be procured during the project.*

*Insert list of construction subcontracts, major, specific equipment and general types of materials to be used during the project.*

*(Insert Regional Administrator's name)* will, to the greatest extent feasible, use businesses located in and owned by persons residing in *(Insert the Section 3 County's name here)*.

Any person residing or firm located in the above named localities may request to participate in procurement opportunities associated with this project by contacting the following person within ten (10) days of this notice.

*Name of Designated Official*

*Address*

*Regional Administrator Phone Numbers*

*Virginia Relay: 711*

*Regional Administrator Fax Number*

Written requests should include the name, address, product or service and phone number.

All above-referenced procurements will be made on a competitive basis. The names of businesses who respond to this notice will be included on procurement lists for this project. Names of job seekers will be given to contractors.