



COLUMBUS METROPOLITAN HOUSING AUTHORITY

Section 3 Workforce Commitment Statement

This project is subject to the requirements of Section 3 of the U.S. Department of Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, and the Columbus Metropolitan Housing Authority’s Section 3 Plan. The information should be completed and submitted before the contractor begins work on the project.

Project Name	
Contractor Name	
Contact Name	
Telephone Number	

Section 3 Requirements

- **perform best efforts to provide employment and training opportunities generated by the project to Section 3 workers.**
- **25 percent or more of the total number of labor hours worked by all workers are worked by Section 3 workers.**
- **5 percent or more of the total number of labor hours worked by all workers are worked by Targeted Section 3 workers.**

This form should be completed by all contractors to communicate estimates for new employment and/or training opportunities arising as a result of the project’s scope of work.

- Provide the complete list of work classifications/job titles and the number of workers required to complete the scope of work.
- Of the work classifications/job titles required for the scope of work, provide the number of workers currently employed to fulfill the scope. *How many workers currently employed to handle this work will work on this project?*
- Of the work classifications/job titles required for the scope of work, provide the number of individuals that must be hired to fulfill the scope. *How many individuals will need to be hired to handle this scope of work?*

If no number is provided under the “# Must Hire” column, the contractor is communicating that the company has a full team to complete the scope of work and will not need to hire new workers. Should this information change during the duration of the project, the contractor is required to communicate changes to the general contractor and provide hiring preference to Section 3 workers.

Work Classification/Job Title	# Required for the Scope	# Currently Employed	# Must Hire

Use additional sheets as necessary to document all work classifications/job titles needed to fulfill the scope of work.

The above-named company certifies and commits to the following Section 3 workforce participation:

Total Estimated New Employment and Training Opportunities*

Total Number of Section 3 Workers Committed to Hire

Section 3 Workforce New Hire Percentage

 %

*Contractors are required to comply with the project's First Source Hiring Process: 1) complete an Available Job Opportunities Form for open opportunities; 2) provide first consideration for new employment and training opportunities to Section 3 workers.

I affirm and certify that information submitted within this document is true and accurate to the best of my knowledge and based on company records.

Authorized Representative's Signature	Date
Print/Type – Authorized Representative's Name	Print/Type – Authorized Representative's Title