



## COLUMBUS METROPOLITAN HOUSING AUTHORITY

### Section 3 Requirements | Understanding and 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	
Email Address	

#### Section 3 Requirements

- Perform best efforts to award contracts and subcontracts to Section 3 businesses.
- 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.
- Perform best efforts to provide employment and training opportunities generated by the project to Section 3 workers.
- Submit a Core Employee List.
- Submit a completed Section 3 Worker Certification Form for each worker appearing on certified payrolls.
- Comply with the First Source Hiring Process requirements.

#### The First Source Hiring Process requires all contractors to:

- Identify and communicate all new employment and training opportunities for the project prior to hiring.
  - Complete and submit a Section 3 Workforce Commitment Statement.
- Share job description and requirements for all new employment and training opportunities.
  - Complete and submit an Available Job Opportunities form.
- Provide first consideration to Section 3 workers for all new employment and training opportunities.
  - Interview referred Section 3 workers prior to considering non-Section 3 workers.
- Make aggressive attempts to fill new employment and training opportunities with Section 3 workers.
  - Work to achieve the Section 3 participation goals.

I understand and, on behalf of the above-named contractor, commit to the requirements of Section 3 as presented within this document and described in the CMHA Section 3 Plan and Clause.

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