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MDHA – Section 3 Contractor and Subcontractor Certification - Preconstruction

The purpose of MDHA’s Section 3 program is to provide employment, training and contracting opportunities to low-income individuals, particularly those who are recipients of government assistance for housing or other public assistance programs.

**Business Name** Enter Business Name

**Business Address** Enter Business Address

**Business Owner Name** Enter Business Owner Name

**Contact Name** Enter Contact Name

**Email Address** Enter Email Address for Contact

**Phone Number** Enter Phone Number for Contact

Under Metropolitan Development and Housing Agency’s (MDHA) Section 3 Program per 24 CFR Part 75, contractors and subcontractors are required to make their best efforts to provide employment and training opportunities to Section 3 workers in the priority order listed below:

For Public Housing Project

1. To residents of the public housing projects for which the public housing financial assistance is expended.
2. To residents of other public housing projects managed by the PHA that is providing the assistance or for residents of Section 8 assisted housing managed by the PHA

For Community Development Projects

1. To participants in Youth Build Programs
2. To low and very low-income persons residing within the service area of the project

The Section 3 Safe Harbor Benchmark requirements are 25% of all labor hours to be completed by Section 3 Workers and 5% of all labor hours to be completed by Targeted Section 3 Workers. If the contractor or subcontractor does not meet the Safe Harbor Benchmark requirements, they must provide evidence that they have made qualitative efforts to assist low and very low-income persons with employment and training opportunities. The list of qualitative efforts include:

* Outreach efforts to generate job applicants who are Public Housing Targeted Workers
* Outreach efforts to generate job applicants who are Section 8 Targeted Workers
* Direct, on-the-job training, including apprenticeships
* Indirect training such as arranging for, contracting for, or paying tuition for, off-site training coaching
* Technical assistance to help Section 3 workers compete for jobs, ex. Resume assistance, coaching
* Provided or connected residents with assistance in seeking employment including drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services
* Held one or more job fairs
* Provided or connected residents with supportive services that can provide direct services or referrals
* Provided or connected residents with supportive services that provide one or more of the following: work readiness, health screenings, interview clothing, uniforms, test fees, transportation
* Assisted residents with finding childcare
* Assisted residents to apply for/or attend community college or a four-year educational institution
* Assisted residents to apply for/or attend vocational/technical training
* Assisted residents to obtain financial literacy and/or coaching
* Outreach efforts to identify and secure bids from Section 3 Business Concerns
* Technical assistance to help Section 3 Business Concerns understand and bid on contracts
* Divided contracts into smaller jobs to facilitate participation by Section 3 Business Concerns
* Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 Business Concerns
* Promoted use of business registries designed to create opportunities for disadvantaged and small business

Monthly Section 3 Reports are required to be submitted to MDHA via provided PDF form by email by the 10th calendar day following the end of each month. The monthly reports will track total labor hours, Section 3 and Targeted Section 3 labor hours worked on the project. If the Section 3 Benchmark requirements are not met, the monthly report will also track qualitative efforts to assist low and very low-income persons with employment and training opportunities.

**Employer Attestation**

I certify that my company will comply with all the requirements for Section 3 as listed in 24 CFR Part 75. These requirements include but are not limited to \*making our best efforts to follow the prioritization of effort requirements related to MDHA’s Section 3 Program throughout the duration of the contract period, and \*making our best efforts to meet the Safe Harbor Benchmarks of 25% of labor hours for Section 3 Workers and 5% of labor hours for Targeted Section 3 Workers. If we are not able to meet the Safe Harbor Benchmarks, we will make qualitative efforts to assist low and very low-income persons with employment and training opportunities and will provide evidence of our efforts. Additionally, we agree to submit monthly Section 3 Reports by the 10th calendar day following the end of each month.

I agree

By typing your name here, you are signing the document electronically. You agree that your electronic signature has the same legal validity and effect as your handwritten signature on the document, and that it has the same meaning as your handwritten signature.

**Employer Representative Electronic Signature**

**Today’s Date**

**State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County**

**I, undersigned authority, a Notary Public in and for said County and in said State, hereby**

**certify that, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, whose Name as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is signed to the foregoing conveyance and who is known to**

**me, acknowledged before me on this day, that, being informed of the contents of the foregoing**

**conveyance, he/she, in his/her capability as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Title), and with**

**full authority, executed the same voluntarily for and as the act of said corporation.**

**Given under my hand and official seal, this the \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_.**

**Notary Public \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**My Commission Expires \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**