



Section 3 Contractor Compliance Commitments

Contract Name/Number:

This Section 3 Contractor Compliance Commitments document is formulated to meet the standards detailed within the Section 3 Plan of the Housing Authority of the City of Hartford.

Section 1.0 - Current Status as a Section 3 Business Concern

Complete the following to verify your firm's current status as a "section 3 business concern" (as detailed within the Section 3 plan of the Housing Authority of the City of Hartford):

Yes__ No __: Is your firm claiming to be a Section 3 Business Concern?

If "Yes," please submit the noted documentation on the Business Certification form to verify this claim. If "No", proceed directly to the following Section 2.0.

Section 2.0 – Contractor Commitment to Meet Labor Hour Benchmark

2.1. General Benchmark

Yes__ No __: 25% or more of the total number of labor hours for this contract or project will be performed by Section 3 Workers and 5% or more of the total number of labor hours will be performed by Targeted Section 3 Workers. **If "Yes", please refer to the income limits of where the individual resides to confirm low-income eligibility and complete Table No. 1; if "No," proceed directly to the following Section 2.2. Contractors marking “No” here are still required to track all labor hours performed by Section 3 Workers**

Low- and very low-income workers: The worker’s income for the previous or annualized calendar year is below the income limit established by HUD. Example- *in 2021, the single income limit for Hartford is \$55,950. John Johnson lives in Hartford and makes \$53,000/annually, which would consider him a low-income individual.*

[Table No. 1]

(1) Classification	(2) Total Number of Labor Hours to be Performed	(3) Total Number of Labor Hours to Performed by Section 3 Individuals
Professionals		
Technicians		
Office/Clerical		
Construction by Trade (List)		
Trade:		
Trade:		
Trade:		
Other (List)		

If there are quantities entered within the above Table No. 1, attached are HACH certification forms for each Section 3 Worker.

2.2. Subcontracted Section 3 Business Concerns

Yes_ No __: We hereby provide evidence of a commitment to subcontract in excess of 25 percent of the labor hours of all subcontracts to be performed by business concerns that meet the qualifications of a Section 3 Business Concern. **If “Yes” fill in Table 2, If "No," proceed directly to the following Section 2.3.**

[Table No. 2]

(1) Classifications	(2) Name of Section 3 Firm Receiving the Subcontract	(3) Total Amount of Subcontract(s)	(4) Percentage the Subcontract(s) is/are of the Total Proposed Contract Amount
Professionals		\$	%
Technicians		\$	%
Office/Clerical		\$	%
Construction by Trade		\$	%
Trade:		\$	%
Trade:		\$	%
Trade:		\$	%
Other (List)		\$	%

Attach fully executed copies of any contracts noted above.

2.3. Contractor Commitment to Meet Labor Hour Benchmark through subcontractors

Yes__ No __: 25% or more of the total number of labor hours for this contract or project will be performed by Section 3 Workers and 5% or more of the total number of labor hours will be performed by Targeted Section 3 Workers employed by the Contractor and/or its subcontractors. **If "Yes", please refer to the income limits of where the individual resides to confirm low-income eligibility and complete Table No. 3; if "No," proceed directly to the following Section 3.0. Contractors marking "No" here are still required to track all labor hours performed by Section 3 Workers employed by subcontractors.**

Note that the percentage benchmarks are aggregated between the Contractors forces and subcontractors. For example, marking yes here could mean that 12% of the Contractors labor hours will be performed by Section 3 Workers and 13% of the labor hours will be performed by subcontractor Section 3 Workers with 5% of the hours being performed by Targeted Section 3 Workers.

[Table No. 3]

(1) Classification	(2) Total Number of Labor Hours to be Performed	(3) Total Number of Labor Hours to Performed by Section 3 Individuals
Professionals		
Technicians		
Office/Clerical		
Construction by Trade (List)		
Trade:		
Trade:		
Trade:		
Other (List)		

If there are quantities entered within the above Table No. 3, attached are HACH certification forms for each Section 3 Worker.

INSTRUCTIONS FROM THE AUTHORITY. If your firm is unable to meet the Section 3 benchmarks described above, please move on to and complete Section 3.0.

Section 3.0 - Additional Efforts to Satisfy the Requirements of Section 3 (Best Efforts/Greatest Extent Feasible)

3.1 Having marked "No" to each of the sections above our firm commits to carry out commitments marked with an "X" in the "Will" Column below and provides an attached narrative description describing how those commitments will be carried out.

[Table No. 4]

(1) Section	(2) Will	(3) Will Not	(4) Description of Commitment (if marked within the "Will Column)
3.1.1			Engage in outreach efforts to generate job applicants who are Targeted Section 3 Workers
3.1.2			Provide training or apprenticeship opportunities.
3.1.3			Provide technical assistance to help Section 3 Workers compete for jobs (e.g., resume assistance, coaching).
3.1.4			Provide or connect Section 3 Workers with assistance in seeking employment including: drafting resumes, preparing for interviews, and finding opportunities connection residents to jobs.
3.1.5			Hold one or more job fairs.
3.1.6			Facilitate award of contracts to Section 3 Business Concerns.
3.1.7			Provide or refer Section 3 Workers to services supporting work readiness and retention (e.g., work readiness activities, interview, clothing, test fees, transportation childcare).
3.1.8			Provide assistance to apply for/or attend community college, a four-year educational institution, or vocational/technical school.
3.1.9			Assist Section 3 Workers to obtain financial literacy training and/or coaching.
3.1.10			Engage in outreach efforts to identify and secure bids from Section 3 Business Concerns.
3.1.11			Provide technical assistance to help Section 3 Business Concerns understand and bid on contracts.
3.1.12			Divide contracts into smaller jobs to facilitate participation by Section 3 Business Concerns.
3.1.13			Advertising the jobs to be filled through the local media, such as community television networks, newspapers, etc.
3.1.14			Promote use of business registries designed to create opportunities for disadvantaged and small businesses.
3.1.15			Perform outreach, engagement, or referrals with the state one-stop system as defined in Section 121(e)(2) of the Workforce Innovation and Opportunity Act
3.1.16	X		Other: Please Specify

3.2 Section 3 Training and Employment Opportunities. The undersigned shall make its best efforts to provide training and employment opportunities generated from the expenditure of Section 3 covered assistance in the following order of priority.

- a. Residents of the housing development or developments for which the Section 3 covered assistance is expended;
- b. Residents of other housing developments managed by HACH;
- c. Participants in HUD YouthBuild programs;
- d. To low-and very low-income persons residing within the Hartford metropolitan area.

3.3 Section 3 Business Concerns Opportunities. The undersigned shall make its best efforts to award contracts and subcontracts to business concerns that provide economic opportunities to Section 3 workers in the following order of priority:

- a. To Section 3 Business Concerns that provide economic opportunities for residents of the public housing projects for which the Section 3 covered assistance is provided;
- b. To Section 3 Business Concerns that provide economic opportunities for residents of other public housing projects or Section-8 assisted housing managed by HACH;
- c. To Youthbuild programs; and
- d. To Section 3 Business Concerns that provide economic opportunities to Section 3 Workers residing within the Hartford metropolitan area.

Section 4 - Reporting.

Contractor shall report on its labor hours performed and best efforts made promptly upon contract initiation through the execution of these compliance commitments, following the end of each calendar year and at contract closeout as well as upon request or at intervals established by the Section 3 Coordinator. Failure to provide such reporting may be considered an event of default under any contract contractor holds with HACH. HACH may dictate the form of report or may accept reports in a form agreeable to the Contractor and HACH.

The undersigned hereby certifies that it and its firm will abide by the terms and conditions of these Section 3 Compliance Commitments.

By: _____
Typed Name:
Title: _____
Date: