

## SECTION 3 BUSINESS UTILIZATION PLAN

### Company Contact Information

|                    |  |
|--------------------|--|
| Company Name       |  |
| Street Address     |  |
| City, ST, ZIP Code |  |
| Contact Name       |  |
| Phone              |  |
| E-Mail Address     |  |
| Project Name       |  |

### Instructions

*Complete this form and return to The Augusta Housing Authority before signing the construction contract.*

*Executive Director  
1435 Walton Way  
Augusta, GA 30901*

*To receive Section 3 preference on a bid award, businesses must submit a Section 3 Utilization Plan. Section 3 Utilization Plans must be submitted individually with each project awarded. The Utilization Plan must be approved before a contract will be signed. The Augusta Housing Authority will not move forward with funding of any Section 3 preference awards until the Section 3 Utilization plan and Section 3 Application are approved. The Section 3 Utilization plan will be bound in the contract. All subcontractors underneath the general contractor with contracts \$100,000 or more must likewise comply with the Section 3 Utilization Plan.*

### Subcontractors Working on this Job

|   | Name & address of subcontractors for this bid | Are they Section 3? | Qualifying Condition | Total Contract Award |
|---|---|---------------------|----------------------|----------------------|
| 1 |   |                     |                      |                      |
| 2 |   |                     |                      |                      |
| 3 |   |                     |                      |                      |
| 4 |   |                     |                      |                      |
| 5 |   |                     |                      |                      |
| 6 |   |                     |                      |                      |

## Current Workforce Information

*Detail the company's current workforce information.*

|   |  |
|---|--|
| Number of Current Employees & job functions:                                |  |
| How many employees will work on this project? What are their job functions? |  |
| Are you going to hire additional employees? For which positions?            |  |
| Are you going to subcontract any work? Explain                              |  |
| Do the owners work on-site? In what capacity?                               |  |
| Do you have an office staff? How many people?                               |  |
| Other pertinent information:  |  |





## Affidavit of Commitment

By signing below our company gives firm commitment to include in all bids the Section 3 Plan (once approved by The Augusta Housing Authority) which identifies activities to comply with the Section 3 program and The Augusta Housing Authority Section 3 clause. Our company also gives firm commitment to conduct aggressive outreach and notification to potential Section 3 residents and businesses for hiring opportunities. Our company gives firm commitment to inform area employment agencies of jobs available from the established job pool of Section 3 area residents. Our company commits to implement the Utilization Plan proposed in this document as well as any additional The Augusta Housing Authority requirements to the fullest extent possible. If awarded the project this Utilization Plan becomes part of our contract with The Augusta Housing Authority for this project. It is our responsibility to follow, document and prove that the company has implemented the Utilization Plan. Any direct violation of this Utilization Plan may result in corrective actions and/or termination of the contract.

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*Printed Name and Title of Certifying Officer in the Company*

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*Name of the Company*

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*Certifying Officer Signature*

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*Date*