



# City of Baltimore Local Hiring Certification and Compliance Statement

**CERTIFICATION STATEMENT (Complete and submit this certification statement with your bid package. Your bid will be considered non-responsive if you fail to include this signed document.)**

For the purpose of requiring employers (contractors and their subcontractors) benefitted by City contracts and subsidies to take measures to hire Baltimore City residents, all businesses awarded a contract with the City for more than \$300,000 or will benefit from more than \$5,000,000 in assistance for a subsidized project, shall agree to comply with the terms of the Local Hiring Law 12-0159 as described in the bid specification.

By signing below as a representative of \_\_\_\_\_ (Company Name), I certify that if awarded this contract, a company representative will meet with the Mayor's Office of Employment Development (MOED) within two weeks of the contract award to complete an employment analysis review the workforce plan required for this contract. If there is a need for new hires, I agree to post the new job openings with MOED's One Stop Career Center Network for a period of seven (7) days prior to publicly advertising these openings. I agree to interview qualified Baltimore City residents referred from MOED and to fill at least 51% of the new jobs required with Baltimore City residents. I also agree to submit an Employment Report by the 5<sup>th</sup> day of each month throughout the duration of contract.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Address: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTRACT AWARD INFORMATION (To be completed by the responsible Baltimore City agency representative and submitted to MOED within two (2) business days of the contract award.)**

Baltimore City Agency: \_\_\_\_\_

Contract No./Description: \_\_\_\_\_

Award Amount: \_\_\_\_\_ Award Date: \_\_\_\_\_

Contractor's Rep for Local Hiring compliance: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
City Agency Staff Name/Title Date

**COMPLIANCE VERIFICATION (To be completed by MOED and returned to the City agency.)**

As required by the Law, "before the disbursement of any funds", the beneficiary must meet with and complete an employment analysis with MOED. This is to certify that the information below is accurate as verified by MOED:

Complied with the requirements of the Local Hiring Law 12-0159 and met with MOED on \_\_\_\_\_ to assess their employment needs, complete the workforce plan and identify new jobs. We have been informed that an estimate of \_\_\_\_\_ jobs will be created as a result of the contract award.

**NOT** complied with the Local Hiring Law. In accordance with the Law, the City Agency is required to withhold payments associated with this award until the meeting has occurred.

\_\_\_\_\_  
MOED Staff Name/Title Date

If there are any questions, please call Rosalind Howard or Susan Tagliaferro at 410-396-9045