



## SECTION 3 REQUIREMENTS | UNDERSTANDING AND COMMITMENT STATEMENT

This project is governed by the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, Section 3 regulations codified at 24 CFR Part 75, and the Louisville Metro Housing Authority Section 3 Program. This form should be completed by each contractor engaged on the project and submitted before the contractor begins onsite work.

Contractor Name	
Contact Name	
Telephone Number	
Email Address	

### Section 3 Requirements

- Perform best efforts to award contracts and subcontracts to Section 3 businesses.
- Perform best efforts to provide employment and training opportunities generated by the project to Section 3 workers.
- 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.
- 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 with the general contractor.
  - Complete and submit an Available Job Opportunities Form
- Provide first consideration to Section 3 workers for all new employment and training opportunities.
  - Interview 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 workforce requirements.

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 governing regulations.

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