

Section 3 Pre-Award Compliance Certification

To be completed and returned to the City of Kenosha.

Project Name: _____

Developer/Owner: _____

Contractor Name: _____

Contractor Address: _____

Contact Person: _____ Phone: _____

Email: _____

Contract Amount (\$): _____ Date of Contract: _____

The undersigned owner and general contractor of the above- referenced project is committed to comply with the Section 3 Act and Section 3 regulations. City of Kenosha will work with the owner and the general contractor to ensure compliance, to the greatest extent feasible, through the employment of Section 3 Workers and Targeted Section 3 Workers. Furthermore, the owner hereby agrees to implement at least the following actions directed towards employing Section 3 Workers and Targeted Section 3 Workers:

- The owner or general contractor must submit the Section 3 Year Final Report with the final invoice.
- The general contractor and subcontractors must submit quarterly reports (Labor Hours Tracking Form) on all Section 3 covered projects. Reports are due by the 15th of the month following the end of the quarter. Reports shall be submitted to the staff contact for your project.
- The owner or general contractor shall maintain comprehensive documentation of their Section 3 outreach efforts and implementation activities. Section 3 files should be clearly maintained and be available for review by City of Kenosha and/or HUD officials.
- The owner and general contractor will make best efforts to ensure that all Section 3 Business Concerns, and Targeted Section 3 Workers within the Service Area are notified of pending opportunities.
- The owner and general contractor will ensure all subcontractors are aware of their obligation to meet Section 3 benchmarks laid out in City of Kenosha's Section 3 Guidance Manual. Subcontractors will consult with the general contractor instead of the City regarding questions and reporting.

- The owner and general contractor agree to register on HUD’s Section 3 Opportunity Portal to help match Section 3 workers to jobs and training opportunities and Section 3 businesses to contracting opportunities (<https://hudapps.hud.gov/OpportunityPortal/>).

We the undersigned, have read and fully agree to this Section 3 Compliance Certification, and become party to the full implementation of this program.

Owner

Signature: _____

Title: _____

Date: _____

General Contractor

Signature: _____

Title: _____

Date: _____

Subcontractor

Signature: _____

Title: _____

Date: _____

Section 3 Contractor Estimated Project Workforce

The employment and training component of Section 3 applies to the prime contractor and all subcontractors providing construction services or professional services to City of Kenosha's CDBG, HOME and HOME-ARP Programs. It is the responsibility of the Prime Contractor to enforce these same requirements within any subcontracts.

To be in compliance with HUD's new Section 3 benchmarks, 25% of total labor hours must be Section 3 Workers and 5% of total labor hours must be Targeted Section 3 Workers. Please note the Section 3 Workers and Targeted Section 3 Workers must meet the minimum qualifications for the available job.

Complete the table below.

Job Category	Total Estimated Positions	Number of Positions Currently Occupied by Permanent Employees	Number of Vacant Positions	Number of Positions to be Filled with Targeted and/or Sec. 3 Workers	Estimated Hiring Date for Targeted and/or Sec. 3 Workers
Professionals					
Technicians					
Office/ Clerical					
Officials/ Managers					
Sales					
Craft Workers (skilled)					
Operatives (semiskilled)					
Laborers (unskilled)					
Service Workers					
Others					
Others					
TOTAL					