

**(Form-1)**  
**DECLARATION OF UNDERSTANDING AND INTENT  
TO COMPLY WITH SECTION 3 REQUIREMENTS**



To be considered for a contract award, the Bidder/Proposer/Contractor/Subcontractor (collectively "Bidder") is required to comply with Section 3 of the Housing and Urban Development Act of 1968 (24 CFR 135 et. seq), as amended and/or HACLA's Section 3 Guide and Compliance Plan. The purpose of Section 3 is to ensure that employment and other economic opportunities generated as a result of Section 3 covered contracts shall, to the greatest extent feasible, be directed to Section 3 Residents and Section 3 Business Concerns. The Bidder is obliged, to the greatest extent feasible, to give opportunities for training and employment (at least 30% of new hires) to Section 3 Residents in order of hiring priority and to award subcontracts to Section 3 Business Concerns (10% goal or greater of contract amount for construction services and 3% or greater of contract amount for non-construction contracts).

Examples of responsibilities to ensure compliance include, but are not limited to:

- Implementing procedures to notify HACLA, Section 3 Residents and Section 3 Business Concerns about training, employment, and subcontracting opportunities generated by Section 3 covered assistance;
- Facilitating the training and employment of Section 3 Residents and the award of subcontracts to Section 3 Business Concerns;
- Incorporating the Section 3 Clause into all covered solicitations and subcontracts [see 24 CFR Part 135.38] and ensuring the subcontractors' compliance with Section 3;
- Designing and implementing procedures to comply with the requirements of Section 3 in order to ensure compliance;
- Documenting actions taken to comply with Section 3 and submitting all applicable Section 3 compliance reports as requested by HACLA.

Bidder must submit all required forms with their bid package, including the Section 3 Economic Opportunity Plan which must list the hiring, subcontracting and/or other efforts to generate economic opportunities. Failure to submit the required forms may be grounds to determine the Bidder non-responsive.

IFB/RFP/RFQ# \_\_\_\_\_

1. The Bidder is willing to consider hiring Section 3 Residents for any future employment openings if the Section 3 Resident meets the minimum qualifications for the opening. ("Consider" means that the Bidder/Proposer is willing to interview qualified Section 3 Residents and extend the same consideration as to other candidates).

- YES                       NO                       N/A

2. The Bidder will consider subcontracting with Section 3 Business Concerns for this project/service. ("Consider" means that the Bidder/Proposer is willing to use HUD and HACLA Section 3 Business Registries, outreach and identify other qualified Section 3 Business Concerns and extend them the same consideration as to other businesses).

- YES                       NO                       N/A

3. It is not feasible for the Bidder to provide employment or subcontracting opportunities, hence it is proposing other economic opportunities.

- YES                       NO                       N/A                      If Yes, specify \_\_\_\_\_

***Your signature below indicates that you have read and understood the Section 3 requirements set forth in 24 CFR Part 135 and in HACLA's Section 3 Guide and Compliance Plan (available at [www.hacla.org/section3](http://www.hacla.org/section3)) as applicable and agree to comply with those requirements if awarded a contract. Furthermore, your signature below indicates your intent to satisfy your Section 3 commitments as set forth in the Economic Opportunity Plan and understand that failure to comply with those commitments may result in a determination that you are in material default of the contract***

\_\_\_\_\_  
Name of Contractor/Subcontractor

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact Name                      Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date