

Bidders and Respondents Solicitation

Section 3 New Rule Contractor Acknowledgement and Affidavit

*(Return this form with your Bid/Quote/Response)*

Company Name: \_\_\_\_\_ Solicitation #: \_\_\_\_\_

I hereby certify to the US Department of Housing and Urban Development (HUD) and The Housing Authority of the City of Key West, Florida that I have read all the information in this policy package and agree to follow the requirements for complying with the order of prioritization in 75.9 and reporting of all labor hours associated with my contract as required. I further understand that failure to comply with these requirements will cause my payments to be held and not processed or released until I come into full compliance with this policy.

Monthly, I will be required to provide these data points for all contract staff working directly on the contract not including any back-office staff:

- Total Hours Worked by All Employees (Section 3 and Regular Employees)
- Total Hours Worked by All Targeted Section 3 Employees (Public Housing, Section 8, and YouthBuild)
- Total Hours Worked by All Non-Targeted Section 3 Employees (Low Income Persons Residing in the Metropolitan Statistical Area)

You are required to enter the names and hours worked by each Section 3 employee individually.

Signature: \_\_\_\_\_

Print: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF \_\_\_\_\_ in \_\_\_\_\_ COUNTY)

I, the undersigned authority, a Notary Public in and for said County and in said State, hereby certify that, \_\_\_\_\_, whose name as \_\_\_\_\_ of \_\_\_\_\_ is signed to the foregoing conveyance and who is known to me, acknowledged before me on this day, that, being informed of the contents of the foregoing conveyance, he/she, in his/her capability as \_\_\_\_\_(Title), and with full authority, executed the same voluntarily for and as the act of said corporation.

Given under my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public

My Commission Expires \_\_\_\_\_.