



EXHIBIT D

City of Virginia Beach Department of Housing and Neighborhood Preservation

SECTION 3 NEW HIRES SECTION 3 MONTHLY COMPLIANCE FORM

This form is to be distributed to the Recipient/Developer/Contractor at the Pre-Construction Meeting. Recipient/Developer/Contractor is required to provide Exhibits A through F to all contractors and/or subcontractors when soliciting bids for contracts exceeding \$100,000.00.

PROJECT NAME: _____ PROJECT/BID #: _____

PROJECT ADDRESS: _____ FUNDING: _____

SUBMITTED BY and FOR: _____

Company Name of Developer/Contractor/Subcontractor:

CONSTRUCTION TRADE or PROFESSIONAL SERVICE TYPE: _____

NOTE: Recipient/Developer/Contractor must at the end of each month (MONTH) **and** for each Payment Release Request (PAY PERIOD), sign and date the New Hires Section 3 Monthly Compliance Form and submit to the Section 3 Compliance Manager by the 5th day of the month next after the last month in the reporting period.

___ PAY PERIOD / ___ MONTH from: _____ to: _____
(month) (date) (year) (month) (date) (year)

___ Payment Release Request Attached for Draw #: _____ n

___ I/We have **not** hired any new employees during the PAY PERIOD/MONTH specified.

___ I/We have hired _____ Section 3 employees and/or _____ Non-Section 3 employees during the PAY PERIOD/MONTH specified.

NOTE: *If a certified Section 3 individual was interviewed and Hired or Not Hired during this period, please complete the information on Exhibit F and attach with this report.*

I/We have taken one or more of the following "Recruitment Steps" to hire a Section 3 resident with the highest training and employment priority ranking: (check all that apply)

___ Advertised to fill vacancy (ies) at the site(s), where work is taking place, in connection with this project. Below, I have checked the steps I have taken to find Section 3 low-income residents, from the targeted groups and neighborhoods, to fill any vacancies.

___ Placed signs or posters in prominent places at each of the above listed developments.

___ Taken photographs of above item to document that the above step was completed

___ Distributed employment flyers to each of the residents at these developments Posted employment flyers to each of the residents at these developments

Project Name: _____

NEW HIRES SECTION 3 MONTHLY COMPLIANCE FORM (Con't)

___ Contacted City Environmental Specialist or DHNP employment referrals and HUD Youthbuild Program referrals (if applicable)

___ Contacted U.S. HUD State Officer at (305) 536-4421 to identify any HUD Youthbuild programs currently operating in Virginia Beach; then contacted these programs for Youthbuild referrals

___ Kept a log of all applicants and indicated the reasons why Section 3 residents who applied were not hired

___ Retained copies of any employment applications completed by public housing Section 8 certificate or voucher holders or other Section 3 residents

___ Sent a notice about Section 3 training and employment requirements and opportunities to labor organizations or to worker representatives with whom our firm has a collective bargaining or other agreement

___ Sent proof of all checked items to the DHNP Section 3 Compliance Manager identified above via mail, email or hand delivered to DHNP.

Developer/Contractor/Recipient Certification:

I swear and confirm to the best of my knowledge and understanding that the information provided herein is true and accurate.

Construction Trade or Professional Service Type: _____

Company Name of Developer/Contractor/Subcontractor: _____

Name and Title of Signer (Print or Type): _____

Signature: _____

Date: _____

NOTARY CERTIFICATE

State of Virginia

City of Virginia Beach, to-wit:

On the _____ day of _____, 20____, before me personally appeared

_____ (Name),

_____ (Title), for _____ (Name

of corporation, LLC or sole proprietorship), known to be the person named herein and who executed the foregoing Affidavit and who acknowledged to me that she/he voluntarily executed the same.

My term expires: _____ Signature: _____

Notary Public Registration Number: _____