



### CONTRACTORS' COMPLIANCE FORM – SECTION 3

Contractor and all subcontractor(s) must sign, date and deliver this form **monthly** to the project's Contract Manager.

**Project Name** City of Avon Park CDBG-MIT Fire Station Hardening Project

**Project Location** 98 S. Delaney Avenue, Avon Park FL 33825

**For the Month of** September 2022

#### I. Hiring

☒ I have **NOT** hired any new employees during the month specified.

☐ I have hired ☐ Section 3 employees, and/or ☐ non-Section 3 employees during the month.

#### II. Recruitment

☐ I have 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 project site(s).

☐ Taken photographs of the above item to document that the above step was carried out.

☐ Distributed employment flyers to the administrative office of the local Public Housing Authority.

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

☐ Retained copies of any employment applications completed by Section 3 residents.

#### III. Verification

☐ I have attached proof of all checked items.

**I hereby certify that the above information is true and correct.**

**Date** 9/10/22

**Signature** \_\_\_\_\_

**Title** Vice President & COO

**Business** Guardian CRM, Inc.



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