

MONTHLY SECTION 3 REPORT

Housing Authority of the County of Kern

Instructions for Completion

Project Name and Number: _____

Prime Contractor Report Must Include Total Labor Hours for all Sect. 3 Qualified Employees and Report Cumulative Fiscal Year (July - June) to Date Information

Part I : Employment and Training Opportunities

- Column A:** Contains various job categories. Professionals are defined as people who have special knowledge of an occupation (i.e., supervisors, architects, surveyors, planners, and computer programmers). For construction positions, list each trade and provide data in columns B through F for each trade where persons were employed. The category of "Other" includes occupations such as service workers.
- Column B:** Enter the number of total labor hours for each category of workers identified in **Column A** in connection with this project. "Total Labor Hours Worked" are all hours worked by employees, or employees of contractors, funded by covered funds (public housing operating or capital).
- Column C:** Enter the number of Section 3 Labor Hours Worked for each category of workers identified in **Column A** in connection with this project. "Section 3 Labor Hours Worked" are the subset of the total hours worked by a Section 3 Worker (generally low or very low-income at time of hire).
- Column D:** Enter the number of Targeted Section 3 Labor Hours Worked for each category of workers identified in **Column A** in connection with this project. "Targeted Section 3 Labor Hours Worked" are the subset of **Column C** that are hours worked by recipients of housing assistance, and other criteria.
- Column E:** Please mark a selection for **Column E** based on HUD Labor Hour Benchmark Goals

EMPLOYMENT & TRAINING OPPORTUNITIES
Prime Contractor Report Must Include Total Labor Hours for all Section 3
Subcontractors

Project Name and Number: _____

Contractor Name & Address: (Street, Housing Authority, State, Zip):	License Number:	Dollar Amount of Contract:
	Contact Person:	Phone: (Include Area Code)
	Reporting Period:	Date Report Submitted:

Part I: Employment and Training (Include Labor Hours in columns B, C, & D.)**

A Job Category	B Total Number of Labor Hours	C Number of Labor Hours worked by Section 3 Worker(s)	D Number of Labor Hours Worked by Targeted Section 3 Worker(s)	E** Did the reporting agency meet the Safe Harbor Benchmark Goal? (Y/N)
Professionals				
Technicians				
Office/Clerical				
Construction by Trade (List)				
Trade:				
Trade:				
Trade:				
Trade:				
Trade:				
Other (List)				
Total				Yes / No

SUBMIT MONTHLY
ATTACHMENT "H"

Part II: Summary - Cumulative to Date Reporting Required

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- _____ Attempted to recruit low-income residents through: contacting Housing Authority Resident Initiatives, local advertising media, signs prominently displayed at the project site, contacts with community organizations and public or private agencies operating within the metropolitan area (or non-metropolitan county) in which this Section 3 covered project is located, or similar methods.
- _____ Participated in a HUD program or other program which promotes the training or employment of Section 3 Residents.
- _____ Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 Business Concerns.
- _____ Other; describe below or on additional attached pages if required.

**SUBMIT MONTHLY
ATTACHMENT "H"**