

Section 3 Compliance Report

Instructions: All recipients of covered HUD assistance over \$200,000 and contractors with a contract over \$100,000 must complete and submit this Section 3 Compliance Report periodically or upon request. The report summarizes efforts and progress toward achieving the Section 3 goals. If more space is needed, you may use additional pages, or submit a spreadsheet supplying the required information.

Basic Information

Business Name _____ Project _____
 Contact Person _____ Title _____
 Phone # _____ Email _____
 Reporting Period: _____ - _____

Hiring and Training

Indicate the total number of persons hired or trained in connection with this project during the reporting period. Include all new hires and trainees for your company as well as your subcontractors.

Job classification (e.g. Office/Clerical, Manager, Engineer, Technician, Supervisor/Foreman, Electrician, Plumber, Laborer, Trainee, Security, etc.)	Number of all new hires	Number of Section 3 new hires	Number of Section 3 trainees
TOTAL:			

List the Section 3 residents hired or trained in connection with this project during the reporting period.

Job classification	Name of Section 3 resident	Job classification	Name of Section 3 resident

Subcontracting

Provide an updated list of all subcontracting activity throughout the project, including suppliers and lower-tier subcontractors.

Are you utilizing subcontractors?

Yes, see below.

No, we do not anticipate having subcontractors.

Scope of work (trade or service description)	Business name	Section 3 business? Yes / No	Contract execution date	Contract value
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				\$

Good Faith Efforts

Please describe the efforts you have made to direct hiring, training and contracting opportunities to Section 3 residents and businesses and achieve the minimum numerical goals. Include specific examples and attach documented evidence.

Hiring Goal: At least 30% of the aggregate number of new hires shall be Section 3 residents.

Describe your efforts to direct employment and training opportunities to participants of public housing programs as well as other low-income individuals.

Subcontracting Goal: At least 10% of the total value of construction subcontracts and 3% of the total value of non-construction subcontracts shall be awarded to Section 3 business concerns.

Describe your efforts to direct contracting opportunities to Section 3 businesses.

Signature _____ Date _____



CITY OF NEW ORLEANS