

MONTHLY SECTION 3 REPORT

County of Kern
Planning and Natural Resources Department

Instructions for Completion

Project Name and Number:

Prime Contractor Report Must Include Total Work Hours Performed by Subcontractors and the Report shall be Cumulative for Fiscal Year (July - June) to Date Information

Part I : Employment and Training Opportunities

Column A: Contains various job categories as listed. Professional Services* are defined as non-construction services that require an advanced degree or professional licensing, including, but not limited to, contracts for legal services, financial consulting, accounting services, environmental assessment, architectural services, and civil engineering services. 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.

** Firms should not include the labor hours worked for professional services jobs in the total labor hours worked on the project and HUD did not consider such jobs when developing the benchmarks. However, if employees in professional services roles meet the definition of a Section 3 worker or Targeted Section 3 worker, firms may report their labor hours in the applicable worker hour category. By structuring the requirements in this way, the regulation incentivizes contractors to hire Section 3 or Targeted Section 3 workers for professional services jobs without creating undue burden if qualified Section 3 workers are not available to fill these roles.*

Column B: Enter the number of hours for each category of workers identified in **Column A** in connection with this project. Total Work hours refers to the number of paid hours worked by all persons on a Section 3 project.

Column C: Enter the number of Section 3 worker hours for each category of workers identified in **Column A** in connection with this project. Section 3 worker hours refers to the number of hours a qualified Section 3 worker and/or Targeted Section 3 Worker, or Section 3 Business Concern performs work on the Section 3 job.

Column D: Enter the number of staff hours worked by Target Section 3 Worker Hours. Targeted Section 3 worker hours refers to the time qualified Targeted Section 3 Workers perform work on the Section 3 job. A Targeted Section 3 worker is 1. A worker employed by a Section 3 business concern, or; 2. A worker who currently fits or when hired fit at least one of the following categories, as documented within the past five years: a. A resident of public housing or Section 8-assisted housing. b. A resident of other public housing projects or Section 8-assisted housing managed by the PHA that is providing the assistance. c. A YouthBuild participant.

Column E: Enter the number of hours worked by Section 3 Business Concerns on the Section 3 job. A Section 3 business concern is a business that meets at least one of the following criteria, documented within the last six-month period: 1. At least 51 percent owned and controlled by low- or very low-income persons, 2. More than 75 percent of the labor hours performed for the business over the previous 3-month period are performed by Section 3 workers, or 3. At least 51 percent owned and controlled by current residents of public housing or Section 8-assisted housing.

Column F: Enter the number of staff hours worked by both existing and newly hired Section 3 employees and trainees connected with this project. Include staff hours for part-time and full-time positions.

SEE MONTHLY REPORT NEXT PAGE

EMPLOYMENT & TRAINING OPPORTUNITIES

Prime Contractor Report Must Include Calculation of Total Hours for each Subcontractor on the Job on Final Sheet and Separate Individual Forms for Each Subcontractor

Project Name and Number:

1. Contractor Name & Address : (Street, City, State, Zip)	2. License Number:	3. Dollar Amount of Contract:
	4. Contact Person:	5. Phone: (Include Area Code)
	6. Reporting Period:	7. Date Report Submitted:

Part I: Employment and Training					
A Job Category	B Total Number of Work Hours	C Staff Hours Worked by Sec. 3 Workers	D Staff Hours Worked by Targeted Sec. 3 Workers	E Staff Hours Worked by Sec. 3 Business Concerns	F Staff Hours Worked by all Sec. 3 Employees & Trainees
Professional Services					
Technicians					
Office/Clerical					
Officials and Managers					
Sales					
Construction by Trade (List)					
Trade:					
Trade:					
Trade:					
Trade:					
Other (List)					
Total					

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Part II : Contracts Awarded - Cumulative To Date Reporting Required

1. Construction Contracts:

- A. Total work hours and dollar amounts required for all contracts on project
of hours _____ \$ amounts _____
- B. Total dollar amount of contracts awarded to Section 3 Businesses
of hours _____ \$ amounts _____

2. Non-Construction Contracts:

- A. Total work hours and dollar amount of all non-construction contracts on project
of hours _____ \$ amounts _____
- B. Total dollar amount of all non-construction contracts awarded to Section 3
Businesses
of hours _____ \$ amounts _____

Part III : Summary - Cumulative Qualitative Efforts 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, Section 3 workers and Business Concerns. (Check all that apply)

- ☐ Outreach efforts to generate job applicants who are Public Housing Targeted Workers.
 - ☐ Outreach efforts to generate job applicants who are Other Funding Targeted Workers.
 - ☐ Direct, on-the job training (including apprenticeships).
 - ☐ Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.
 - ☐ Technical training such as arranging for, contracting for, or paying tuition for, off-site training.
 - ☐ Outreach efforts to identify and secure bids from Section 3 business concerns.
 - ☐ Technical assistance to help Section 3 business concerns understand and bid on contracts.
 - ☐ Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.
 - ☐ Provided or connected residents with assistance in seeking employment, including drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.
 - ☐ Held one or more job fairs.
 - ☐ Provided or connected residents with supportive services that can provide direct services or referrals.
 - ☐ Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.
 - ☐ Assisted residents with finding childcare.
 - ☐ Assisted residents to apply for/or attend community college or a four-year educational institution.
 - ☐ Assisted residents to apply for or attend vocational/technical training.
 - ☐ Assisted residents to obtain financial literacy training and/or coaching.
 - ☐ Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
 - ☐ Provided or connected residents with training on computer use or online technologies.
 - ☐ Promoting the use of business registry designated to create opportunities for disadvantaged and small business.
 - ☐ Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.
 - ☐ Other. Specify: _____
- _____
- _____

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