

## Section 3 Monthly Report

Final Report for This Project

Reference Address: \_\_\_\_\_

General Contractor Name: \_\_\_\_\_

Period: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Please complete the following information, as it applies to your plan, on your progress on your Section 3 Utilization Plan:

Section 3 Coordinator Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Utilization Plan Goal Attainment:**

List Goals	% of Goal Attained	Notes (including details of how goal has been attained)

**Part I: Employment & Training** (Columns B, C and F are mandatory fields. Include New Hires in E & F)

A	B	C	D	E	F
Job Category	# of New Hires	# New Hires that are Sec 3 Residents	% of aggregate Number of Staff Hours of New Hires that are Sec 3 Residents	% of Staff Hours for Sec 3 Employees & Trainees	# of Sect 3 Trainees
Professionals					
Technicians					
Office/Clerical					
Construction by Trade (List)					
Trade:					
Trade:					
Trade:					
Trade:					
Other:					

**Part II: Contracts Awarded**

1. Construction Contracts:	
a. Total dollar amount of all contracts awarded on the project	
b. Total dollar amount of contracts awarded to Section 3 businesses	
c. Percentage of the total dollar amount that was awarded to Section 3 businesses	
d. Total Number of Section 3 businesses receiving contracts	
2. Non-Construction Contracts:	
a. Total dollar amount of all non-construction contracts awarded on the project/activity	
b. Total dollar amount of non-construction contracts awarded to Section 3 businesses	
c. Percentage of the total dollar amount that was awarded to Section 3 businesses	
d. Total Number of Section 3 businesses receiving non-construction contracts	

**Part III: Summary**

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: local advertising media, signs prominently displayed at the project site, contracts with the community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or 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.

\_\_\_\_\_ Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.

\_\_\_\_\_ Other; describe below.

## **Instructions:**

**This report is to be prepared and submitted to the Ingham County Land Bank on a monthly basis. Incomplete reports will be rejected. All reports are due on or before the 15<sup>th</sup> of the following month. If you have any questions, please contact your Project Manager.**

**Part 1: 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: (Mandatory Field)** Enter the number of new hires for each category of workers identified in **Column A** in connection with this award. New hire refers to a person who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

**Column C: (Mandatory Field)** Enter the number of Section 3 new hires for each category of workers identified in **Column A** in connection with this award. Section 3 new hire refers to a Section 3 resident who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

**Column D:** Enter the percentage of all the staff hours of new hires (Section 3 residents) in connection with this award.

**Column E:** Enter the percentage of the total staff hours worked for Section 3 employees and trainees (including new hires) connected with this award. Include staff hours for part-time and full-time positions.

**Column F: (Mandatory Field)** Enter the number of Section 3 residents that were trained in connection with this award.

### **Part II: Block 1: Construction Contracts**

**Item A:** Enter the total dollar amount of all contracts awarded on the project/program.

**Item B:** Enter the total dollar amount of contracts connected with this project/program that were awarded to Section 3 businesses.

**Item C:** Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

**Item D:** Enter the number of Section 3 businesses receiving awards.

### **Part II: Block 2: Non-Construction Contracts**

**Item A:** Enter the total dollar amount of all contracts awarded on the project/program.

**Item B:** Enter the total dollar amount of contracts connected with this project awarded to Section 3 businesses.

**Item C:** Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

**Item D:** Enter the number of Section 3 businesses receiving awards.

### **Part III: Summary of Efforts – Self -explanatory**