



SECTION 3 QUARTERLY COMPLIANCE SUMMARY REPORT

Today's Date: _____	Report Period Ending On: _____	Final Report (Post Project) <input type="checkbox"/>
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PART I:

Project Name: _____ Project #: _____ Date: _____

Prime Contractor: _____ Section 3 Business Yes No

Firm Name: _____ Contact: _____ Contractor Subcontractor

Phone Number: _____ Fax Number: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Total Expected Project Labor Hours _____

PART II: CURRENT EMPLOYMENT ACHIEVEMENTS *(per Q1, Q2, Q3 and Q4 periods)*

Please identify the TOTAL Labor Hours for the Project or Service, and identify the number of Labor Hours performed by Section 3 Workers, Section 3 Targeted Workers, YouthBuild or eligible persons by Job Classification.

Job Classifications (Trades) on Project (A)	Total # of Labor Hours (B)	Labor Hours Performed by a Section 3 Worker (C)	Labor Hours Performed by a Section 3 Targeted Worker (D)
GRAND TOTALS			

PART III: SUBCONTRACTS

Attach Section 3 Business Self Certification for each new subcontractor. (Use additional sheets if necessary)

BUSINESS CONCERN NAME, ADDRESS, POC, PHONE/EMAIL	SECTION 3 BUSINESS CONCERN	SPECIFY IF A CONSTRUCTION OR NON-CONSTRUCTION CONTRACT AWARD	TRADE	SUBCONTRACT AMOUNT
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Construction Contract <input type="checkbox"/> Non-Construction Contract		
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Construction Contract <input type="checkbox"/> Non-Construction Contract		
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Construction Contract <input type="checkbox"/> Non-Construction Contract		
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Construction Contract <input type="checkbox"/> Non-Construction Contract		
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Construction Contract <input type="checkbox"/> Non-Construction Contract		
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Construction Contract <input type="checkbox"/> Non-Construction Contract		
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Construction Contract <input type="checkbox"/> Non-Construction Contract		

PART IV: EFFORTS MADE TO GENERATE ECONOMIC OPPORTUNITIES (attach documentation supporting the information provided in this section)

Attempted to recruit low-income individuals through (check box):

- Advertised through which local media, television, radio, newspaper _____
- Signs prominently displayed at the project site
- Contacted community organizations _____
- Contacted SHRA property management to notify residents and posted or distributed flyers at the development/public housing authority communities
- Participated in a program which promotes the training or employment of low-income individuals
- Participated in a program which promotes the award of contracts to Section 3 Qualified Businesses
- Contacted Section 3 Compliance Administrator and/or SHRA Resident Services for a list of qualified candidates
- Submitted a Section 3 Job Order Form to SHRA Procurement Services and/or SHRA Resident Services
- Performed outreach and engagement with the Sacramento Employment and Training Agency (SETA)
- Performed outreach and engagement with the three larger Community-based Organizations (CBOs) – Greater Sacramento Urban League, La Familia Community Counseling Center and/or the Asian Resource Inc. and their workforce development program/services
- Other _____

	Prime Contractor	Sub 1	Sub 2	Sub 3	Sub 4	Total
Business Name						
Total # of Labor Hours Worked on the Project:						
Total # of Employees Worked on the Project who are Section 3 Workers						
Total # of Employees Worked on the Project who are Section 3 Targeted Workers						
Total # of Section 3 Labor Hours (Goal of 20%)						
Total # of Targeted Section 3 Labor Hours (Goal of 5%)						

PART V: REPORTING PERIOD UPDATE: Attached

Attach a separate memo, letter or cover letter to your report stating the hiring, subcontracting, training and/or other significant and documented efforts made during this reporting period. Provide documentation supporting your efforts.

Signature

Print Name

Title

Date

Please submit your completed forms to the Section 3 Administrator - SHRA Procurement Services, 801 12th Street, 2nd Floor Sacramento, CA 95814. Questions regarding this form can be directed to Section3@shra.org.

APPENDIX

A **Section 3 worker** is any worker who currently fits, or when hired within the past five years fit, at least one of the following categories, as documented:

1. The worker's income for the previous or annualized calendar year is below the income limit established by HUD;
2. The worker is employed by a Section 3 business concern; or
3. The worker is a Youth Build participant.

A **Section 3 targeted worker** for Public Housing Financial Assistance projects is a Section 3 worker who:

- (1) is employed by a Section 3 business concern; or
- (2) currently fits or when hired fit at least one of the following categories, as documented within the past five years:
 - (i) A resident of public housing or Section 8-assisted housing;
 - (ii) A resident of other public housing projects or Section 8-assisted housing managed by the PHA that is providing the assistance; or
 - (iii) A Youth Build participant

Low- and very low-income limits are defined in Section 3(b)(2) of the Housing Act of 1937 and are determined annually by HUD. These limits are typically established at 80 percent and 50 percent of the area median individual income for the **City/County of Sacramento**. HUD income limits may be obtained from: <https://www.huduser.gov/portal/datasets/il.html>.

A **Section 3 Business** is:

1. At least, 51% owned by current low or very low income persons; or
2. Over 75% of the labor hours performed by the business, are performed by low or very low income persons; or
3. At least, 51% of the business must be owned by current public housing residents or residents that currently live in Section 8 (HCV) housing.