

Section 3 Status Update

Date Completed: _____

Instructions: All contractors and subcontractors with a contract over \$100,000 must fill out and submit this Section 3 Status Update periodically or upon request. The update summarizes the contractor's progress and efforts to achieve the Section 3 hiring and subcontracting goals. If more space is needed, you may use additional pages, or submit a spreadsheet supplying the required information. Submit all associated Section 3 Resident and Business Certifications and documented good faith efforts with this report.

Basic Information

Business Name: _____ Project: _____

Contact Person: _____ Title: _____

Phone #: _____ Email: _____

Reporting Period: ___ Quarter 1 (July – September) ___ Quarter 2 (October – December)
 ___ Quarter 3 (January – March) ___ Quarter 4 (April – June)

Hiring and Training

List all employees hired or trained in connection with this project during the reporting period.

Job classification (i.e. Administrative, Laborer, Electrical, Demolition, Abatement, Technical, Security, Trainee)	Name of employee / trainee	Section 3 resident? <i>If yes, attach certification form.</i>

Attach an additional sheet if more room is needed.

Goals Summary

Total Number of New Hires	Number of Section 3 Hires	% Section 3	30% Goal Achieved?	Good Faith Efforts Attached?

Please describe the efforts you have made to direct hiring and training opportunities to Section 3 residents.

Subcontracting

List all subcontracts executed in connection with this project within the reporting period

Type of subcontractor (trade description)	Name of business	Section 3 business? <i>If yes, attach certification form.</i>	Contract date	Contract amount
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

Goals Summary	Total subcontracting \$	Section 3 subcontracting \$	% Section 3	Goal met? Yes / No	Good faith efforts attached? Yes / No
Construction (10% Goal)	\$	\$	%		
Non-Construction (3% Goal)	\$	\$	%		

Please describe the efforts you have made to direct contracting opportunities to Section 3 businesses.

Signature: _____ Date: _____