

Section 3 Summary Report
Economic Opportunities for Low- and Very Low-Income Persons

Part 1: Employment and Training (Columns B, C and F are mandatory fields, include New Hires in E and F**)					
A	B	C	D	E**	F**
Job Category	Number of New Hires	Number of New Hires that are Section 3 Residents	% of Aggregate Number of Staff Hours of New Hires that are Section 3 Residents	% of Total Staff Hours for Section 3 Employees and Trainees	Number of Section 3 Trainees
Professionals			%	%	
Technicians			%	%	
Office/Clerical			%	%	
Construction by Trade (List)					
Trade			%	%	
Trade			%	%	
Trade			%	%	
Trade			%	%	
Trade			%	%	
Other (List)			%	%	
			%	%	
			%	%	
			%	%	
			%	%	
			%	%	
			%	%	
			%	%	
			%	%	
			%	%	
Total			%	%	

Part 2: 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 business 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	

Section 3 Summary Report Instructions

Part 1 - Employment and Training Opportunities:

- 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 column 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 Section 3 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 hour 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 - Contracts Awarded:

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.

Block 2: Non-Construction Contracts:

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