

**APPENDIX C**

**SECTION 3 NEW HIRES COMPLIANCE FORM 12**

NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY

Office of Recovery

P.O. Box 990 - Trenton, NJ 08625-0990

**CDBG-DR ECONOMIC REVITALIZATION**

**LOW AND MODERATE INCOME (LMI) JOBS AND RESIDENCY REPORTING WORKSHEET**

This worksheet may be submitted via e-mail, fax, or U.S. Mail and may be made available on-line. It is required every month following date of award.

**Form available at: <http://www.njeda.com/affirmativeaction>**

<b>1. Name and Address of Business</b>					<b>2. Report Period Month</b>									
<b>3. Business FEIN # or SSN# (if Sole Proprietorship)</b>					<b>4. D.B.A. Name or Applicant Name</b>					<b>5. SG or Loan # (5 digits)</b>				
<b>6. Project's Address</b>					<b>7. Project's Municipality and County</b>					<b>8. County Median Income (Job's location)</b>				
<b>Part I. Employees and Trainees</b>														
A	B		C			D				E			F	
NAME OF EMPLOYEE	JOB TITLE		NEW HIRE and WORKHOURS (Employees and Trainees)			JOB INFORMATION				RESIDENCY INFORMATION			FOR NJEDA USE ONLY	
	Job Position, Title, or Trade (Manager, Professional, Technician, Sales, Clerical, Craftsman, Operative, Laborer, Service Worker)	New Hire Date (Post - award)	Section 3 New Hires (Including Trainees)	% of Total Workhours for Sec. 3 Employees and Trainees	Annual Household Salary or Wages (for FTE equivalent of the job based on 2,080 hours/year)	Job is Full Time or Part Time (FT, PT or Seasonal)	Job Retained prior to award (Y/ N)	County and State where employee resides	Employees that are Section 3 Residents	New Hires that are Section 3. Residents	% of of Staff Hours of New Hires that are Sec. 3 Residents	Job is considered LMI (Y/N)		
<b>Total</b>			0	0						0	0			

Part II. Contracts Awarded		Part III. Summary
<b>1. Construction Contracts:</b>		<p>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 boxes that</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> Participated in a HUD program or other program which promotes the training or employment of Section 3 residents</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.</p> <p><input type="checkbox"/> Other, described below</p>
A. Total dollar amount of all contracts		
B. Total dollar amount of contracts awarded to Section 3 businesses		
C. Percentage of total dollar amount that was awarded to Section 3 businesses		
D. Total number of Section 3 business receiving contracts		
<b>2. Non-Construction Contracts:</b>		
A. Total dollar amount 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 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mandates that the Department ensures that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very-low income persons, particularly those who are recipients of government assistance housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as self-monitoring tool. The data is entered into a database and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
(PHONE NUMBER)

\_\_\_\_\_  
(E-MAIL ADDRESS)