

The Housing Authority of the City of Charleston

Section 3 Summary Report

Economic Opportunities for Low to Very Low Income Individuals and Businesses

(income limits may be verified at www.huduser.org/portal/datasets)

Job Name: _____ Job Number: _____
 Contractor: _____
 Address: _____
 City: _____ State _____ Zip Code _____

Part I: Employment & Training For This Contract Only

Job Category	Number of New Hires	Number of New Hires that are Sec. 3 Residents	% of Section 3 New Hires	% of Total Staff Hours for Section 3 Employees	Number of Section 3 Trainees
Professionals					
Technicians					
Office/Clerical					
Officials/Managers					
Sales					
Craft Workers (skilled)					
Operative s (semiskilled)					
Laborers (unskilled)					
Service Workers					
Other (List)					
TOTAL					

Part II. Section 3 Business Certification This company is a Section 3 Business: Yes _____ No _____

Part III. 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 IV. Summary

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance, 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, contacts with 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 Youth Build Programs administered in the metropolitan area in which the Section 3 covered project is located.
- Other, describe below:

Contractor's Signature: _____ **Date:** ____/____/____