

Oakland County Community & Home Improvement Division Section 3 Report

NEW HIRES (includes workers who have worked with the contractor in the recent past but did not continue to work for the contractor since the last job.)

This form is distributed to the General Contractor at the contract signing. The general contractor is also required to provide this form to any subcontractors they hire for this project.

Contractor Name:	
Oakland County CDBG File #:	
Municipality:	
Project Name:	
Contract Amount:	\$
Time on Job:	From: _____ To: _____

Review the information below and check all that apply for this project:

_____ We **currently** have _____ number of employees who meet Section 3 income criteria.

_____ We **recently** hired _____ number of employees who meet Section 3 criteria.

_____ We **have** _____ employees that live within the Metropolitan Area (MSA) Target Area.

_____ We **have not** hired any new employees.

We have taken one or more of the following recruitment steps to find MSA Target Area Vicinity residents and residents that meet Section 3 criteria.

_____ We **have advertised** to fill vacancies at the site, where work is taking place, in connection with this project via the following.

- _____ Place signs or posters in prominent places within the target area vicinity
- _____ Taken photographs of the above item to document that the above step was carried out
- _____ Distribute employment flyers in locations accessible to MSA vicinity residents
- _____ Post employment flyers in various locations within the MSA vicinity areas
- _____ Requested training on MSA Vicinity Hiring and Section 3 employment requirement

Print Name: _____ Signature: _____

Date: _____