

Section 3 Policy & Action Plan City of Waterbury

Monthly Reporting Form

This form is to be provided to all Contractors on all Section 3 Covered Projects in which the contract amount does not exceed One-hundred Thousand (\$100,000) Dollars. Contractors shall provide this form to all Subcontractors. Contractors and Subcontractors shall file this form on a monthly basis.

Company Name: _____

Project Name: _____

Project Address: _____

Pay period/Month: _____

Check all that apply (during the month stated above):

____ I have not hired any new employee(s) as a result of this project.

____ I have hired ____ Section 3 resident(s) and/or ____ non-Section 3 Residents.

Name(s) of hired person(s):

____ I have take one or more of the following recruitment steps to hire a Section 3 Resident in connection with this Section 3 Covered Project (check all that apply):

____ I have advertised, including in a local newspaper with daily circulation, a community paper or other, the training or employment positions identifying the positions to be filled, the qualifications required and where to obtain additional information about the applications process.

____ I have placed signs or posters identifying the training or employment positions identifying the positions to be filled, the qualifications required and where to obtain additional information about the application process in prominent places in the housing development, in the neighborhood or service area in which a Section 3 Project is located.

____ I have distributed employment flyers identifying the training or employment positions identifying the positions to be filled, the qualifications required and where to obtain additional information about the application process to residents of public housing or posted flyers at these locations or at the Waterbury Housing Authority.

_____ I have contacted Northwest Regional Workforce Investment Board (NRWIB) requesting assistance to identify qualified Section 3 Residents or to notify Section 3 Residents of the training or employment opportunities.

_____ I have established training programs for public housing residents and other Section 3 Residents.

_____ I have contacted resident councils, resident management corporations, or other resident organizations, where they exist, in the housing development or developments and community organizations in HUD-assisted neighborhoods, to request the assistance of these organizations in notifying residents of the training and employment positions to be filled.

_____ I have sponsored (scheduling, advertising, financing or providing in-kind services) a job informational meeting to be conducted by a housing authority or contractor representative(s) at a location in the housing development, in the neighborhood or service area in which a Section 3 Project is located or in the City.

_____ I have arranged assistance in conducting job interviews and completing job applications for residents of the housing developments or developments and in the neighborhood or service area in which a Section 3 Project is located.

_____ other efforts: _____

This form, along with supporting documentation, shall be submitted to:

Under penalty of perjury, I hereby declare that I have examined the information contained herein and accompanying documents and, to the best of my knowledge and belief, they are true, correct and complete.

Title

Name:

Date