

Waukesha County
COMMUNITY DEVELOPMENT DIVISION
SECTION 3 REPORT
(to be completed quarterly)
COMPLETE A SEPARATE REPORT FOR EACH CONTRACT

GRANTEE: _____

CONTRACT #: _____

REPORTING PERIOD: _____ TO _____

PART 1

ALL RECIPIENTS MUST COMPLETE THIS PART.

Check all that apply	Activity
<input type="checkbox"/>	We attempted to recruit low-income residents for job openings (using local advertising, signs at project site, contacts with community organizations or private agencies operating within the area of service, or similar methods).
<input type="checkbox"/>	We participated in a HUD program or other program that promotes the training or employment of low-income residents.
<input type="checkbox"/>	We participated in a HUD program or other program that promotes the award of subcontracts to "Section 3 businesses."
<input type="checkbox"/>	We coordinated with Youth build programs administered in our area of service.
<input type="checkbox"/>	Other: <ul style="list-style-type: none"> • Describe in more detail any of the activities you checked above. • Describe any difficulties you encountered in attempting to fulfill your Section 3 obligations. • If you hired a low-income resident(s) of your area of service, or awarded a subcontract to a Section 3 business, provide a brief description (e.g., position title(s) & hours per week, amount of subcontract awarded & purpose).

PART 2

IF YOU RECEIVED \$200,000 OR MORE IN THIS HOME or CDBG CONTRACT (WHETHER A GRANT OR LOAN) FOR HOUSING REHABILITATION, NEW CONSTRUCTION AND/OR PUBLIC CONSTRUCTION, COMPLETE THIS PART.

If you have awarded \$100,000 or more in HOME or CDBG funds from one contract to an entity, they must complete this part as well. Attach their data to your report.

LIST ALL POSITIONS PAID IN WHOLE OR IN PART BY THIS HOME or CDBG GRANT OR LOAN.

For the first quarterly report, list all positions. For subsequent quarters, list only new positions and vacancies that were filled during the quarter.

Position Title	Job Category (professional, technical, office/clerical, construction)	% of FTE paid by this HOME or CDBG contract	New Hire? (Y/N)	Resident of Service Area? (Y/N)	Low-Income? (Y/N)	Vacant at End of Quarter? (Y/N)

NOTES:

- FTE = full-time equivalent (in this column, write the percent of time of your full-time week that the employee's salary is being paid with this HOME or CDBG contract)
- Service Area = municipality or county in which funding is being used
- Low Income = employee's household income is at or below 80% of county median income (for new hires, prior to employment with you; for existing employees, current household income)

PART 3

IF YOU AWARDED A SUBCONTRACT OF \$100,000 OR MORE FROM THIS HOME or CDBG CONTRACT THROUGH A COMPETITIVE PROCESS, COMPLETE THIS PART.

Construction Subcontracts:	
A) Total \$ amount of subcontracts of \$100,000 or more awarded competitively	\$ _____
B) Total \$ amount of these subcontracts awarded to Sec. 3 businesses	\$ _____
C) Percentage of (B) divided by (A)	_____ %
D) Total number of Section 3 businesses receiving contracts	_____
Non-construction Subcontracts:	
A) Total \$ amount of subcontracts of \$100,000 or more awarded competitively	\$ _____
B) Total \$ amount of these subcontracts awarded to Sec. 3 businesses	\$ _____
C) Percentage of (B) divided by (A)	_____ %
D) Total number of Section 3 businesses receiving contracts	_____

NOTES:

- If the subcontract involves both construction and non-construction activities, report the information in the Construction Subcontracts section.
- Examples of construction subcontracts: bricklaying, carpentry, carpet installation, demolition, drywall, electrical work, fencing, heating, iron works, landscaping, masonry, painting, plastering, plumbing.
- Examples of non-construction subcontracts: construction management, architectural services, engineering, surveying and related professional services; office services; relocation services, marketing.