

Form S3-NHR, “Section 3 New Hire Report” Instructions

APPLICABILITY

Section 3 New Hire Report” documents all new hires and indicates whether Section 3 Residents were hired to fill any available positions. Use the definition of Section 3 Residents below for determining the status of all new employees.

Reporting Responsibilities: This form must be completed by all firms working on a Section 3 Project. Check with your program managers regarding the deadlines for receipt of this form. Those entities that have direct agreements with HPD – Sponsors and/or Contractors - regarding a Section 3 Project are responsible for collecting the Section 3 New Hire Report from all applicable subcontractors, consultants, etc.

SECTION 3 RESIDENTS

Section 3 residents are those individuals living in New York City who are EITHER residents of NYCHA housing OR whose median household income (varies by household size) is 80% or less of the area median income. In New York City, the maximum income for each household size is shown in this chart:

# of Persons in Household	Gross Household Income Max.
1 Person	\$39,700
2 Persons	\$45,350
3 Persons	\$51,050
4 Persons	\$56,700
5 Persons	\$61,250
6 Persons	\$65,750
7 Persons	\$70,300
8 Persons	\$74,850

Section 3 requires that Section 3 Residents have the opportunity to apply to all available full time positions (be they seasonal, permanent, or temporary) created by the use of Section 3 covered funds. The types of jobs include construction, administrative, management, services, etc.; any and all jobs that arise in connection with construction or rehabilitation activities. As part of HPD’s Section 3 procedures, firms are required to report the number of employees hired in connection with a Section 3 Project.

How can businesses find Section 3 residents?

Businesses can recruit utilizing the list of employment entities listed on HPD’s HUD Section 3 page. Or businesses may recruit utilizing a local employment referral source, such as contacting resident organizations, local community development and employment agencies to find potential workers.

SECTION 3 NEW HIRE REPORT INSTRUCTIONS

1. Section A requires information about the Project:
 - a. “Sponsor Name” is the name of the developer or owner of the Project;
 - b. “Prime Contractor Name” is the name of the business entity that the firm completing this form has a contract with;
 - c. “Firm completing this Form” is the name of the Sponsor, GC, Architect or subcontracting entity;
 - d. “Reporting Period” is the month/year of the period covered by this report;
 - e. “HPD Program” and “HPD Contact Person” – check with your Prime Contractor to complete these fields accurately;
 - f. “Contract Description “ and “Contract Amount “ - the scope and the dollar amount awarded for that work being done by the Firm completing this form;
2. Section B requires information on employees newly hired and their Section 3 status:
 - a. Check chart above and “Check if Section 3 Resident” box if the employee’s income is below threshold for family size;
 - b. Job Category Code: check chart for letter to insert here;
 - c. Check the box above the signature lines if no employees were hired during the period.

SECTION 3 NEW HIRE REPORT

SECTION A

Project Name: _____		Site Address, Borough _____		Contract Number: _____	
Sponsor Name: _____		Prime Contractor Name: _____		Report Period (mm-yyyy) -- to --	
Firm completing this Form: _____			HPD Program: _____		
Address: _____			HPD Contact Person: _____		
City/State: _____			Contract Description: _____		
Zip: _____			Contract Amount: \$ _____		
Person Completing This Form: _____		Telephone Number: () _____	FAX Number: () _____	Email Address: _____	

SECTION B

#	Name of New Hire	Date Hired (M/D/YYYY)	Check if Section 3 Resident	List Job Title and/or Trade	Job Category Code (see below)
1.			<input type="checkbox"/>		
2.			<input type="checkbox"/>		
3.			<input type="checkbox"/>		
4.			<input type="checkbox"/>		
5.			<input type="checkbox"/>		
6.			<input type="checkbox"/>		
7.			<input type="checkbox"/>		
8.			<input type="checkbox"/>		

JOB CATEGORY CODE:

Professionals	P	Sales	S	Labor	L
Technicians	T	Tradesperson	T	Other	OTH
Office or Clerical	OC	Service Workers	SW		

COPY AND ATTACH ADDITIONAL PAGES AS NEEDED

Check this box if there were NO new hires during this period.

I certify that the above statements are true, complete, and correct to the best of my knowledge and belief.

Signature: _____

Title: _____

Date: _____