

## SECTION 3 Quarterly Report

NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY  
 HUD PROGRAMS  
 P.O. Box 990 - Trenton, NJ 086250-0990  
 Forms available at <http://www.njeda.com/affirmativeaction>

**Contractor Information Form**

**Background Information**

1. Company Name   
 2. Contact Name   
 3. Contact Number

4. Date Submitted to Program   
 5. Reporting Period Covered by This Form

6. Are you a Section 3 Business?

**Part I: Listing of Projects You Are Working On Under the Program**

A	B
Project Name	Total Contract Value Awarded to You by the Program

**Part II: Employee Information - Include New Hire and Trainee figures from yourself and your subcontractors in connection with the above listed projects.**

A	B	C	D
Job Category	Number of New Hires Added to Projects this Quarter	Number of New Hires Added to Projects this Quarter that are Section 3	Number of Section 3 Trainees (Cumulative)
Professional			
Clerical			
Case Management			
Facilities/ Maintenance			
Technical (Bookkeeping, IT, etc.)			
Carpentry			
Masonry			
Plumbing			
Electrical			
Administrative			
Other - Describe (Add rows as necessary)			

**Part III: Subcontractors**

(leave blank if no subcontractors have been hired)

A	B	C	D
Subcontractor Name	Is the subcontractor working on construction or non-construction work?	Is the subcontractor a Section 3 Business?	Contract Value

**Part IV: Summary of Outreach Efforts**

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs,

	Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contracts with the 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 HUD program or other program which promotes the training or employment of Section 3 residents.
	Participated in 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 Youthbuild Program administered in the metropolitan area in which the Section 3 covered project is located.
	Other; describe below