

SECTION 3 - MONTHLY UTILIZATION REPORT

Harrisburg Housing Authority

351 Chestnut Street

Harrisburg PA 17101-2785

(Please type or print all information clearly)

Name and Address of Prime Contractor: _____

Name and Address of Sub-Contractor: _____

Employer Identification Number: _____ Reporting Period for Attached Invoice: _____

Name and Telephone # of Person Submitting Report: _____

Type of Profession, Company or Firm: _____

Signature of Company Official and Title: X _____ Date Signed: _____

Job Title Trade Or Classification	Contract number	Trade or Classification	Number of new hires for this Section 3 covered contract	Number of new hires that are Section 3 Residents	% of aggregate number of staff hours of new hires that are Section 3	% of total staff hours for Section 3 Employees & Trainees	Number of Section 3 Employees & Trainees
Grand Total							

* The current goal of the Harrisburg Housing Authority would be to successfully reach a minimum of 30% participation and to comply with Section 3 of the HUD Act of 1968. This would ensure that employment opportunities generated by HUD assistance and or HUD-assisted projects covered by Section 3, to the greatest extent feasible, be directed to low income persons, particularly those who receive HUD assistance for housing.

*This report is to be submitted on a monthly basis during the term of your contract with the Harrisburg Housing Authority. It is to be included with your invoicing. If you have subcontractors, please have them also complete & submit this form to this office. Failure to comply with this requirement may result in delays with processing your remittance. Should you need any assistance, please call (717) 232-6781 ext 8002; fax (717) 963-2600; or e-mail: garyd@harrisburghousing.org