

SECTION 3 COMPLIANCE REPORTING FORM

Description of the specific actions that were taken by Cumberland Housing, covered contractors, subcontractors, sub recipients, or others to comply with the requirements of Section 3 and/or meet the minimum numerical goals for employment and contracting. Below, I have checked the steps I have taken to find Section 3 low-income residents, from the targeted groups and neighborhoods, to fill any vacancies.

_____ I have advertised to fill vacancies at the site(s), where work is taking place, in connection with this project. (Select all that apply)

JFV RBC JFK QCT BG WV GV Other: _____

_____ Placed signs or posters in prominent places at each of the listed developments above and have taken photographs of the above item to document that the above step was carried out.

_____ Distributed employment flyers to each of the residents at these developments

_____ Posted employment flyers to each of the residents at these developments

_____ Contacted employment referrals

_____ Contacted U.S. HUD State Office to identify any HUD Youth build programs currently operating in Allegany County; then contacted these programs for referrals.

_____ Maintained a log of all applicants and indicated the reasons why Section 3 residents who applied were not hired.

_____ Retained copies of any employment applications completed by public housing, Section 8 certificate or voucher holders or other Section 3 residents.

_____ Sent a notice about Section 3 training and employment requirements and opportunities to labor organizations or to worker representatives with whom our firm has a collective bargaining or other agreement.

This executed document must be submitted by the 10th of each month during the contract period along with proof of all checked items. Failure to submit will delay any payments due to the contractor. Please submit to the Cumberland Housing project representative by one of the methods below:

Physical & Mailing Address: Cumberland Housing Group
Section 3 Compliance Officer
635 East First Street
Cumberland, MD 21502

Scan and Email to: shayla.davis@CumberlandHousing.org

Telephone: 301-724-6606 Fax to: (301) 724-8731

Authorized Name

Firm Name

Title

Date