

# Section 3 Summary Report

Economic Opportunities for  
Low – and Very Low-Income Persons

U.S. Department of Housing  
and Urban Development  
Office of Fair Housing  
And Equal Opportunity

OMB Approval No: 2529-0043  
(exp. 11/30/2010)

HUD Field Office:

Section back of page for Public Reporting Burden statement

## PHA Section 3 Hires

1. Recipient Name & Address: (street, city, state, zip) <b>Philadelphia Housing Authority 12 S. 23rd Street, 5th Floor Philadelphia, PA 19103</b>	2. Federal Identification: (grant no.) <b>23-600-3266</b>	3. Total Amount of Award: <b>\$122,000,000.00</b>
	4. Contact Person <b>Shelley James</b>	5. Phone: (Include area code) <b>(215) 684-8797</b>
	6. Length of Grant: <b>N/A</b>	7. Reporting Period: <b>10/01/09 - 09/30/10</b>
8. Date Report Submitted: <b>1/06/11</b>	9. Program Code: (Use separate sheet for each program code) <b>3</b>	10. Program Name: <b>Public and Indian Housing</b>

### Part I: Employment and Training (\*\* Columns B, C and F are mandatory fields. Include New Hires in E & F) Non-Construction Positions

A Job Category	B Number of New Hires	C Number of New Hires that are Sec. 3 Residents	D % of Aggregate Number of Staff Hours of New Hires that are Sec. 3 Residents	E % of Total Staff Hours for Section 3 Employees and Trainees	F Number of Section 3 Trainees
Professionals	70	17	20.8%		34
Technicians	6	3	38.9%		0
Office/Clerical	5	2	23.7%		0
Construction by Trade (List) Trade <b>Boilermaker</b>	1	0	0.0%		0
Trade <b>Carpenter</b>	42	25	50.6%		19
Trade <b>Electrical</b>	4	0	0.0%		0
Trade <b>HVAC</b>	11	11	100.0%		10
Trade <b>Plasterer</b>	5	4	0.0%		4
Other (List) Trade - <b>Plumber</b>	2	0	0.0%		0
Trade - <b>Sprinkler Fitter</b>	1	1	100.0%		0
<b>Laborer</b>	66	36	30.3%		12
<b>Pre-Apprentice</b>	101	101	100.0%		101
<b>Student Co-Op / Intern</b>	61	23	47.7%		61
<b>Service Workers</b>	52	42	63.1%		0
<b>Total</b>	<b>427</b>	<b>265</b>	<b>49.6%</b>		<b>241</b>

\* Program Codes  
1 = Flexible Subsidy  
2 = Section 202/811

3 = Public/Indian Housing  
A = Development,  
B = Operation  
C = Modernization

4 = Homeless Assistance  
5 = HOME  
6 = HOME State Administered  
7 = CDBG Entitlement

8 = CDBG State Administered  
9 = Other CD Programs  
10 = Other Housing Programs

# Section 3 Summary Report

Economic Opportunities for  
Low – and Very Low-Income Persons

U.S. Department of Housing  
and Urban Development  
Office of Fair Housing  
And Equal Opportunity

OMB Approval No: 2529-0043  
(exp. 11/30/2010)

HUD Field Office:

Section back of page for Public Reporting Burden statement

## Construction Section 3 Hires Page 1

1. Recipient Name & Address: (street, city, state, zip) <b>Philadelphia Housing Authority</b> 12 S. 23rd Street, 5th Floor Philadelphia, PA 19103	2. Federal Identification: (grant no.) <b>23-600-3266</b>	3. Total Amount of Award: <b>\$227,557,657.13</b>
	4. Contact Person <b>Shelley James</b>	5. Phone: (Include area code) <b>(215) 684-8797</b>
	6. Length of Grant: <b>N/A</b>	7. Reporting Period: <b>10/01/09 - 09/30/10</b>
8. Date Report Submitted: <b>1/06/11</b>	9. Program Code: (Use separate sheet for each program code) 3	10. Program Name: <b>Public and Indian Housing</b>

**Part I: Employment and Training (\*\* Columns B, C and F are mandatory fields. Include New Hires in E & F)**

A Job Category	B Number of New Hires	C Number of New Hires that are Sec. 3 Residents	D % of Aggregate Number of Staff Hours of New Hires that are Sec. 3 Residents	E % of Total Staff Hours for Section 3 Employees and Trainees	F Number of Section 3 Trainees
Professionals	27	1	0.3%		0
Technicians	9	1	0.0%		0
Office/Clerical	1	0	0.0%		0
Construction by Trade (List)					
Trade <b>Apprentice</b>	101	39	3.0%		39
Trade <b>Bricklayer</b>	48	8	0.5%		0
Trade <b>Carpenter</b>	381	76	6.1%		10
Trade <b>Construction - Other</b>	162	20	0.7%		3
Trade <b>Driver</b>	19	3	0.3%		0
Other (List) Trade - Drywall/Plaster	86	5	0.3%		0
Trade - Electrical	93	20	1.1%		9
Trade - Equipment Operator	170	27	1.5%		1
Trade - Flooring	13	3	0.1%		0
Laborer	484	157	7.5%		0
Trade- Masonry	114	13	0.5%		0
Trade - Mechanic	63	8	1.1%		0
Trade - Metal Work	50	9	0.5%		0
Trade - Painter	46	4	0.1%		0
Trade - Roofer	74	29	1.3%		0
Trade - Service Worker	4	2	0.2%		0
Trade - Sprinkler Fitter	13	1	0.2%		0
<b>Total</b>					

**(Continued on next page)**

\* Program Codes  
1 = Flexible Subsidy  
2 = Section 202/811

3 = Public/Indian Housing  
A = Development,  
B = Operation  
C = Modernization

4 = Homeless Assistance  
5 = HOME  
6 = HOME State Administered  
7 = CDBG Entitlement

8 = CDBG State Administered  
9 = Other CD Programs  
10 = Other Housing Programs



---

**Part II: Contracts Awarded**

---

## 1. Construction Contracts:

A. Total dollar amount of all contracts awarded on the project	\$ 227,557,657.13
B. Total dollar amount of contracts awarded to Section 3 businesses	\$ 6,073,164.00
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	2.7 %
D. Total number of Section 3 businesses receiving contracts	5

## 2. Non-Construction Contracts:

A. Total dollar amount all non-construction contracts awarded on the project/activity	\$ 49,459,545.99
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$ 5,114,282.26
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	10.3 %
D. Total number of Section 3 businesses receiving non-construction contracts	6

**Part III: Summary**

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low-and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- 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 a HUD program or other program which promotes the training or employment of Section 3 residents.
- Participated in a 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 Programs administered in the metropolitan area in which the Section 3 covered project is located.
- Other; describe below.

Please see attached Summary Report.

---

Public reporting for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mandates that the Department ensures that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very-low income persons, particularly those who are recipients of government assistance housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as self-monitoring tool. The data is entered into a database and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

---

Form HUD-60002, Section 3 Summary Report, Economic Opportunities for Low- and Very Low-Income Persons.

**Instructions:** This form is to be used to report annual accomplishments regarding employment and other economic opportunities provided to low- and very low-income persons under Section 3 of the Housing and Urban Development Act of 1968. The Section 3 regulations apply to any **public and Indian housing programs** that receive: (1) development assistance pursuant to Section 5 of the U.S. Housing Act of 1937; (2) operating assistance pursuant to Section 9 of the U.S. Housing Act of 1937; or (3) modernization grants pursuant to Section 14 of the U.S. Housing Act of 1937 and to **recipients of housing and community development assistance in excess of \$200,000** expended for: (1) housing rehabilitation (including reduction and abatement of lead-based paint hazards); (2) housing construction; or (3) other public construction projects; and to **contracts and subcontracts in excess of \$100,000** awarded in connection with the Section-3-covered activity.

Form HUD-60002 has three parts, which are to be completed for all programs covered by Section 3. Part I relates to **employment and training**. The recipient has the option to determine numerical employment/training goals either on the basis of the number of hours worked by new hires (columns B, D, E and F). Part II of the form relates to **contracting**, and Part III summarizes recipients' **efforts** to comply with Section 3.

Recipients or contractors subject to Section 3 requirements must maintain appropriate documentation to establish that HUD financial assistance for housing and community development programs were directed toward low- and very low-income persons.\* A recipient of Section 3 covered assistance shall submit one copy of this report to HUD Headquarters, Office of Fair Housing and Equal Opportunity. Where the program providing assistance requires an annual performance report, this Section 3 report is to be submitted at the same time the program performance report is submitted. Where an annual performance report is not required, this Section 3 report is to be submitted by January 10 and, if the project ends before December 31, within 10 days of project completion. **Only Prime Recipients are required to report to HUD. The report must include accomplishments of all recipients and their Section 3 covered contractors and subcontractors.**

HUD Field Office: Enter the Field Office name.

1. Recipient: Enter the name and address of the recipient submitting this report.
2. Federal Identification: Enter the number that appears on the award form (with dashes). The award may be a grant, cooperative agreement or contract.
3. Dollar Amount of Award: Enter the dollar amount, rounded to the nearest dollar, received by the recipient.
- 4 & 5. Contact Person/Phone: Enter the name and telephone number of the person with knowledge of the award and the recipient's implementation of Section 3.
6. Reporting Period: Indicate the time period (months and year) this report covers.
7. Date Report Submitted: Enter the appropriate date.

8. Program Code: Enter the appropriate program code as listed at the bottom of the page.
9. Program Name: Enter the name of HUD Program corresponding with the "Program Code" in number 8.

**Part I: Employment and Training Opportunities**

**Column A:** Contains various job categories. Professionals are defined as people who have special knowledge of an occupation (i.e. supervisors, architects, surveyors, planners, and computer programmers). For construction positions, list each trade and provide data in columns B through F for each trade where persons were employed. The category of "Other" includes occupations such as service workers.

**Column B: (Mandatory Field)** Enter the number of new hires for each category of workers identified in **Column A** in connection with this award. New hire refers to a person who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

**Column C: (Mandatory Field)** Enter the number of Section 3 new hires for each category of workers identified in **Column A** in connection with this award. Section 3 new hire refers to a Section 3 resident who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

**Column D:** Enter the percentage of all the staff hours of new hires (Section 3 residents) in connection with this award.

**Column E:** Enter the percentage of the total staff hours worked for Section 3 employees and trainees (including new hires) connected with this award. Include staff hours for part-time and full-time positions.

**Column F: (Mandatory Field)** Enter the number of Section 3 residents that were trained in connection with this award.

**Part II: Contract Opportunities**

**Block 1: Construction Contracts**

**Item A:** Enter the total dollar amount of all contracts awarded on the project/program.

**Item B:** Enter the total dollar amount of contracts connected with this project/program that were awarded to Section 3 businesses.

**Item C:** Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

**Item D:** Enter the number of Section 3 businesses receiving awards.

**Block 2: Non-Construction Contracts**

**Item A:** Enter the total dollar amount of all contracts awarded on the project/program.

**Item B:** Enter the total dollar amount of contracts connected with this project awarded to Section 3 businesses.

**Item C:** Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

**Item D:** Enter the number of Section 3 businesses receiving awards.

**Part III: Summary of Efforts – Self-explanatory**

Submit one (1) copy of this report to the HUD Headquarters Office of Fair Housing and Equal Opportunity, at the same time the performance report is submitted to the program office. The Section 3 report is submitted by January 10. Include only contracts executed during the period specified in item 8. PHAs/IHAs are to report all contracts/subcontracts.

\* The terms "low-income persons" and very low-income persons" have the same meanings given the terms in section 3 (b) (2) of the United States Housing Act of 1937. **Low-income persons** mean families (including single persons) whose incomes do not exceed 80 percent of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that

The Secretary may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of the Secretary's findings such that variations are necessary because of prevailing levels of construction costs or unusually high- or low-income families. **Very low-income persons** mean low-income families (including single persons) whose incomes do not exceed 50 percent of the median family income area, as determined by the Secretary with adjustments or smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 percent of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

## Summary Report

### PHA New Hires

In 2010, the Philadelphia Housing Authority (PHA) adopted a structured approach in addressing Section 3 requirements through policy review, training, and outreach. Through the combined efforts of PHA staff and external stakeholders PHA was able to vastly improve the number of residents hired. PHA directly hired 427 employees; of these new hires, 265 (62%) were Section 3 resident hires.

### Policy Review

PHA's objectives in implementing its Section 3 program include: 1) ensuring full compliance with applicable federal regulations and statutes; 2) using HUD program funds to provide a springboard for residents to become economically empowered through direct participation in construction and other activities designed to physically improve and revitalize their neighborhoods; and 3) leveraging and supporting PHA's efforts in strengthening communities, promoting individual responsibility and reducing dependency on federal assistance such as welfare and housing subsidies.

This year, an internal Section 3 Steering Committee met weekly to update PHA's Section 3 policy and identify more efficient methods of tracking hiring and enforcing Section 3 requirements throughout PHA. Thus, PHA monitored such efforts by tracking internal hires and then instructing each of our vendors to do the same through regular reporting.

**In an effort to achieve the highest possible level of compliance by its contractors, PHA has deemed all building trade personnel as new hires at the start of each construction project. This definition imposes a higher standard on PHA's contractors than the requirements of 24 C.F.R. § 135.30(b), thereby understating PHA's actual achievement of the goals. Were it not for such a stringent approach towards Section 3 construction hiring, the number of new hires would be lower, and the percentage of new hires that are Section 3 residents would have been higher.** When hiring employees was unrealistic for smaller vendors, PHA negotiated alternative ways with vendors to meet their obligation in a few ways: 1) allowed vendors the opportunity to provide in-kind services such as training to residents; 2) permitted vendors to support educational initiatives for PHA residents and; 3) negotiated internship opportunities for PHA residents.

PHA further provided weekly lists of trained residents available for hire that CMs considered for PHA development projects. This list ensured that CMs maintained ample hiring alternatives. To ensure that CMs selected for PHA projects were better informed of Section 3 requirements, the Workforce Development Department met with each CM to reiterate the significance of Section 3 compliance and to discuss more efficient methods of measuring their hiring efforts. Through site visits and random inspections, PHA also monitored the performance of resident hires to maintain high standards and preserve positive relations with each CM. These resident hires were often graduates of the PHA's Pre-Apprenticeship Training Program.

### **Section 3 Training**

To reiterate the importance of compliance with Section 3 program requirements, PHA offered bi-weekly Section 3 training to all current, new, and potential vendors, as well as to the community at large. The training consisted of a review of Section 3 requirements, while educating each vendor on ways to increase Section 3 hiring and fulfilling Section 3 commitments specific to their business models. In so doing, PHA formed a process to sustain Section 3 compliance. This process has permitted resident status verification and pathways to employment for graduates of PHA programming. To date, 98 businesses have been trained, while 16 businesses have been added as Section 3 vendors.

### **Community Partners Program**

PHA offered an assortment of self-sufficiency services focused on helping residents prepare for the workforce to obtain jobs and living wage incomes. PHA collaborated with the statewide “welfare to work” system and partnered with numerous job training and educational institutions to help train and place residents in sustainable jobs. Through strategic partnerships with leading workforce development institutions including but not limited to Smith & Solomon, the Professional Healthcare Institute, the Urban League of Philadelphia and EDSI Solutions, PHA has contracted to provide various training programs to residents. Specifically, the training included the following disciplines: 1) Cashier, 2) CDL Driver’s License, 3) Certified Nursing Assistant, 4) Customer Service Representative, 5) Healthy Homes Coordinator, 6) Medical Billing, 7) Nutrition Aide and 8) Pharmacy Technician.

Most training providers operate under performance-based contracts, mandating them to offer job placement services for students that successfully complete the training programs. In addition, workforce developers are informed of resident skills and various trainings that job seekers participate in so that training efforts are targeted to specific areas of interest.

In 2010, 369 PHA residents graduated from the Community Partner programs and 91 were reported as working at the end of the training cycle. Other graduates have gone on to open their own businesses and become self-supporting. Graduates of the Community Partners program have come back to hire other graduates of PHA programs.

### **Pre-Apprenticeship Training Initiative**

The Pre-Apprenticeship program provides vocational and educational skills through a hands-on, 21-week training program designed to help participants pass the apprenticeship test for the construction unions. The goals of this program include: 1) preparing public housing residents for entry into approved apprenticeships in the various building trades, 2) creating mechanisms that provide public housing residents access to viable career training programs leading to self-sufficiency, and 3) helping PHA and its vendors meet HUD Section 3 requirements. The Pre-Apprenticeship Program is a joint effort sponsored by PHA, The America Works Partnership; The United Brotherhood of Carpenters and Joiners of America, Metropolitan Regional Council;

the International Brotherhood of Painters and Allied Trades, District Council 21; the International Brotherhood of Electrical Workers, Local Union No. 98; and, Plumbers Union Local 690.

Upon completion of the program, graduates work in the construction industry as qualified apprentices. The trainees work with PHA and union contractors to rehabilitate, modernize and build at various Housing Authority properties and private construction projects. Pre-Apprenticeship graduates acquire starting salaries ranging from \$11.00 to \$14.00 per hour as apprentices and, if successful, should expect to see pay increases every six months. After four or five years as apprentices (depending upon the specific union they are in), the graduates are eligible to be full-time members of the union. Once they are full-time members, they will earn a minimum of \$20 per hour in the construction trade, according to union officials. In 2010, 96 residents enrolled for the training, 81 residents graduated from the training and 55 residents were placed in full-time employment with average salaries of \$12.84 per hour.

### **Resident Skills Database**

PHA also maintained a database, which highlights the skills of each of their residents available for hire. This database provided an understanding of the education levels and marketable skills of each resident, so that they can be directed towards employment opportunities that fit their unique set of capabilities. PHA's partners use the database as a tool to identify likely candidates for employment. Currently, the database contains skills information on 817 residents.

### **PHA Resident Outreach**

In an effort to keep residents informed of opportunities which lead to self-sufficiency, PHA "Opportunity Boards" were installed at each management office and community center. The opportunity boards list training, scholarship, employment and educational activities as they become available for residents. Each PHA resident also received a monthly newsletter, which announced training and employment prospects. However, the most effective means of communication occurred at the open board meetings and pre-board meetings where residents are encouraged to voice concerns, offer feedback and propose solutions to senior management. During these meetings, PHA also informed resident leaders of training, education and employment opportunities available at PHA, which were then conveyed to the community at large.

### **The Enterprise Center – "Philadelphia Recovery Procurement Summit: Connecting MBE's to Opportunities"**

In February, PHA participated in the Enterprise Center's event entitled "Philadelphia Economic Procurement Summit: Connecting MBEs to Opportunities" which aimed to increase procurement opportunities among Minority Business Enterprises. In addition to the expected networking opportunities, representatives from city agencies, federal agencies and prime contractors took part in an interactive panel discussion with contractors in the Philadelphia metropolitan area. Over 125 small, minority-owned, women-owned and disadvantaged businesses registered for this

event. Many of these small businesses were subsequently registered as PHA vendors. The panel included:

- Philadelphia Mayor, Michael A. Nutter
- Housing and Urban Development Deputy Secretary, Ronald Sims
- Minority Business Development Agency National Director, David Hinson
- SBA Associate Administrator for Field Operations, Jess Knox
- White House Office of Urban Affairs Director, Adolfo Carrion, Jr.
- The Enterprise Center President, Della Clark

### **Pennsylvania Association of Public Service Agencies (PAPSA) Business Expo**

The overall mission of PAPSA, a non-profit organization, was to exchange and share ideas of best business practices and encourage minorities, women, disadvantaged and small businesses to do business with each organization and other assist agencies throughout the region. PAPSA expressed the following objectives: 1) to work together to share and provide small businesses with essential information related to financial management, human resources, resource development, grant writing, strategic planning, contracting and procurement; 2) increase minority, disadvantaged and women owned small business hiring opportunities; and 3) collaborate on other ventures to benefit all member agencies.

As a result, in June 2010, PHA [in partnership with the Delaware River Port Authority, the Pennsylvania Convention Center Authority, the Philadelphia Parking Authority, the School District of Philadelphia, Philadelphia Regional Port Authority, Temple University, and Southeastern Pennsylvania Transportation Authority (SEPTA)] hosted a small business expo designed to teach vendors how to apply for contracts with state related agencies. Representatives from over 400 small businesses attended the Business Expo and many of these organizations registered as PHA vendors.

## **Annual Section 3 Report Calculation Method**

The following methodology was used to calculate and report on PHA's annual accomplishments regarding employment opportunities provided to low- and very-low income persons under Section 3 of the Housing and Urban Development Act of 1968.

Part I: Employment and Training of the Form HUD 60002 is comprised of two distinct sections, one for PHA Resident Hire Positions and another for Constructions positions (Three pages total). Also attached is a Summary Report, which provides an overview of PHA's Section 3 hiring efforts.

### **PHA Section 3 Hires**

#### ***Column A (Job Category):***

The job category used follows the online HUD reporting guidance. Professionals, Technicians, Office/Clerical, Student Co-Op/Intern, Service Workers, and various Trades are represented.

Examples of the following job categories are as follows:

Professionals: Accountants, Communications Managers, Management Specialists, and Senior Development Managers.

Technicians: Communications Operators, Housing & Building Inspectors, and Licensed Practical Nurses.

Office/Clerical: Administrative Assistants, and Service Representatives.

Student Co-Op/Interns: Student Co-Op, and Student Intern.

Service Workers: Asset Protection Managers, Nutrition Aides, ROSS Service Coordinators, and Summer Foods Site Workers.

Trades: Boilermakers, Carpenters, Plasterers, Sprinkler Fitters.

#### ***Column B (Number of New Hires):***

This is a count of all new hires for each job category including Section 3 new hires and non-Section 3 new hires. At the start of each construction project, all building trade personnel are counted as new hires provided they are working full-time on a project. For projects and contracts that employ building trades, these positions are almost always temporary or project-based. Therefore, it is assumed that building trade positions will be new hires.

***Column C (Number of New Hires that are Section 3 Residents):***

This is a count of new hires for each job category that are identified as Section 3 residents.

***Column D (% of Aggregate Number of Staff Hours of New Hires that are Section 3 Residents):***

This represents the percentage of total new hire staff hours by job category divided by the total Section 3 new hire staff hours by job category. For example, Professionals had 9404.75 Section 3 new hire staff hours, and 35816.65 non-Section 3 new hire staff hours for a total of 44221.40 total new hire staff hours. 9404.75 divided 44221.40 by equals 20.8% rounded to the nearest tenth. This figure indicates that 20.8% of the aggregate number of new hire hours holding Professional jobs were accumulated by Section 3 residents.

***Column F (Number of Section 3 Trainees):***

This is a count of the number of Section 3 trainees for each job category.

**Construction Section 3 Hires**

***Column A (Job Category):***

The job category used follows the online HUD reporting guidance. Professionals, Technicians, Office/Clerical, and various Trades are represented.

Examples of the following job categories are as follows:

Professionals: Assistant Project Managers, Civil Engineers, Superintendent, and Surveyors.

Technicians: Elevator Technicians, Engineering Inspectors, and Inspectors.

Office/Clerical: Field Administrators.

Trades: Bricklayer, Carpenters, Metal Workers, Painters.

***Column B (Number of New Hires):***

This is a count of all new hires for each job category including Section 3 new hires and non-Section 3 new hires. At the start of each construction project, all building trade personnel are counted as new hires provided they are working full-time on a project. For projects and contracts that employ building trades, these positions are almost always temporary or project-based. Therefore, it is assumed that building trade positions will be new hires.

***Column C (Number of New Hires that are Section 3 Residents):***

This is a count of new hires for each job category that are identified as Section 3 residents.

***Column D (% of Aggregate Number of Staff Hours of New Hires that are Section 3 Residents):***

This represents the percentage of total Section 3 new hire staff hours by job category divided by the total Section 3 new hire staff hours. For example, Laborers held 17234 Section 3 new hire staff hours, representing 7.5% of the aggregate number of new hire accumulated by Section 3 residents.

***Column F:***

This is a count of the number of Section 3 trainees for each job category.