

Section 3 Quarterly Labor Hours Report

Name of Contractor <input type="checkbox"/> Or Subcontractor <input type="checkbox"/>		Address:
For the Quarter Ending:	Contract Number:	Contract/Project Name:
Is this your final month performing on the contract or project? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Name and Title of Person Completing Form:	Telephone Number: ()	Email Address:

Who is a Section 3 Worker? A Section 3 Worker is a County of Riverside resident who is a low- or very low-income person according to HUD Family Income Limits; employed by a Section 3 Business Concern; or a YouthBuild participant. (See page 2, HUD Family Income Limits table.)

At least 25 percent of total labor hours for this contract are to be performed by Section 3 Workers.

Instructions: Using a good faith assessment, complete columns A and B. In column A, report on the total hours worked by Section 3 Workers, the total hours worked by all employees; and calculate the total hours worked by Section 3 Workers as a percentage of total hours worked by all employees. If applicable, complete column B.

GOOD FAITH ASSESSMENT	A	B
	REPORT QUARTERLY LABOR HOURS	REPORT QUARTERLY LABOR HOURS (IF APPLICABLE)
1. Total labor hours worked by all Section 3 Workers	1.	
Labor hours worked by Section 3 Workers who are residents of Public Housing or HUD Section 8-assisted housing, if applicable:		
Labor hours worked by Section 3 Workers who reside within one mile of the Section 3 project, if applicable: <i>(Applies to construction-related projects)</i>		
2. Total labor hours of all employees: <i>(Excludes labor hours for professional services)</i>	2.	
3. Total labor hours worked by Section 3 Workers as a percentage of total labor hours: (Row 1 ÷ Row 2 = Row 3)	3. %	



When there are employment opportunities, at a minimum, you must contact the HWS Section 3 Unit and request referrals of Section 3 Workers from its registry of certified Section 3 Workers.

Instructions: List the names of all employees who were hired this quarter to perform on or support the Section 3 contract or project.

- 1) _____
- 2) _____
- 3) _____
- 4) _____

I certify, under penalty of perjury, under the laws of California, that the above information submitted in the Section 3 Quarterly Labor Hours Report is complete, true and accurate.

Owner/Authorized Officer: _____ Company: _____

Signature: _____ Date: _____

Submittal Instructions:

The Section 3 Quarterly Labor Hours Report is due by the 5th day of the following month. Submit the report to Sorozco@rivco.org (preferred) or:

Housing & Workforce Solutions,
Section 3 Unit
3403 Tenth St., Ste. 300
Riverside, CA 92501

If you have any questions regarding the completion of the Section 3 Quarterly Labor Hours Report, or to verify the Section 3 Worker eligibility of current employees or prospective new hires, please contact the Section 3 Program Analyst at (951) 955 – 5933 or Sorozco@rivco.org.

2021 HUD FAMILY INCOME LIMITS								
FAMILY Size	1	2	3	4	5	6	7	8
Maximum Gross Annual Family Income	\$44,250	\$50,600	\$56,900	\$63,200	\$68,300	\$73,350	\$78,400	\$83,450