

CITY OF MIAMI

NEW HIRES SECTION 3 MONTHLY COMPLIANCE FORM

FIRM NAME: _____

This form is distributed to the General Contractor (GC) at the Pre-Construction Meeting. GC is also required to provide this form to any subcontractor firms they hire for this project.

Review the information below, check all that apply to:

Project Name: _____

Project Address: _____

Additionally, please review and comply with Steps 1 and 2 below:

1. **You must sign** and date this form for every pay period in connection with this project and **hand deliver or mail to: City of Miami, Department of Community & Economic Development, 444 SW 2 Avenue, 2nd Floor, Miami, Florida 33130 or Frank Lopez (305) 416-2086**

2. When you hire a Section 3 resident in connection with this project, you must also complete and submit a MONTHLY report (attached) for every pay period worked, to the designated Community Development Project Manager.

MONTH: From: _____ To: _____ (ex: From: Jan 1, 20XX TO: Jan 31, 20XX)

Check any that apply:

<input type="checkbox"/>	I have not hired any new employees during the pay period/MONTH specified.
<input type="checkbox"/>	I have hired _____ Section 3 employees and/or _____ non-Section 3 employees during the pay period shown here.
<input type="checkbox"/>	I have taken one or more of the following recruitment steps to hire a Section 3 resident with the highest training and employment priority ranking: (check all that apply)
<input type="checkbox"/>	I have advertised to fill any vacancies at the site(s), where work is taking place, in connection with this project. 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.
<input type="checkbox"/>	Placed signs or posters in prominent places at each of the above listed developments
<input type="checkbox"/>	Taken photographs of the above item to document that the above step was carried out
<input type="checkbox"/>	Distributed employment flyers to each of the residents at these developments Posted employment flyers to each of the residents at these developments
<input type="checkbox"/>	Contacted City Environmental Specialist or City of Miami employment referrals and HUD) Youthbuild Program referrals (if applicable)
<input type="checkbox"/>	Contacted U.S. HUD State Officer at (305) 536-4421 to identify any HUD Youthbuild programs currently operating in Miami-Dade County; then contacted these programs for Youthbuild referrals
<input type="checkbox"/>	Kept a log of all applicants and indicated the reasons why Section 3 residents who applied were not hired
<input type="checkbox"/>	Retained copies of any employment applications completed by public housing Section 8 certificate or voucher holders or other Section 3 residents
<input type="checkbox"/>	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
<input type="checkbox"/>	Sent proof of all checked items to City of Miami Section 3 representative above via fax at (305) 416-2090 and deliver to: City of Miami – Dept. of Community & Economic Development, Attn: Frank Lopez – 444 SW 2 nd Ave., 2 nd Floor, Miami, FL 33130

Signature

Print Name and Title

Date

List all new hires for the above period below:

Employee Name: _____

Hire Date: _____

Position: _____

Section 3 Resident (Y/N): _____

Training being provided (Y/N): if yes, type: _____

Employee Name: _____

Hire Date: _____

Position: _____

Section 3 Resident (Y/N): _____

Training being provided (Y/N): if yes, type: _____

Employee Name: _____

Hire Date: _____

Position: _____

Section 3 Resident (Y/N): _____

Training being provided (Y/N): if yes, type: _____

Employee Name: _____

Hire Date: _____

Position: _____

Section 3 Resident (Y/N): _____

Training being provided (Y/N): if yes, type: _____

Employee Name: _____

Hire Date: _____

Position: _____

Section 3 Resident (Y/N): _____

Training being provided (Y/N): if yes, type: _____
