



## CAPITAL CONSTRUCTION DEPARTMENT

**Complete the new Hire Status Report as indicated below and return completed forms to:**

Located at \_\_\_\_\_

**Box 1** Company name

**Box 2** Name and phone number of person filling out New Hire Status Report

**Box 3** Reporting period (the month and year)

**Box 4** Project name

**Box 5** Contract Award Date – List date contract was awarded for the project being reported on.

**Box 6** Position and Name – List all new hires on this project for the reporting period whether Section 3 eligible or not. A new hire is someone who fills a full time regular, seasonal or temporary position as a direct result of the project being reported on. Include both field and office staff hired specifically for the project

**Box 7** Was this employee a Section 3 hire? Yes/No

**Box 8** Employee's hire date

**Box 9** If this employee is a Section 3 person, indicate Section 3 preference code (1, 2, 3, or 4) as listed on the New Hire Status Report. Individuals must be Section 3 certified by KCHA's Section 3 Coordinator. Certification process includes the completion of Section 3 Individual Certification Form followed by a review and approval by Section 3 Coordinator. Completed Section 3 Individual Certification forms must be attached to New Hire Status Report. Number of forms submitted equal total new hires for the report period.

**Box 10** Race/Ethnicity of new hire (A-White/not Hispanic; B-Black/Not Hispanic; C-Hispanic; D-Asian or Pacific Islander; E-American Indian or Alaskan Native).

**Box 11** Is the employee male or female?

**Box 12** Indicate whether this position is a training position. Per 24 CFR 135 (Section 3 regulations), a training position includes apprentices and trainees permitted under either of the Department of Labor Regulations (29 CFR part 5) or for work subject to HUD-determined prevailing wage rates, HUD policies and guidelines. A position must either be a new hire or a trainee. For additional information on training positions, refer to 24 CFR 135.

New Hire Status Report must be signed and dated by appropriate company/agency representative. Report shall be submitted to contract/project manager as contractually agreed upon. For additional information or assistance, contact Contract/Project Manager and/or Andrew Zimmerman by email at [andrewz@kcha.org](mailto:andrewz@kcha.org) or by phone at 206-574-1217.

## NEW HIRE STATUS REPORT

(1) COMPANY NAME:		(2) CONTACT PERSON AND PHONE NO:					
(3) REPORTING PERIOD:		(4) PROJECT/PROGRAM NAME & NO:					
(5) CONTRACT AWARD DATE:							
(6) POSITION DESCRIPTION/NAME OF PERSON Report new hires only. A new hire is a full time employee filling a permanent, temporary or seasonal employment who is <b>not on</b> the company's payroll at the time of receipt of Section 3 covered assistance.	(7) SECTION 3 HIRE? Y/N	(8) DATE OF HIRE	(9) SECTION 3 HIRE CODE (SEE #1 BELOW)	(10) RACE/ ETHNICITY (SEE #2 BELOW)	(11) GENDER	(12) SECTION 3 TRAINEE? Y/N	
1.							
2.							
3.							
4.							
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14.							
15.							
1. <b>SECTION 3 PREFERNCE CODE:</b> 1=Resident of development(s) for which covered assistance is expended; 2=Resident of other KCHA Public Housing; 3=HUD Youthbuild participant; 4=Puget Sound Area resident. 2. <b>ETHNICITY CATEGORIES:</b> A: White/not Hispanic; B: Black/not Hispanic; C: Hispanic; D: Asian or Pacific Islander; E: American Indian or Alaskan Native.							
I certify that the information in this report is true and correct to the best of my knowledge :  <hr/> <div style="display: flex; justify-content: space-between;"> <span>Name &amp; Title</span> <span>Signature</span> <span>Date</span> </div>							
(To be completed by KCHA staff) Received By :  <hr/> <div style="display: flex; justify-content: space-between;"> <span>Name &amp; Title</span> <span>Signature</span> <span>Date</span> </div>							
<b>Submit this report as required by the project/contract manager.</b>							