SECTION 3 – LABOR HOURS BENCHMARK REPORT - INSTRUCTIONS

Complete the Labor Hours Benchmark Status Report as indicated below and return the completed form ***along*** with the pay application(s) for the same period.
Return the Labor Hours Benchmark Status Report and pay application to:

King County Housing Authority
700 Andover Park West
Tukwila, WA 98188

Attn: _____

Email: _____

REPORT LINES:

1) Name of the project as it appears on the Contract
2) Company Name
3) Name of the person filling out the Labor Hours Benchmark Status Report
4) Phone number of the person filling out the Labor Hours Benchmark Status Report
5) Email address of the person filling out the Labor Hours Benchmark Status Report
6) Contract number as it appears on the Contract
7) Contract Award date (date of Letter of Award)
8) Reporting Period – should be the same as the pay application period
9) Total hours worked by all workers on the project – this will be everyone that is listed on the certified payrolls during Reporting Period.
10) Total hours worked on the project by Section 3 workers during the Reporting Period.

    A Section 3 worker is identified as:

    a. The worker's income for the previous or annualized calendar year is below the income limit established by HUD; or
    b. Is employed by a Section 3 business concern; or
    c. Is a YouthBuild participant.

    These will be the workers identified as Section 3 employees upon the submittal of their Section 3 Individual Certification Form at the beginning of the project OR when they were brought onto the project. A copy of these forms should be available from your company's payroll office. Copies can also be obtained by submitting a request to section3@kcha.org. Please include your company's name, project name and contact information.

11) Total hours worked on the project by Targeted Section 3 workers during the Reporting Period.

    A Targeted Section 3 worker is identified as:

    a. Employed by a Section 3 business concern; or
    b. Is a resident of public housing or Section 8 assisted housing; or
    c. Resides within one mile of the project site.

    These workers will be identified as Targeted Section 3 employees upon the submittal of their Section 3 Individual Certification Form at the beginning of the project OR when they were brought onto the project. A copy of these forms should be available from your company's payroll office. Copies can also be obtained by submitting a request to section3@kcha.org. Please include your company's name, project name and contact information.

See sample scenarios on pgs. 3 & 4

SECTION 3 – LABOR HOURS BENCHMARK REPORT

GENERAL INFORMATION

1) PROJECT NAME: _____

2) COMPANY NAME: _____

3) CONTACT PERSON: _____

4) CONTACT PHONE NO.: _____

5) CONTACT EMAIL ADDRESS: _____

6) CONTRACT NO.: _____ 7) CONTRACT AWARD DATE: _____

SECTION 3 LABOR HOUR BENCHMARKS

8) REPORTING PERIOD: FROM: _____ TO: _____

The totals below are for YOUR COMPANY ONLY and JUST THOSE WORKERS WORKING ON THE PROJECT SITE.

9) **TOTAL** LABOR HOURS FOR **ALL** WORKERS ON THE PROJECT DURING THE REPORTING PERIOD (*onsite work crew)*: _____

10) **TOTAL** LABOR HOURS FOR **ALL SECTION 3** WORKERS ON THE PROJECT DURING THE REPORTING PERIOD *(onsite work crew who self-certified as Section 3 Workers)*: _____

11) **TOTAL** LABOR HOURS FOR **ALL <u>TARGETED</u> SECTION 3** WORKERS ON THE PROJECT DURING THE REPORTING PERIOD *(onsite work crew who self-certified as Targeted Section 3 Workers)*: _____

I certify that the information in this report is true and correct to the best of my knowledge:

SIGNATURE _____ TITLE _____

PRINT NAME _____ DATE _____

To be completed by KCHA Staff

RECEIVED BY:

SIGNATURE _____ TITLE _____

PRINT NAME _____ DATE _____

SCENARIO 1:
A crew of 5 none of whom self-certified as a Section 3 worker.
Reporting period is from June 1 to June 30, 2022.
The total hours that the crew worked on the project site during the reporting period totaled 1,000.

SECTION 3 LABOR HOUR BENCHMARKS

8) REPORTING PERIOD: FROM: 6-1-22 TO: 6-30-22

The totals below are for YOUR COMPANY ONLY and JUST THOSE WORKERS WORKING ON THE PROJECT SITE.

9) **TOTAL** LABOR HOURS FOR **ALL** WORKERS ON THE PROJECT DURING THE REPORTING PERIOD (*onsite work crew)*: 1000

10) **TOTAL** LABOR HOURS FOR **ALL SECTION 3** WORKERS ON THE PROJECT DURING THE REPORTING PERIOD *(onsite work crew who self-certified as Section 3 Workers)*: 0

11) **TOTAL** LABOR HOURS FOR **ALL TARGETED SECTION 3** WORKERS ON THE PROJECT DURING THE REPORTING PERIOD *(onsite work crew who self-certified as Targeted Section 3 Workers)*: 0

SCENARIO 2:
A crew of 5, two of whom self-certified as Section 3 workers.
Reporting period is from June 1 to June 30, 2022.
The total hours that the crew worked on the project site during the reporting period totaled 1,000.
The total hours of the two that self-certified as Section 3 workers during the reporting period totaled 80.

SECTION 3 LABOR HOUR BENCHMARKS

8) REPORTING PERIOD: FROM: 6-1-22 TO: 6-30-22

The totals below are for YOUR COMPANY ONLY and JUST THOSE WORKERS WORKING ON THE PROJECT SITE.

9) **TOTAL** LABOR HOURS FOR **ALL** WORKERS ON THE PROJECT DURING THE REPORTING PERIOD (*onsite work crew)*: 1000

10) **TOTAL** LABOR HOURS FOR **ALL SECTION 3** WORKERS ON THE PROJECT DURING THE REPORTING PERIOD *(onsite work crew who self-certified as Section 3 Workers)*: 80

11) **TOTAL** LABOR HOURS FOR **ALL TARGETED SECTION 3** WORKERS ON THE PROJECT DURING THE REPORTING PERIOD *(onsite work crew who self-certified as Targeted Section 3 Workers)*: 0

SCENARIO 3:
A crew of 5, one of whom self-certified as a Section 3 worker and the other as a Targeted Section 3 worker.
Reporting period is from June 1 to June 30.
The total hours that the crew worked on the project site during the reporting period totaled 1,000.
The total hours of the one that self-certified as a Section 3 worker during the reporting period totaled 40.
The total hours of the one that self-certified as a Targeted Section 3 worker during the reporting period totaled 40.

SECTION 3 LABOR HOUR BENCHMARKS

8) REPORTING PERIOD: FROM: 6-1-22 TO: 6-30-22

The totals below are for YOUR COMPANY ONLY and JUST THOSE WORKERS WORKING ON THE PROJECT SITE.

9) **TOTAL** LABOR HOURS FOR **ALL** WORKERS ON THE PROJECT DURING THE REPORTING PERIOD (*onsite work crew)*: 1000

10) **TOTAL** LABOR HOURS FOR **ALL SECTION 3** WORKERS ON THE PROJECT DURING THE REPORTING PERIOD *(onsite work crew who self-certified as Section 3 Workers)*: 40

11) **TOTAL** LABOR HOURS FOR **ALL TARGETED SECTION 3** WORKERS ON THE PROJECT DURING THE REPORTING PERIOD *(onsite work crew who self-certified as Targeted Section 3 Workers)*: 40

SCENARIO 4:
A crew of 5, (in this scenario, it does not matter if there are Section 3 workers or not)
Reporting period is from June 1 to June 30, 2022.
The total hours that the crew worked on the project during the reporting period totaled ZERO.

SECTION 3 LABOR HOUR BENCHMARKS

8) REPORTING PERIOD: FROM: 6-1-22 TO: 6-30-22

The totals below are for YOUR COMPANY ONLY and JUST THOSE WORKERS WORKING ON THE PROJECT SITE.

9) **TOTAL** LABOR HOURS FOR **ALL** WORKERS ON THE PROJECT DURING THE REPORTING PERIOD (*onsite work crew)*: 0

10) **TOTAL** LABOR HOURS FOR **ALL SECTION 3** WORKERS ON THE PROJECT DURING THE REPORTING PERIOD *(onsite work crew who self-certified as Section 3 Workers)*: 0

11) **TOTAL** LABOR HOURS FOR **ALL TARGETED SECTION 3** WORKERS ON THE PROJECT DURING THE REPORTING PERIOD *(onsite work crew who self-certified as Targeted Section 3 Workers)*: 0

YES, A LABOR HOUR BENCH MARK FORM HAS TO BE SUBMITTED EVEN IF NO WORK IS PERFORMED **BUT** THE GC/SUB (ALL TIERS) HAVE NOT FINISHED THE PROJECT.