



### Section 3 Monthly Status Report – Hiring / Subcontracting Activity

(For General Contractor – Submit both general contractor and subcontractor reports to MSPA monthly; For Subcontractors – Submit to General Contractor monthly)

**Instructions**

1. The general contractor and all subcontractors (if applicable) must provide fully completed monthly status reports on their Section 3 Hiring Plan and Section 3 Subcontracting Plan progress. Incomplete forms will be rejected.
2. List all positions filled and subcontracts executed in connection with the Section 3 project to date, and explain any changes from the approved Plan.
3. Submit all applicable related Section 3 Resident and Section 3 Business Certification forms (with supporting documentation) with the report.
4. Reports must be submitted to the MSPA by the general contractor no later than 10 days after the end of each month.

Project Name: Port of Gulfport Restoration Program

Month/Year of Report: \_\_\_\_\_

General Contractor: \_\_\_\_\_

GC Contact Name/Phone: \_\_\_\_\_

Subcontractor Name(s): \_\_\_\_\_

- HUD Hiring Categories**
- |                           |                              |
|---------------------------|------------------------------|
| 1) Professionals          | 6) Craft Workers (skilled)   |
| 2) Technicians            | 7) Operatives (semi-skilled) |
| 3) Office and Clerical    | 8) Laborers (unskilled)      |
| 4) Officials and Managers | 9) Service Workers           |
| 5) Sales                  |                              |

<b>HIRING</b> List job titles for all new hires AND names of persons hired for the project during this reporting period (e.g., Craft worker – John Smith)	Sec 3 Resident Hired? (Y/N)	Hiring Category	# of Sec 3 Residents Interviewed	Referral Sources Utilized	<b>If Sec 3 Resident not hired, provide a reason*</b>

<b>SUBCONTRACTING</b> Name of subcontractors contracted in connection with the project this reporting period	Section 3 Business Selected? (Y/N)	Dollar Value of Contract	Contract Date	# of Sec 3 businesses that bid on contract	Referral Sources Utilized	<b>If Sec 3 Business not selected, provide a reason*</b>

**Describe efforts to provide Section 3 Residents and Businesses with first consideration for employment and contracting opportunities, and all outreach activities performed. If no activity, explain\*:**

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Company Representative

\*Must provide an answer