

### Form 59 Section 3 New Hire Employment Report

Grantee: \_\_\_\_\_ Control number: \_\_\_\_\_ Contractor signature: \_\_\_\_\_  
 Contractor/Subcontractor: \_\_\_\_\_ Typed name/title: \_\_\_\_\_  
 Contractor/Subcontractor address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name	Address	Social Security Number	Job classification	Date of hire	Hourly wage	Benefits Y/N	*Ethnicity	Other	Section 3 Y/N

- \* **Ethnicity Key:**      1 = Caucasian      2 = Black      3 = Hispanic      4 = Native American      5 = Asian/Pacific Islander      6 = Other
- \*\* **Section 3 Key:**      1 = LM Living in Service Area      2 = PHA Resident Living in Service Area      3 = Income Qualified for Other LM Program (List)  
 4 = Youthbuild Participant      5 = Homeless Person      6=PHA or LM Person Regardless of Residence

**Form 59-I**  
**Instructions for Completing**  
**the Section 3 New Hire Employment Report**

Data for this Report is to be collected from all entities receiving benefits from the Community Development Block Grant (CDBG) project including Grantees, professional services, contractors and subcontractors.

Data reported will be only for newly hired employees employed as a result of the CDBG-funded project.

**Name:** Enter the names of all employees hired during the course of the project as a result of the funded activity. The commencement period shall be the date of contract award or other commitment to perform activities for the CDBG-funded project.

**Address:** Enter the address of all new employees identified above.

**SSN:** Enter the Social Security Number of all employees identified above.

**Job Class:** List the specific job classification applicable to the work performed by the newly hired employees identified above.

**Date of Hire:** Enter the date that each new employee was hired.

**Hourly Wage:** Enter the hourly wage(s) paid to all new employees identified above.

**Benefits (Y/N):** Did the employees receive fringe benefits?

**Ethnicity:** Enter codes 1 through 6 as identified under Note 1 on the Report form.

**Other:** Enter any other information in regard to employment of new employees that is not specific to any of the line items above.

**Section 3 (Y/N):** Indicate whether or not the new employee meets Section 3 guidelines (low or moderate income) or qualifies under requirements specified under Note 2 to the Report form.

The identifying information at the bottom of the form requests information specific to the entity/individual preparing the Report.