



Jefferson Parish Community
Development Department

Section 3 Monthly Activity Report

Contractor Name	Project Name
Contractor Address	Contract Amount
Contact Person	Reporting Month
Phone Number / Email	Date of Submission

Employment and Training

A Job Category	B				C		D			
	New Hires		No New		Employees		Trainees		No Trainees	
	Section 3 New Hires*		Non-Section 3 New Hires		Section 3 Employees *	Non-Section 3 Employees	Section 3 Trainees* Previously Reported That Worked This Month		New Section 3 Trainees* Reporting for the First Time	
	# of New Hires	Hours Worked	# of New Hires	Hours Worked	Hours Worked	Hours Worked	# of Trainees	Hours Worked	# of Trainees	Hours Worked
Professional										
Technician										
Office/Clerical										
Trade:										
Trade:										
Trade:										
Trade:										
Other:										
TOTA										

*Include individuals on the Section 3 New Hire/ Employee/ Trainee Participation Form. Regardless if information was previously reported, all Section 3 individuals who've worked/trained during reporting month must be included.

NOTES:

1. New Section 3 Trainees should NOT be included in the New Hire numbers.
2. New Hires become Employees the following reporting month.
3. A report for each contractor/subcontractor with a contract equal to or greater than \$100,000 must be submitted by the 10th of each month with numbers from the previous month. For example, on October 10th the numbers for September will be submitted.
4. Subcontractors submit to General Contractor before the 10th and then the General Contractor will submit to Section 3 by the 10th.

