

# SAMPLE RECORD KEEPING FORMAT

## Applicant and Hiring Flow Data

Contractor/Developer			Federal ID:	Time Period	
Contract person			Contract Award/Project No.		
<b>Contract Person:</b>					
(1) Date	(2) Name, Address, Phone	(3) Position Applying For	(4) Referral Source	(5) Section 3 Preference	(6) Status
4/30	Jane Q. Public 1234 Job Street Section 3, 1156789 (513) 221-1111	Carpenter	Walk-in	1	2
<b>*Preference Order</b> <ol style="list-style-type: none"> <li>1. Section 3 residents residing in the service area (geographical area in which the persons benefiting from the Section 3 covered project resides), or neighborhood in which the Section 3 project is located, collectively referred to as category 1 residents</li> <li>2. Participants in HUD Youthbuild programs, category 2 residents.</li> <li>3. Where the project is assisted under the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11301 et seq.), homeless persons residing in the service area or neighborhood in which the Section 3 covered project is located shall be given the highest priority</li> <li>4. Other low and very low income persons (Section 3) residents residing in the metropolitan area.</li> </ol>			<b>**Status Code</b> <ul style="list-style-type: none"> <li>1 = Interviewed – Not hired</li> <li>2 = Interviewed – Hired</li> <li>3 = Interviewed – Offered – declined</li> </ul>		