

SAMPLE RECORD KEEPING FORMAT

Applicant and Hiring Flow Data

| Contractor/Developer | | | Federal ID: | Time Period | |
|--|---|------------------------------------|---|--------------------------------|---------------|
| Contract person | | | Contract Award/Project No. | | |
| Contract Person: | | | | | |
| (1) Date | (2) Name | (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- 11 F/N | 2 (5/5) |
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| *Preference Order 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 2. Participants in HUD Youthbuild programs, category 2 residents. 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 4. Other low and very low income persons (Section 3) residents residing in the metropolitan area. | | | **Status Code 1 = Interviewed – Not hired 2 = Interviewed – Hired 3 = Interviewed – Offered – declined Race of Head of Household Code 11 = Black 12 = Black/African American 13 = Asian 14 = American Indian/Alaska Native 15 = Native Hawaiian/Other Pacific Islander 16 = American Indian/Alaska Native & White 17 = Asian & White 18 = Black/African American & White 19 = American Indian/Alaska Native & Black/African American 20 = Other Multi Racial Hispanic Code Y = yes N = no | | |
| NOTE: Entries in Columns 5 and 6 means that the applicant was a Black, non Hispanic female who is a resident of the service area in which the covered project is located on May 5. | | | | | |