



SECTION 3 NEW EMPLOYEE INFORMATION FORM

| | | |
|---|----------------|----------------|
| _____ | _____ | _____ |
| Business | License Number | DUNS Number |
| _____ | _____ | _____ |
| Physical Address | City | State ZIP Code |
| _____ | _____ | _____ |
| Mailing Address (if different from the above) | City | State ZIP Code |
| _____ | _____ | _____ |
| Email Address | Telephone | |

This form is to be completed by the Business named above for each new employee hired to work on the Project identified below and must accompany the first payroll on which the new employee appears. ***All of the following, 1-12, must be answered.***

| | |
|---|---------------------|
| 1) Grantee | _____ |
| | City of Hammond |
| 2) Project Number | _____ |
| 3) Employee | _____ |
| 4) Physical Address of Employee | _____ |
| | _____ |
| | City State ZIP Code |
| 5) Mailing Address of Employee (if different from the above) | _____ |
| | _____ |
| | City State ZIP Code |
| 7) Date of Hire of Employee | _____ |

8) The following methods were used to recruit Tangipahoa Parish residents of low income:

- Advertisement in Local Media
 - Public Bulletin Boards
 - Employment Service
 - Consideration of All Applications Received
 - Signage/Notice at the Project Site
- Other: _____

9) The employee lives (mark ***all*** that apply):

- a) ***within*** the corporate limits of the City of Hammond.
- b) ***within*** the corporate limits of Tangipahoa Parish.
- c) ***outside*** the corporate limits of Tangipahoa Parish.

10) The employee's gross annual household income during the prior calendar year was \$ _____.

11) The number of people living in the employee's household during the prior calendar year was _____.

12) Based on the employee's physical address (#4), gross annual household income during the prior calendar year (#10), household size during the prior calendar year (#11), and the income limits shown below

| Household Size | 1 Person | 2 Persons | 3 Persons | 4 Persons | 5 Persons | 6 Persons | 7 Persons | 8 Persons |
|---------------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Annual Income Limit | \$34,300 | \$39,200 | \$44,100 | \$48,950 | \$52,900 | \$56,800 | \$60,700 | \$64,650 |

* A household that earns, before taxes and other deductions, an amount equal to or less than the annual income limit for the household's size is a Section 3 household.

the employee is

- a) a Section 3 employee
 - of Tangipahoa Parish.
 - of another parish.
- b) not a Section 3 employee.

Please also certify the following:

I, the undersigned, am duly authorized to represent the Business named above in seeking Section 3 preference for said Business for jobs and/or contracts created by HUD-funded projects of the City of Hammond. The information I have provided is true and accurate to the best of my knowledge and ability and I understand falsification of this information could subject me and/or my Business to penalties under local, State and/or federal laws.

Signature

Name

Title

Date

Corporate Seal