

Explanation of Form

What it is Used For: To document all procurements of more than \$10,000 (or more than \$1,000 if a housing rehabilitation project) made in a CDBG project. To track progress toward hiring goals. To assist in assuring compliance with Section 3 and Davis-Bacon and Related Acts.

When it is Used: To document the initial workforce and new hires, rehires and any changes in job classifications, rate of pay and authorized deductions throughout the construction process. It is updated on an ongoing basis.

Where it Goes: The Grantee files all reviewed and accepted Registers in their labor standards and equal opportunity project files.

- Instructions:**
- COMPLETE THE “Month Covered” AND “Date Completed” IN THE TOP RIGHT CORNER.
 - Section 3 Hiring Goal is always 30%. Insert the Minority and Female goals as found in the Transmittal of Wage Decision letter sent to the Chief Executive Official by the PMO Program Manager.
 - ROUND CONTRACT AMOUNTS TO THE NEAREST DOLLAR.
 - NEW HIRES are registered as such one time and only on the original submittal or for the month in which it occurred; DO NOT DUPLICATE ‘NEW HIRES’ ON SUBSEQUENT SUBMITTALS.
 - RECALLED means a person who was off of the Company’s payroll and is now back on the payroll. The person is treated as NEW HIRES except that the date recalled is entered in e (2). Subsequent recalls of any employees, whether originally listed as a ‘new hire’ or a ‘recall’ are treated as ‘modifications,’ see below.
 - MODIFICATIONS affect ONLY the following items: (ONLY ITEM ‘a’ AND ITEM(S) BEING MODIFIED ARE COMPLETED FOR MODIFICATIONS.)
 - Changes to employee’s name, e.g. due to marriage (item a) (if change is to name, show both old and new name)
 - Changes in trade and job classification (item c)

- Changes in rate of pay and benefits (item d)
- Changes in authorized payroll deductions (item f)
- A recall of an employee previously registered (item e (2)).

GRANTEE’S RESPONSIBILITIES: For every procurement with a prime contractor, the Grantee must complete item (1) of SECTION I and supply the prime contractor with enough copies for the duration of the contract. After submission of the Register by its Prime, the Grantee must review the Register for completeness, accuracy and consistency with the *Monthly CDBG Register of Contractors, Subcontractors, and Suppliers* and the *Payroll Report*.

PRIME CONTRACTOR’S RESPONSIBILITIES: The Prime Contractor must submit this prior to start of construction and update it as necessary throughout the construction process. The Prime Contractor must use the forms supplied by the Grantee in which item (1) of Section I is already completed; item (2) remains blank. In SECTION II, the Prime Contractor completes items ‘a’ thru ‘h’ on ‘new hires’ and first time ‘recalls’, and only item ‘a’ and the item(s) being modified for modifications.

For every procurement with a subcontractor, the Prime Contractor should complete item (2) of SECTION I (item (1) is already completed on the form) and supply the subcontractor with enough copies for the duration of the subcontract. The Prime Contractor must obtain this form from all of its subcontractors for submission to the Grantee.

SUBCONTRACTOR’S RESPONSIBILITIES: The Subcontractor must submit this prior to start of construction, update it as necessary throughout the construction process and submit it to the Prime Contractor.

The Subcontractor must use the forms supplied by the Prime Contractor in which Section I is already completed. In SECTION II, the Subcontractor completes items ‘a’ thru ‘h’ on ‘new hires’ and first time ‘recalls’; and only item ‘a’ and the item(s) being modified for modifications.

Register of Assigned Employees

Month Covered: _____, 20____

Date Completed: _____

Submit initial list of workforce prior to start of construction; update throughout construction to show changes.

(1) Grantee: _____ Grant #: _____ Project Name: _____

HIRING GOALS: 30% SECTION 3 % MINORITY 6.9% FEMALE

Prime Contractor _____ Contracted Amount \$ _____

(2) Subcontractor _____ Contracted Amount \$ _____

SECTION II: List all workers paid by this contract. For NEW HIRES: complete items 'a' thru 'h.' For MODIFICATIONS: complete only item 'a' and item(s) being modified.
Update the Register to add new hires, rehires and changes to job classifications, rate of pay or authorized payroll deductions.

a. NAME OF EMPLOYEE b. COUNTY OF RESIDENCE	c. TRADE & JOB CLASSIFICATION d. RATE OF PAY & BENEFITS	e. (1). DATE HIRED or e (2). DATE RECALLED f. AUTHORIZED PAYROLL DEDUCTIONS	g. MINORITY	h. GENDER
a. b.	c. d.	e (1) _____ or e(2) _____ f. _____	____yes ____no	____female ____male
a. b.	c. d.	e (1) _____ or e(2) _____ f. _____	____yes ____no	____female ____male
a. b.	c. d.	e (1) _____ or e(2) _____ f. _____	____yes ____no	____female ____male
a. b.	c. d.	e (1) _____ or e(2) _____ f. _____	____yes ____no	____female ____male

***SECTION 3 RESIDENT:** – A resident of the area in which Section 3 covered assistance is expended, and who qualifies as a low- or very low-income person.**SECTION 3 BUSINESS:** – A business of the area in which 51% or more is owned by Section 3 Residents or 30% of employed staff are Section 3 Residents; or 25% of subcontracts committed to Section 3 Businesses.

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