

**Oakland Housing Authority**  
**Baseline Employment Reporting for Section 3 (Page 1 of 2)**

For Contractors to Complete  
 (Contact Department: Contract Compliance & General Services -CCGS)

If selected for work, this form must be submitted to CCGS prior to Notice of Proceed.  
 (Throughout the project, you must complete the 'New Hire Section 3 Information Form' if applicable)

Company Name and Address:	Name of Project:	Project Site Address:
Contact Name/Phone/Email:	Total Contract Amount:	Date Report Submitted:
<i>For OHA Project Manager/CCGS to Complete.</i>		
IFB/RFP#:	Funding Source:	Program:

CURRENT WORKFORCE AND HIRING PROJECTIONS								
Job Title*	Number of Positions Needed	Total Hours Expected Throughout the Project	Number of Positions Prior to Notice to Proceed Filled			Number of Positions to be Filled	Hiring Goals	
			Total Persons on Payroll	Total Section 3	Total Apprentices		Section 3	** Apprentices

\* Job Titles may include professionals, technicians, administrative assistant, office manager, project manager, coordinator, and construction trades such as carpenter, electrician, floor-layer, glazier, laborer, painter, plumber, building & grounds, equipment mechanic, janitorial services, landscape, and maintenance mechanic.

\*\* Out of the anticipated Section 3 hires, how many low-income Oakland apprentices will be hired?

*Oakland Housing Authority*

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**Instructions for Completing Baseline Employment Reporting Form**

**Purpose:**

Prior to the *Notice to Proceed*, the contractor is responsible for documenting the workforce as well as the workforce of all of the subcontractors for the project. The purpose is to document the current workforce for Section 3 reporting and provide the Oakland Housing Authority with a baseline of the contractors, including its subcontractor's workforce at the beginning of the project. Ultimately, the contractor is responsible for the overall Section 3 compliance of the project.

The contractor and subcontractors do not have to complete the Employment Baseline if they are able to provide the Oakland Housing Authority with an existing document that provides the same information.

Area on Form	Description of what is included.
<b>Job Title</b>	Enter the job title that is associated with the project. Example, carpenter, plumber, roofer, Administrative Assistant, etc.
<b>Number of positions needed</b>	Enter the number of positions <i>needed</i> for the project for that job title. <i>Example:</i> Administrative Assistant 1
<b>Total Hours Expected Throughout the Project</b>	Calculate the total numbers of hours the person in that job title are expected to work throughout the entire project.
<b>Number of Positions Prior to Notice to Proceed Filled</b>	
<b>Total Persons on Payroll</b>	Enter the total number of people currently filled in that job classification. Example: Roofer 2
<b>Total Section 3</b>	Enter the total number of low-income in that job title.
<b>Total Apprentices</b>	Enter the total number of people in that job title that are apprentices?
<b>Number of Positions to be filled</b>	Enter the number of positions under each job title that still need to be filled?
<b>Hiring Goals</b>	
<b>Section 3</b>	Enter the number of low-income people the contractor or subcontractor plan to hire during the duration of the project.
<b>Apprentices</b>	Enter the number of anticipated Section 3 hires, that are low-income Oakland apprentices.

(Section 3 Requirements Forms and Information are available on OHA website at [www.oakha.org](http://www.oakha.org).)