



Exhibit G
Section 3 Monthly Compliance Report



Section 3 Monthly Compliance Report

Instructions: All subrecipients, contractors, and subcontractors on Section 3 projects must complete and submit this Section 3 Compliance Report. The report summarizes efforts and progress towards achieving the Section 3 benchmarks. If more space is needed, you may attach additional pages, a spreadsheet supplying the required information, or a letter to further state your efforts, achievements, or obstacles encountered. Attach all supporting documentation including Section 3 Worker Certification forms, payroll information, and evidence of qualitative efforts to comply with Section 3 as applicable.

This form will be used for monthly reporting. The monthly reports will become a useful tool when completing the project end report.

Project Name	
Contractor/Subcontractor Name	
Contractor/Subcontractor Address	
Contractor/Subcontractor Email	
Contractor/Subcontractor Phone Number	
Section 3 Business Concern	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trade of Service Provided & Contract Amount	
Name of Person Reporting	
Reporting Period & Date Submitted to City	

Part 2: Labor Hours

Report the **total number of labor hours** worked on this project during **this monthly reporting period**.

Note: subrecipients/contractors/subcontractors may count an employee as a Section 3 or Targeted Section 3 worker for **five years** from when their certification as a Section 3 worker or Targeted Section 3 worker is established. If the employee was hired before November 30, 2020, the employee will need to re-certify they are currently a Section 3 or Targeted Section 3 worker.

Section 3 hours

1. Total number of labor hours worked by ALL workers	2. Number of labor hours worked by Section 3 workers	% Section 3 hours <i>(Divide column 2 by column 1)</i>

Targeted Section 3 hours

1. Total number of labor hours worked by ALL workers	2. Number of labor hours worked by Targeted Section 3 workers	% Section 3 hours <i>(Divide column 2 by column 1)</i>

1. Were Section 3 Worker benchmarks met (25% of total labor hours worked by Section 3 workers)?

Circle YES or NO

1. Were Targeted Section 3 Worker benchmarks met (5% of total labor hours worked by Targeted Section 3 workers)?

Circle YES or NO

Documentation

You must provide documentation supporting labor hours data. One of the following documents must be submitted with this compliance report:

1. Salary-based payroll records
2. Time-and-attendance payroll records

Part 3: Qualitative Efforts

Check the boxes below to indicate the efforts you made to satisfy your Section 3 obligations, or the nature of activities you pursued in the absence of meeting the labor hour benchmarks. This part should be completed **each time a qualitative effort is met** (usually at the beginning of the project). Please provide documentation of qualitative efforts that will be used as proof. Check all that apply:

- Posted notices of job openings calling for Section 3 applicants at the job site, on the HUD Opportunity Portal, social media pages, and other platforms.
- Consulted with local YouthBuild programs, WIOA, or other community organizations to assist with training and recruiting Section 3 workers and Targeted Section 3 workers.
- Provided direct on the job training (including apprenticeships).
- Held or participated in one or more job fairs.
- Advertised contracting opportunities on the HUD Opportunity portal, job site, social media pages, WorkPlace, and other platforms.
- Sent written notice of Section 3 contracting opportunities to local business development organizations, minority contracting associations, veteran owned businesses that might also be a Section 3 business, and/or other similar organizations.
- Searched the HUD Opportunity Portal or other business registries for Section 3, disadvantaged and small business to identify potential Section 3 subcontractors.
- Provided technical assistance to help Section 3 business understand and bid on contracts.
- Divided contracts into smaller jobs to facilitate participation by Section 3 business.
- Provided bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
- Provided technical assistance to help Section 3 workers compete from jobs, or connected them with assistance in seeking employment, including resume assistance, interview preparation, coaching, or job placement services.
- Provided or referred Section 3 workers to services supporting work reediness and retention, such as interview clothing, licensing or testing fees, transportation, childcare.
- Helped Section 3 workers to obtain financial literacy training and/or coaching
- Provided assistance to Section 3 workers to apply for or attend community college, four-year educational institution, or vocational/technical training.
- Indirect training such as arranging for, contracting for, or paying tuition for off-site training.
- Provided or connected residents with supportive services that can provide direct services and referrals.
- Sponsor a job informational meeting in the service area or neighborhood of the project.
- Other, please describe below:

Authorized Representative Signature

Date