



Exhibit H  
Section 3 End of Project Compliance Report



### Section 3 End of Project 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 project end reporting. When a project is complete, a project end report will be submitted of **ALL** workers throughout the project. The monthly reports will be a useful tool when completing a 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, from start to finish**.

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

2. 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 qualitative efforts that were met over the whole 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:

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**Authorized Representative Signature**

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**Date**