# Section 3 (Part 75) Compliance report Form

**Part i: Status Project**

Report # - Project Status – Section 3 (Part 75):[[1]](#footnote-1)\*

Report Year (YYYY):\*

Period of Time Report Covers:\*

[ ]  January 1 – March 31

[ ]  April 1 – June 30

[ ]  July 1 – September 30

[ ]  October 1 – December 31

[ ]  Final Report

Final Report End Date:

**Part ii: Section 3 Hours**

Select the Activity:\* [See Dropdown List in Grants Management System]

Identify the Activity, Street Address:

Identify the Activity Address, City:

Identify the Activity Address, State:

Identify the Activity Address, Zip Code:

Total Labor Hours during the reporting period:\*

Section 3 Labor Hours during the reporting period:\*

Target Section 3 Labor Hours during the reporting period:\*

**UPLOAD:\*** Certification Forms and Entity Tracking Spreadsheet(s)

**Part III: Section 3 Efforts Taken**

**Identify the efforts taken during the reporting period to be in compliance with Section 3 (24 CFR Part 75):\*** (check all that apply)

[ ]  Engage in outreach efforts to generate job applicants who are targeted Section 3 workers.

[ ]  Provide training or apprenticeship opportunities.

[ ]  Provide technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).

[ ]  Provide or connect Section 3 workers with assistance in seeking employment including drafting resumes, preparing for interviews, and finding job opportunities connecting residents to job placement services.

[ ]  Hold one or more job fairs.

[ ]  Provide or refer Section 3 workers to services supporting work readiness and retention (e.g., work readiness activities, interview clothing, test fees, transportation, childcare).

[ ]  Provide assistance to apply for, or attend, community college, a four-year educational institution, vocational, or technical training.

[ ]  Assist Section 3 workers to obtain financial literacy training and coaching.

[ ]  Engage in outreach efforts to identify and secure bids from Section 3 business concerns.

[ ]  Provide technical assistance to help Section 3 business concerns understand and bid on contracts.

[ ]  Divide contracts into smaller jobs to facilitate participation by Section 3 business concerns.

[ ]  Provide bonding assistance, guarantees, or other efforts to support viable bids from Section 3 business concerns.

[ ]  Promote the use of business registries designed to create opportunities for disadvantaged and small businesses.

[ ]  Outreach, engagement, or referrals with the state one-stop system as defined in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.

[ ]  No efforts were taken during the reporting period.

**UPLOAD:** Documentation demonstrating the efforts taken to be in compliance with Section (24 CFR Part 75), if applicable.

**Notes** (Is there any additional information regarding the above information (e.g., efforts, achievements, or obstacles?):

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**Part IV: Certification**

**Certification:** I certify that, to the best of my knowledge, the provided information is true and accurate. I also certify that I am the authorized official to submit such information on behalf of the entity who has entered into an agreement with the Department or that I have the authority to execute this form on behalf of the authorized official and can submit proof of such authorization upon request.

**Electronic Signature**:\*

[ ]  By checking this box, I agree to the above certification.

**Part V: Form completion**

Is the Project Status - Section 3 (Part 75) form complete and ready for submission?\*

[ ]  Yes

[ ]  No

Date of Completion:\*

1. \* Denotes a required field. [↑](#footnote-ref-1)