# 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)