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**Section 3 Quarterly Report**

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| **Report Submission Date** |  |
| **Vendor Name** |  |
| **State Licensure #** |  |
| **Contract #** |  |
| **Reporting Period** |  |
| **Contact Name and Title** |  |
| **Telephone** |  |
| **Email** |  |

**Part I: Section 3 Business Qualification:**

Does your business qualify as a Section 3 Business?

Yes No

***If you qualify as a Section 3 Business, all labor hours performed will qualify as Section 3 and Targeted Section 3 Worker hours for reporting in Part III.***

**Part II: Labor Hour Benchmarks** (25% and 5% goal)

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| Total Labor Hours on the Project for ALL Workers (includes existing and new hires who worked on the project) | Labor Hours Worked on the Project by Section 3 Workers (25% goal) (includes existing and new hires who worked on the project) | Labor Hours Worked on the Project by Targeted Section 3 Workers (5% goal) (includes existing and new hires who worked on the project) |
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REQUIRED: Attach documents supporting the labor hours reported in this section and check the applicable box below:

I certify that Section 3 Worker Hours and Targeted Section 3 Worker hours were calculated based on employer’s payroll records and/or were determined based on good faith assessment of the labor hours of a full time or part time employee informed by existing salary or time and attendance-based payroll systems. Due to privacy concerns we are unable to provide individual employee records. Labor hours provided herein are true and accurate based on our records.

**Part III: QUALITATIVE EFFORTS** (24 CFR Part 75.15)

Vendors must report on the qualitative nature of their Section 3 compliance activities and those of its subcontractors (if any). Such qualitative efforts pursuant to 24 CFR Part 75.15 may include but are not limited to the following (check all that apply):

Engaged in outreach efforts to generate job applicants who are Targeted Section 3 Workers

Contacted agencies administering YouthBuild Programs

Consulted with state and local agencies administering training programs

Held job fairs

Provided or connected Section 3 Workers and Targeted Section 3 Workers with assistance in seeking employment

Provided or referred Section 3 Workers to services supporting work readiness and retention

Assisted Section 3 Workers to obtain financial literacy training and/or coaching

Engaged in outreach efforts to identify and secure bids from Section 3 Business Concerns

Provided technical assistance to help Section 3 Business Concerns understand and bid on contracts

Divided contracts into smaller jobs to facilitate participation by Section 3 Business Concerns

Provided bonding assistance, guaranties, or other efforts to support viable bids from Section 3 Business Concerns

Promoted use of Section 3 Business Registries designed to create opportunities for disadvantaged and small businesses

Other (describe below):

## **Part IV: NOTES AND COMMENTS**

(State efforts made to satisfy the labor hour benchmarks per above noted qualitative efforts, list challenges and achievements, attach support documents)

By signing below, I hereby certify and declare under penalty of perjury under the laws of the United States and the Commonwealth of Kentucky that the information provided on this form, as well as all documentation provided in support thereof, are true and correct, and that I am authorized on behalf of the Company to make this certification. Furthermore, I certify that I will maintain this documentation for the time period required for record retentions in accordance with applicable program regulations or, in the absence of applicable program regulations, in accordance with 2 CFR part 200. I will make this record available to DLG and/or HUD upon request.

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| Signature | Name | Date |