

Section 3 Compliance Monthly Activity Reporting

This form is required to be submitted no later than 15 days after the close of the reporting month.

Reporting Period _____

Name _____ Project Name _____

Address _____ Contract Amount _____

Contact Person _____ Phone # _____

	Previous Total	This Month	Total		
Total Labor Hours				Percentage	Benchmark
Section 3 Worker Hours					25%
Section 3 Target Worker Hours					5%

Check here if this is the final reporting month. Totals and percentages are final.

If current percentages are not equal to or greater than the benchmarks, please indicate efforts utilized to attract Section 3 Workers and Section 3 Target Workers. Check all that apply.

Outreach efforts to generate job applicants who are Public Housing Targeted Workers

Outreach efforts to generate job applicants who are Other Funding Targeted Workers

Direct, on-the-job training (including apprenticeships)

Indirect training such as arranging for, contracting for, or paying tuition for, off-site training

Technical assistance to help Section 3 workers compete for jobs (e.g. resume assistance, coaching)

Outreach efforts to identify and secure bids from Section Business Concerns

Technical assistance to help Section 3 business concerns understand and bid on contracts

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

Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services

Held one or more job fairs

Provided or connected residents with supportive services that can provide direct services or referrals

Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation

Assisted residents with finding childcare

Assisted residents to apply for/or attend community college or a four-year educational institution

Assisted residents to apply for/or attend vocational/technical training

Assisted residents to obtain financial literacy training and/or coaching

Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 Business Concerns Provided or connected residents with training on computer use or online technologies

Other. Specify:

I certify that the above information is true, correct, and that it abides by all relevant federal policies and City of San Antonio rules and regulations governing the management of grant-funded projects. I also certify that all records related to certification of Section 3 workers, Section 3 Target Workers, and Section 3 Business Concerns are being retained for the applicable retention period. Records related to how any efforts to attract additional Section 3 workers and/or businesses will also be retained for the applicable retention period.

Signature

Date