

**GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS  
QUARTERLY EXPENDITURES AND PROGRESS REPORT**

**SECTION I: GENERAL INFORMATION**

Recipient Name:		Grant Number:		Report No:		Quarter End:		Final Report:	
Contact Person:				Telephone Number:				E-mail:	

**SECTION II: CONTRACTS/SUBCONTRACTS & LABOR FOR THIS QUARTER**

Contractor/Subcontractor Name	Address	City, State, Zip	Prime Contractor ID #	Sec 3	Subcontractor ID #	Sec 3	Total Amt. Contract/Sub	CDBG Part	Trade Code	Race Code	Women Owned

**Trade Codes: 1 = New Construction, 2 = Education/Training, 3 = Other**

**Racial/Ethnic Codes: 1 = White, 2 = Black, 3 = Native American, 4 = Hispanic, 5 = Asian**

**Part 75 defines a Section 3 Business as: 51% or more owned by low or very-low income persons, OR 75% or more labor hours are performed by low or very low-income persons, OR 25% or more owned by current residents of public housing, or Section 8-assisted housing.**

**Section 3 – Labor Hours - Please enter unreported hours. If submitting the 2nd Quarter report (ending 6/30) enter the cumulative hours as well. The cumulative reporting period is 7/01 - 6/30.**

	Quarterly Hours	Annual Report - Quarter ending 6/30
Total Labor Hours		
Section 3 Target Worker		
Section 3 Worker Hours		

**A Section 3 Target Worker is:** Employed by a Section 3 business concern, OR Living within the service area or the neighborhood of the project, as defined in 24 CFR 75.5, OR a YouthBuild Participant.

**A section 3 worker is:** A low or very low-income worker, OR employed by a Section 3 business concern, OR a YouthBuild participant.

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**Section 3 – Efforts**

Please indicate which efforts the Recipient has executed to recruit or provide training and opportunities to Section 3 Businesses and Workers by checking all that apply.	
<input type="checkbox"/>	<b>Outreach efforts to generate job applicants who are CDBG Funded workers</b>
<input type="checkbox"/>	Direct, on-the-job training (including apprenticeships)
<input type="checkbox"/>	Indirect training such as arranging for, or paying tuition for, off-site training
<input type="checkbox"/>	Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching)
<input type="checkbox"/>	<b>Outreach efforts to identify and secure bids from Section 3 business concerns</b>
<input type="checkbox"/>	Technical assistance to help Section 3 business concerns understand and bid on contracts
<input type="checkbox"/>	Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns
<input type="checkbox"/>	Provided or connected residents with assistance in seeking employment including; drafting resumes, finding job opportunities, connecting residents to job placement services.
<input type="checkbox"/>	Held one or more job fairs
<input type="checkbox"/>	Provided or connected residents with supportive services that can provide direct services or referral services
<input type="checkbox"/>	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
<input type="checkbox"/>	Assisted residents with finding childcare
<input type="checkbox"/>	Assisted residents to apply for/or attend community college or a four-year educational institution
<input type="checkbox"/>	Assisted residents to apply for/ or attend vocational/technical training
<input type="checkbox"/>	Assisted residents to obtain financial literacy training and/or coaching
<input type="checkbox"/>	Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns
<input type="checkbox"/>	Provided or connected residents with training on computer use or online technologies
<input type="checkbox"/>	Other, specify:



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**ACCOMPLISHMENTS REPORT – JOBS**

						Racial Data											Ethnicity		Income Data								
Matrix Code	HUD Activity	Date	No. of Jobs	Full Time or Wkly Hrs	Created or Retained	White	Black	Asian	Native Am	Pacific Islander	Native Am./ White	Asian/ White	Black/ White	Native Am./ Black	Other Multi-Racial	Asian Islander	Total from Race	Hispanic	Hispanic Base Race	Extremely Low Income	Low Income	Mod Income	Non-Low/ Mod	Total Income Data	Job Category		

**PERFORMANCE CERTIFICATION**

This certifies that

No Accomplishments occurred during this quarter.

All Accomplishments for this quarter have been reported accurately

**GRANT ADMINISTRATOR**

This Quarterly Report is complete:

Date Completed \_\_\_\_\_