**Section 3 Quarterly/Annual Reporting Form**

**For SHA Projects**

**This form must be completed and submitted quarterly for 2023 and beyond and annually for 2021 and 2022.**

|  |  |  |  |
| --- | --- | --- | --- |
| SHA Contract No. |  | Contract Title: |  |

**This Report is for the following dates:**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date: |  | End Date: |  |

**The following hours are for the dates and Contract identified above:**

|  |  |
| --- | --- |
| Total Hours Worked for all Workers:  *In calculating total hours worked for all workers, do NOT include hours worked with respect to any “professional services” as defined in 24 CRF 75.5.* |  |
| Total Hours Worked for Section 3 Workers:  *In calculating total hours worked for Section 3 Workers, DO include hours worked with respect to any “professional services” as defined in 24 CFR 75.5.* |  |
| Total Hours Worked for Targeted Section 3 Workers:  *In calculating total hours worked for Targeted Section 3 Workers, DO include hours worked with respect to any “professional services” as defined in 24 CFR 75.5.* |  |

By submitting this form, the undersigned certifies to SHA (i) it has the full right, title, authority and capacity to execute this document on behalf of the Consultant/Contractor, (ii) all of the documentation and information submitted with this reporting form is true and correct in all material respects, and (iii) that it maintains, and will provide to SHA upon request, documentation in form and substance required by 24 CFR 75.31 sufficient to ensure that applicable workers meet the definition of a Section 3 Worker or Targeted Section 3 Worker. The undersigned acknowledges and agrees that a breach of any of certifications (i) – (iii) above will be considered a default under the Contract.

**Submitted By:**

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Name Title Date