# Contractor/Subcontractor Workforce Report

When hiring new employees for the project, the goal is to outreach and hire Section 3 workers. However, any current employees hired on or after 11/30/2020 who met the definition of a [Section 3 worker](https://www.hudexchange.info/programs/section-3/section-3-guidebook/section-3-in-action/hiring-eligible-and-qualified-workers/), at the time of hiring, can be counted in the Section 3 worker labor hours for the project.

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| --- | --- | --- | --- | --- | --- | --- |
| **Employee Name** | **Job Title** | **Certified Section 3 Worker** | | **Monthly Salary** | **Salary Below 80% of Median** | |
| **YES** | **NO** | **YES** | **NO** |
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I certify the above employees are permanent employees of INSERT CONTRACTOR NAME. I certify the above employees are on our regular monthly payroll and have their W-2 tax forms for our records. These records will be available to the GRANTEE for the above referenced project for verification purposes. I understand that falsifying information is perjury and subject to legal ramifications.

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| Project Name |
| Signature of Person Completing Form |
| Printed Name |
| Date |

\*Attach additional sheets where necessary