

SECTION 3 WORK HOURS AND OUTREACH EFFORTS FORM

Employee Name

Hours Worked

this Time Period

Project Name	Project City	Project Number
Contractor Legal Name	Person Completing Form	Telephone Number
Email Address	Time Period Covered (mm/dd/yyyy) from: to:	

Hours Worked this Time Period

PART I: TIME LOG (Attach additional sheets if necessary.)

A Worker Certification Form must be provided for each listed employee once per Project.

Employee Name

PART II: OUTREACH EFFORTS

Indicate any efforts made, **since the last report submitted** to direct employment and other economic opportunities toward low-income persons, particularly those who reside near the project or are recipients of government assistance for housing. Provide detailed explanations for any effort selected. Documentation of any efforts must be attached.

(Check all that apply.)		
Contract Opportunities: Informed advocates for small busines Explain:	sses of possible contracting opportunities associated to this Project.	
Contract Opportunities: Divided contracts/subcontracts into sn Explain:	maller jobs to facilitate participation by Section 3 business concerns.	
Apprenticeships: Conducted on-the-job training or assisted inc Explain:	direct training through support of off-site training opportunities.	
☐ Job Opportunities: Informed Job Service North Dakota, advert Explain:	tised in local media, or participated in job fair.	
☐ Job Opportunities: Advertised in local media, social media or p Explain:	participated in job fair.	
☐ Job Opportunities: Targeted advertising for training and emplo	byment specifically to residents of public housing.	
☐ Job Opportunities: Targeted advertising for training and emplo	byment to the Neighborhood Service Area of the project.	
☐ Job Opportunities: Consulted with an agency administering Yo Explain:	outhBuild and/or other federally funded training programs.	
☐ Job Opportunities: Consulted with probation or parole agencie organization which serves Section 3 Workers. Explain:	es, unemployment compensation programs, and/or a community	
☐ Job Opportunities: Employed a job coordinator or contracted to match eligible and qualified Section 3 Workers with training an Explain:	with a business licensed in the field of job placement to undertake efforts d employment positions.	
Other efforts made. Explain:		
☐ No efforts made since last report. Explain:		
that the information contained herein is, to the best o	the above-named company, hereby declares, and affirms of his/her knowledge and belief, in all things complete, true, bunds for appropriate sanctions under 24 CFR Part 75.	
Representative Name	Title	
Signature	Date	