

SECTION 3 WORK HOURS AND OUTREACH EFFORTS FOR EACH FINANCIAL DRAW

PLANNING AND HOUSING DEVELOPMENT DIVISION SFN 61348 (09/23)

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

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

A Worker Certification (Attachment D) must be provided for each listed employee once per Project.

Employee Name	Hours Worked this Time Period	Employee Name	Hours Worked this Time Period

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.

Contract Opportunities: Informed advocates for small busin	esses of possible contracting opportunities associated to this Project
Explain:	

Contract Opportunities: Divided contracts/subcontracts into smaller jobs to facilitate participation by Section 3 business concerns. Explain:

Apprenticeships: Conducted on-the-job training or assisted indirect training through support of off-site training opportunities. Explain:

☐ Job Opportunities: Informed Job Service North Dakota, advertised in local media, or participated in job fair. Explain:

☐ Job Opportunities: Advertised in local media, social media or participated in job fair. Explain:

☐ Job Opportunities: Targeted advertising for training and employment specifically to residents of public housing. Explain:

☐ Job Opportunities: Targeted advertising for training and employment to the Neighborhood Service Area of the project. Explain:

☐ Job Opportunities: Consulted with an agency administering YouthBuild and/or other federally funded training programs. Explain:

☐ Job Opportunities: Consulted with probation or parole agencies, unemployment compensation programs, and/or a community organization which serves Section 3 Workers.

Explain:

□ Job Opportunities: Employed a job coordinator or contracted with a business licensed in the field of job placement to undertake efforts to match eligible and qualified Section 3 Workers with training and employment positions. Explain:

Other efforts made.

Explain:

□ No efforts made since last report. Explain:

The undersigned, being duly authorized on behalf of the above-named company, hereby declares, and affirms that the information contained herein is, to the best of his/her knowledge and belief, in all things complete, true, and correct. Misrepresentation of any kind will be grounds for appropriate sanctions under 24 CFR Part 75.

Representative Name	Title
Signature	Date