SECTION 3 WORK HOURS AND OUTREACH EFFORTS FOR EACH FINANCIAL DRAW

NORTH DAKOTA DEPARTMENT OF COMMERCE
DIVISION OF COMMUNITY SERVICES
SFN 62109 (06/26)

Contractor Name	Time Period Covered (mm/dd/yyyy) to	
Name of Project	Location of Project (City/County)	
Person Completing Form	Telephone Number	Email Address

PART I: TIME LOG *(Attach additional sheets if necessary.)*
Attach Section 3 Worker Self Certification form for each employee listed below who has not already completed a Section 3 Worker Self Certification form.

Employee Name	Number of Hours Worked on the Project Since Last Report	Is the employee a Section 3 Worker?	Is the employee a Targeted Section 3 Worker?
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
	Total Hours this Period	Total Sec 3 Worker Hours	Total Targeted Sec 3 Worker Hrs.

SECTION 3 WORKER BENCHMARK CALCULATION

1: Total Number of Hours Worked on the Project by this Company this Period	
2: Total Number of Hours Worked by Section 3 Workers this Period	
Percent of Hours Worked by Section 3 Workers (Line 2 Divided by Line 1)	

TARGETED SECTION 3 WORKER BENCHMARK CALCULATION

A: Total Number of Hours Worked on the Project by this Company this Period	
B: Total Number of Hours Worked by Section 3 and Targeted Section 3 Workers this Period	
Percent of Hours Worked by Section 3 and Targeted Section 3 Workers (Line B Divided by Line A)	

PART II: OUTREACH EFFORTS

Indicate the efforts made**, since the last report**, 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. Please provide detailed explanations for each effort selected. Proof of these efforts must be submitted as part of the required documentation. (Check all that apply.)

☐ No efforts made since last report. Explain:
☐ Informed Job Service North Dakota of job opportunities. Explain:
☐ Advertised employment or contracting opportunities in local media. Explain:
☐ Participated in a job fair. Explain:
☐ Conducted on-the-job training (including apprenticeships). Explain:
☐ Assisted indirect training through our support of off-site training opportunities. Explain:
☐ Targeted advertising for training and employment specifically to residents of public housing. Explain:
☐ Connected Section 3 Workers with supportive services such as education or financial literacy. Explain:
☐ Provided technical assistance to Section 3 Workers for job readiness. Examples include resume assistance, coaching, interview clothing, test fees, transportation, assistance with college or vocational education, and assistance in securing childcare. Explain:
☐ Provided technical assistance to Section 3 Business Concerns. Examples include providing bonding assistance, guaranties, or other efforts to help Section 3 Business Concerns provide viable bids. Explain:
☐ Maintained a file of eligible qualified Section 3 Workers for future employment positions. Explain:
☐ Targeted advertising for training and employment to the Neighborhood Service Area (usually defined as within one mile) of the project. Explain:
☐ Consulted with agencies administering YouthBuild and other federally funded training programs. Explain:
☐ Consulted with probation and parole agencies, unemployment compensation programs, and community organizations which serve Section 3 Workers. Explain:

☐ Employed a job coordinator or contracted with a business that is licensed in the field of job placement, that will undertake on our behalf the efforts to match eligible and qualified Section 3 Workers with training and employment positions. Explain:
☐ Other efforts made. 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

DEFINITIONS OF TERMS ON THIS FORM FROM FEDERAL REGULATION (24 CFR Part 75)

Section 3 Worker means (24 CFR 75.5):

Any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented:

(i) Is a low- or very low-income worker that fell below HUD income limits for the previous or annualized calendar year.

(ii) The worker is employed by a Section 3 Business Concern (defined below).

(iii) The worker is a YouthBuild participant.

Targeted Section 3 Worker means (24 CFR 75.21):

A Targeted Section 3 Worker is a Section 3 worker who is:

(1) A worker employed by a Section 3 business concern; or

(2) A worker who currently fits or when hired fit at least one of the following categories, as documented within the past five years:

(i) Living within the service area or the neighborhood of the project, as defined in 24 CFR 75.5; or

(ii) A YouthBuild participant.

Section 3 Business Concern means (24 CFR 75.5):

A Section 3 business concern is defined in 24 CFR 75.5 as a business that meets at least one of the following criteria, documented within the last six-month period:

1. At least 51 percent owned and controlled by low- or very low-income persons,
2. More than 75 percent of the labor hours performed for the business over the previous 3-month period are performed by Section 3 workers, or
3. At least 51 percent owned and controlled by current residents of public housing or Section 8-assisted housing.

Neighborhood Service Area means (24 CFR 75.5):

An area within one mile of the Section 3 project or, if fewer than 5,000 people live within one mile of a Section 3 project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.