

SECTION 3 WORK HOURS AND OUTREACH EFFORTS

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.)*

Include Exhibit 3 for each employee listed below who has not already completed an Exhibit 3.

Employee Name	Number of Hours Worked on the Project Since Last Report	Is the employee a Section 3 Worker? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the employee a Targeted Section 3 Worker? <input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> 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 Targeted Section 3 Workers this Period	
Percent of Hours Worked by 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.)

<input type="checkbox"/> No efforts made since last report. Explain:
<input type="checkbox"/> Engaged in efforts to generate job applicants who are Targeted Section 3 workers Explain:
<input type="checkbox"/> Divided contracts into smaller jobs to facilitate participation by Section 3 business concerns Explain:
<input type="checkbox"/> Informed KansasWorks of job opportunities. Explain:
<input type="checkbox"/> Advertised employment or contracting opportunities in local media. Explain:
<input type="checkbox"/> Promoted use of business registries designed to create opportunities for disadvantaged and small businesses. Explain:
<input type="checkbox"/> Participated in a job fair. Explain:
<input type="checkbox"/> Conducted on-the-job training (including apprenticeships). Explain:
<input type="checkbox"/> Assisted indirect training through our support of off-site training opportunities. Explain:
<input type="checkbox"/> Targeted advertising for training and employment specifically to residents of public housing. Explain:
<input type="checkbox"/> Connected Section 3 Workers with supportive services such as education or financial literacy. Explain:
<input type="checkbox"/> 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, assistance in securing childcare. Explain:
<input type="checkbox"/> 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:
<input type="checkbox"/> Maintained a file of eligible qualified Section 3 Workers for future employment positions. Explain:
<input type="checkbox"/> Targeted advertising for training and employment to the Neighborhood Service Area (usually defined as within one-mile) of the project. Explain:
<input type="checkbox"/> Consulted with agencies administering YouthBuild and other federally funded training programs. Explain:
<input type="checkbox"/> Consulted with probation and parole agencies, unemployment compensation programs, and community organizations which serve Section 3 Workers. Explain:
<input type="checkbox"/> 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