

DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**DIRECTIONS FOR COMPLETION OF
SECTION 3 UTILIZATION REPORT**

(For Projects at or Exceeding \$200,000)

1. Determine the level Section 3 participation in the construction project.
 - a. All employees of the General Contractor and all employees of any and all subs must fill out the one-page Section 3 Income Worksheet and return it to you. If you hire new employees who reside in the county where the construction is taking place to work on the CDBG project, have them complete the one-page Section 3 Income Worksheet and return it to you. Compare the Worksheet to the Section 3 Income Schedule provided you at the pre-construction conference to determine if the employee is Section 3 eligible.
 - b. Distribute copies of the Section 3 Income Worksheet to all subcontractors you engage for the project. All employees of any and all subs must fill out the one-page Section 3 Income Worksheet and return it to you. Instruct all subs to have any new employees they hire who reside in the county where the construction is taking place complete the worksheet and have the subcontractors return the forms to you. Compare as in (a.), above to determine Section 3 eligibility.
2. Retain all Section 3 Income Worksheets with your project records.
3. Complete (A) Section 3 Employee Information area of the report.
 - a. Enter name of the community where the project is located.
 - b. Enter project name.
 - c. Enter CDBG Project Number & Federal Wage Decision Number. (located in wage decision documents)
 - d. Enter the total number of labor hours on the project.
 - e. Enter the number of Section 3 labor hours on the project and calculate what percentage it is of the total labor hours on the project (using the number entered in d)
 - f. Enter number of Section 3 Employees you utilized on project.
 - g. Enter number of Section 3 Employees utilized by subcontractors on project
 - h. Enter total number (f + g) of Section 3 Employees utilized on project
4. Complete (B) Certification by Prime Contractor area of Report

- a. List your name, address and telephone number of your company.
- b. Print or type name and title of authorized company representative.
- c. Have authorized representative sign and date Report.

IMPORTANT REMINDER!

Final payment of CDBG funds will not be made until Section 3 Utilization Report is submitted to CDBG grantee or designee.