Oklahoma Department of Commerce

Community Development

Monthly Section 3 Utilization Report

Reporting Period[1]: From_____ To _____

Contractor Name: _____

Contractor Address: _____

_____

_____

Contractor Phone Number: _____

Project Name: _____

Project Location[2]: _____

Contractor Type: Prime Contractor ☐ **Subcontractor** ☐

Section 3 Business Concern[3]: Yes ☐ **No** ☐

				Labor Hour Classification[10]		
Employee Name	**Work Classification[4]**	**Section 3 Status[5]**	**Total Labor Hours[6]**	**Unclassified Labor Hours[7]**	**Section 3 Labor Hours[8]**	**Targeted Section 3 Labor Hours[9]**
TOTAL:			0.00	0.00	0.00	0.00

CONTRACTOR CERTIFICATION:

I hereby certify the accuracy of the data reported above.

Date: _____

Signature: _____

Name: _____

Title: _____

FOR GRANT RECIPIENT USE ONLY[11]

Grantee Name: _____

Grant Number: _____

Project: _____

Activity: _____

Reviewed by: _____ **Date:** _____

Form 404.8
Rev. 11/2023

Instructions: Monthly Section 3 Utilization Report

Contractors and subcontractors must submit the Monthly Section 3 Utilization Report form to the ODOC Grantee to report labor hours worked on Section 3 projects. See Program Guidance for more information regarding Section 3 compliance.

[1] The Reporting Period may not exceed four weeks.

[2] The Project Location should include the local jurisdiction as name of City/Town and name of County.

[3] A Section 3 business concern is a business concern meeting at least one of the following criteria, documented within the last six-month period: 1) It is at least 51 percent owned and controlled by low- or very low-income persons; 2) Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or 3) It is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing. Contractors and subcontractors must submit a Section 3 Business Self-Certification form to be considered a Section 3 business concern.

[4] List classification descriptive of work performed by employee.

[5] Section 3 status: Section 3 Worker, Targeted Section 3 Worker, or Unclassified, as documented by a Worker Certification form. Note: The status of a Section 3 worker or Targeted Section 3 worker shall not be negatively affected by a prior arrest or conviction.

A Section 3 worker is any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented: 1) The worker's income for the previous or annualized calendar year is below the income limit established by HUD Section 8 Individual income limits https://www.huduser.gov/portal/datasets/il.html; 2) The worker is employed by a Section 3 business concern; or 3) The worker is a YouthBuild participant.

A Targeted Section 3 worker 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: a) Living within the service area or the neighborhood of the project; or b) A YouthBuild participant.

An Unclassified worker is a worker who does not meet the criteria for either Section 3 worker or Targeted Section 3 worker.

[6] Total Labor Hours. Total labor hours worked on the Section 3 project during the reporting period.

[7] Unclassified Labor Hours. Labor hours performed by an Unclassified worker.

[8] Section 3 Labor Hours. Labor hours performed by a Section 3 worker. Note: Labor hours for Targeted Section 3 Workers must be entered as Section 3 Labor Hours and Targeted Section 3 Labor Hours.

[9] Targeted Section 3 Labor Hours. Labor hours performed by a Targeted Section 3 worker. Note: Labor hours for Targeted Section 3 Workers must be entered as Section 3 Labor Hours and Targeted Section 3 Labor Hours.

[10] Labor Hour Classification example:

Employee Name	Work Classification[4]	Section 3 Status[5]	Total Labor Hours[6]	Labor Hour Classification[10]		
				Unclassified Labor Hours[7]	Section 3 Labor Hours[8]	Targeted Section 3 Labor Hours[9]
Employee A	Bricklayer	Unclassified	65	65		
Employee B	Tile Setter	Section 3 Worker	60		60	
Employee C	Roofer	Targeted Section 3 Worker	70		70	70
Total			195	65	130	70

[11] The Oklahoma Dept. of Commerce (ODOC) grantee must enter the grant number and project/activity name. The grantee must enter initials and date after performing a basic review (e.g. form is complete and Labor Hour Classifications accurately reflect Section 3 Status). The grantee may request additional information or supporting documentation to clarify inaccuracies or omissions.