

### SECTION 3 WORKER CERTIFICATION

A Section 3 Worker seeking preference in training and employment must certify eligibility (as defined in Section 75.5) by residency and household income. Please certify below and submit documentation of eligibility to the recipient contractor or subcontractor.

I, \_\_\_\_\_, am a legal resident of \_\_\_\_\_,  
(Print Worker Name) (Community Name)

I certify that:

My annual income was less than \_\_\_\_\_ at the time of my initial employment with my current employer on (date) \_\_\_\_\_ (must be within the last 5 years, but no earlier than November 1, 2020);

or

I am a resident of public housing or a Housing Choice Voucher (Section 8) holder.

I have attached the following Section 3 Worker documentation:

- Copy of lease/mortgage or other acceptable verification indicating current address
- Copy of receipt of public housing or Section 8 assistance
- Copy of public assistance documentation
- Copy of annual income documentation
- Other: \_\_\_\_\_

I affirm that the information contained in this report, including the above statements, are true, complete, and correct to the best of my knowledge and belief. Any false statements made knowingly and willfully may subject the signer to penalties under Section 1010 of Title 18 of the United States Code.

My permanent address is:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Worker's Signature

\_\_\_\_\_  
Today's Date

## Section 3 Business Certification

- To be completed by the business claiming Section 3 business status.

All contracts and subcontracts awarded on Section 3 covered projects must be reported in aggregate on the Section 3 Summary Report. For all businesses reported as being Section 3 Businesses, documentation of their status must be retained in the project files.

Projects that receive \$200,000 or more in HUD funds are "Section 3 projects". Contractors are required to report on all contracts they make both with Section 3 Businesses and with businesses that are not Section 3 Businesses.

This form is a tool to determine and document the Section 3 Business status. Documentation of the status of Section 3 Businesses should be retained in the project files.

### Business being certified:

Company: \_\_\_\_\_

Address: \_\_\_\_\_

### Project information:

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

### Section 3 determination

1. Is your business owned (51% or more) by individuals whose household incomes are NO GREATER THAN 80% of Area Median Income (AMI)\* OR by individuals that are current public housing residents or current residents of Section 8-assisted housing?

\*Please reference <https://www.huduser.gov/portal/datasets/il.html> (select relevant income area to determine limits) to determine if employee is less than 80% of the current area median income.

( )Yes ( )No

2. Within the last three months, have 75% of all labor hours performed been performed by individuals whose household incomes are no greater than 80% of Area Median Income (AMI)?

( )Yes ( )No

If any of the questions above are marked "yes", the business qualifies as a Section 3 business.

I certify that the above statements are true, complete, and correct to the best of my knowledge and belief. I understand that businesses who misrepresent themselves as Section 3 business concerns and report false information to [insert name of recipient/grantee] may have their contracts terminated as default and be barred from ongoing and future considerations for contracting opportunities. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_