

### SECTION 3 EMPLOYER SELF CERTIFICATION CHECKLIST

There are many ways to certify a Section 3 Business, Worker(s), or Targeted Section 3 Worker(s) under 24 CFR part 75:

For the following numbered items, please mark the checkbox that applies to your business with  or

1. For a Business to qualify as a **Section 3 Business Concern**, certification must be provided that the company meets at least one of the following, please select ONE of the below options that applies:
  - At least 51 percent owned and controlled by low- or very low-income persons; or
  - Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or
  - My business is at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.
  
  - None of the above apply to our company.
  
2. For a worker to qualify as a **Section 3 worker**, one of the following must be maintained:
  - My company certifies that the income from this employer is below the income limit when based on an employer's calculation of what the worker's wage rate would translate to if annualized on a full-time basis; or
  
  - My company certifies that our company is a Section 3 business concern; or
  
  - None of the above apply to our company.
  
3. For a worker to qualify as a **Targeted Section 3 worker**, the following must be maintained:
  - My company's confirmation that our **worker's residence is currently within one mile of the work site or when hired resided within one mile of the work site, as documented within the last five years**, or, if fewer than 5,000 people live within one mile of a work site, within a circle centered on the work site that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census;
  
  - My company certifies that our company is a Section 3 business concern; or
  
  - None of the above apply to our company.

Please use the below information to determine if your employee(s) meet the criteria for the first option of question #1. Low- and very low-income limits are defined in Section 3(b)(2) of the Housing Act of 1937 and are determined annually by HUD. These limits are typically established at 80 percent and 50 percent of the area median individual income. HUD income limits may be obtained from: <https://www.huduser.gov/portal/datasets/il.html>. This website also provides detailed explanations on how to calculate your annual income to compare it to this below income limits summary:

|                                 |          |
|---------------------------------|----------|
| <b>Individual Annual Income</b> | <b>1</b> |
| 80 % (gross income)             | \$61,800 |

- I certify that my employee(s) meet the requirements of the Section 3 worker/Targeted Section 3 worker  
(If you checked the above box, please list the qualifying employees on the next page)
  
  - I certify that my employee(s) **DO NOT** meet the requirements of the Section 3 worker/Targeted Section 3 worker
4. Not all businesses will meet the requirements of a Business Concern or have Section 3 or Targeted Section 3 employees. In that case, the U.S. Department of Housing and Urban Development requires qualitative outreach

efforts be made to Section 3 workers. Please select all that apply to your company which demonstrate qualitative efforts put forth to meet federal Section 3 requirements:

- Engaged in outreach efforts to generate job applicants who are Targeted Section 3 workers.
- Provided training or apprenticeship opportunities.
- Provided technical assistance to help Section 3 workers compete for jobs (*e.g.*, resume assistance, coaching).
- Provided or connected Section 3 workers with assistance in seeking employment including: drafting resumes, preparing for interviews, and finding job opportunities connecting residents to job placement services.
- Held one or more job fairs.
- Provided or referred Section 3 workers to services supporting work readiness and retention (*e.g.*, work readiness activities, interview clothing, test fees, transportation, child care).
- Provided assistance to apply for/or attend community college, a four-year educational institution, or vocational/technical training.
- Assisted Section 3 workers to obtain financial literacy training and/or coaching.
- Engaged in outreach efforts to identify and secure bids from Section 3 business concerns.
- Provided technical assistance to help Section 3 business concerns understand and bid on contracts.
- Divided contracts into smaller jobs to facilitate participation by Section 3 business concerns.
- Provided bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
- Promoted use of business registries designed to create opportunities for disadvantaged and small businesses.
- Outreach, engagement, or referrals with the state one-stop system as defined in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.

I affirm 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 DuPage County 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 information contained in this document is correct to the best of my knowledge.

|                       |                     |                      |
|-----------------------|---------------------|----------------------|
| <b>Name (printed)</b> | <b>Company</b>      | <b>Signature</b>     |
|                       |                     |                      |
| <b>Title</b>          | <b>Project Name</b> | <b>Laborer Trade</b> |
|                       |                     |                      |

