

SECTION 3 EMPLOYEE SELF CERTIFICATION CHECKLIST

The purpose of HUD’s Section 3 program is to provide employment, training and contracting opportunities to low-income individual, particularly those who are recipients of government assistance for housing or other public assistance. **Your response is voluntary, confidential, and has no effect on your employment.**

There are many ways to certify a Section 3 Worker or Targeted Section 3 Worker under 24 CFR part 75:

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

1. For a worker to qualify as a **Section 3 worker**, one of the following must be maintained:
 - I certify that my income is below the income limit from the prior calendar year (see income limit below);
 - I certify that I participate in a means-tested program such as public housing or Section 8 assisted housing;
 - Certification from a PHA, or the owner or property manager of project-based Section 8-assisted housing, or the administrator of tenant-based Section 8-assisted housing that the worker is a participant in one of their programs;
 - My employer’s certification that my income from that 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 employer’s certification that I am a worker who is employed by a Section 3 business concern;
 - None of the above apply to me;
 - I prefer not to answer.

2. For a worker to qualify as a **Targeted Section 3 worker**, the following must be maintained:
 - My employer’s confirmation that my residence is within one mile of the work site 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 employer’s certification that I am employed by a Section 3 business concern; or
 - I certify that I am a YouthBuild participant;
 - None of the above apply to me;
 - I prefer not to answer.

Please use the below information to determine if you meet the criteria for the first and fourth options 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:

Individual Annual Income	1
80 % (gross income)	\$61,800

- I certify that I meet the requirements of either the Section 3 worker or the Targeted Section 3 worker
- I certify that **I DO NOT** meet the requirements of either the Section 3 worker or the Targeted Section 3 worker

I affirm and hereby certify, under penalty of law, the information provided and the above selected statements are true, complete, and correct to the best of my knowledge and belief.

Name (printed)	Address	Employer
Signature	Project Name	Laborer Trade