



## Section 3 Worker and Targeted Section 3 Worker Self-Certification Form

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

**Instructions:** A Section 3 worker seeking certification shall self-certify by completing this form in its entirety and submit this form to the recipient, contractor or subcontractor, that they are a Section 3 worker or Targeted Section 3 Worker as defined in 24 CFR Part 75.

Employee Name: \_\_\_\_\_

1. Are you a resident of Sarasota County  YES  NO

2. If not a resident of Sarasota County, please fill in your county and state of residence

County \_\_\_\_\_ State \_\_\_\_\_

3. In the field below, select the amount of individual income you believe you earn on an annual basis.

Less than \$10,000

\$30,001 - \$40,000

\$60,001 - \$66,950

\$10,001 - \$20,000

\$40,001 - \$50,000

More than \$66,950

\$20,001 - \$30,000

\$50,001 - \$60,000



Select from ONE of the following two options below:

I qualify as a:

- Section 3 Worker
- Targeted Section 3 Worker

### Definitions

Section 3 Worker:

Currently meets or when hired met at least one of the following categories as documented within the past five years <sup>1</sup>

- A low or very low-income resident as established by HUD's income limits (refer to Page 4)
- Employed by a Section 3 business concern
- A YouthBuild participant

Targeted Section 3 Worker (Housing and Community Development Assistance (24 CFR 75.21))

- Employed by a Section 3 business concern or
- Currently meets or when hired met at least one of the following categories as documented within the past five years <sup>2</sup>
  - Living within the service area or the neighborhood of the project<sup>3</sup>, as defined in 24 CFR 75.5 or
  - A YouthBuild participant

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<sup>1</sup> Not prior to rule change effect as of Nov 30<sup>th</sup>, 2020

<sup>2</sup> Not prior to rule change effect as of Nov 30<sup>th</sup>, 2020

<sup>3</sup> The neighborhood service area is defined as a one-mile radius of the project site, or if fewer than 5,000 people, circle centered on the project containing 5,000 people.

## EMPLOYEE AFFIRMATION

I acknowledge I have reviewed this form in its entirety and affirm that the statements are true, complete, and correct to the best of my knowledge and belief. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Employee Home Address: \_\_\_\_\_

City: \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_

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

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

### FOR ADMINISTRATIVE USE ONLY

Is the employee a Section 3 worker based upon their self-certification?  YES  NO

Is the employee a Targeted Section 3 worker based upon their self-certification?  YES  NO

Was this an applicant who was hired as a result of the Section 3 project?  YES  NO

If yes, what is the name of the company? \_\_\_\_\_

What was the date of hire? \_\_\_\_\_

**EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS AFTER GRANT CLOSEOUT**



### Income Eligibility

The worker's income for the previous or annualized calendar year is **at or below 80% of the current area median income for the area in which the worker resides**. The annual income limit is based on the worker's income for a single person household (household of 1) regardless of actual household size.

#### Individual Income Limits for Sarasota County

Income Limits Category	2024 Income Limits
Extremely Low-Income Limits (30%)	\$21,150
Very Low-Income Limits (50%)	\$35,200
Low Income Limits (80%)	\$56,300

See <https://www.huduser.gov/portal/datasets/il.html>

for most recent income limits of all counties and states.