# Exhibit 8-8

# Sample Self-Certification Form for

# Section 3 Workers and Targeted Section 3 Workers

## About this Tool —

**Description:** This tool is designed to help grantees and their subrecipients, contractors, and subcontractors comply with the Section 3 requirements and achieve the Section 3 goals. It is intended to be a sample form to help grantees certify and track Section 3 Workers and Targeted Section 3 Workers seeking certification and/or a preference in employment.

**How to Adapt this Document:** This document is intended to be used as a reference tool to help grantees certify Section 3 workers and provide the appropriate documentation to support the workers’ Section 3 status claims. Grantees are encouraged to adapt the form to fit the resources within their individual communities and to meet the needs of their program.

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# Self-Certification Form:

# Section 3 Workers and Targeted Section 3 Workers

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.**

## Eligibility for Section 3 Worker or Targeted Section 3 Worker Status

A Section 3 Worker seeking certification shall self-certify and submit this form to the recipient contractor or subcontractor, that the person is a Section 3 Worker or Targeted Section 3 Worker as defined in 24 CFR Part 75.

NOTE TO EMPLOYER: **The information obtained through this form is private and should not be utilized for any purpose other than reporting compliance with Section 3.**

Instructions: Enter/select the appropriate information to confirm your Section 3 Worker or Targeted Section 3 Worker status.

Employee Name:

1. Are you a resident of public housing or a Housing Choice YES NO   
   Voucher Holder (Section 8)?
2. Are you a resident of the [City/Parish of insert name] YES NO
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 More than $60,000 $10,001 - $20,000 $40,001 - $50,000 $20,001 - $30,000 $50,001 - $60,000

##### Select from *ONE* of the following two options below:

I qualify as a:

Section 3 Worker (as defined on page 4 of Section 3 Worker Certification Form)

Targeted Section 3 Worker (as defined on page 4 of Section 3 Worker Certification Form)

(frontside)

**Employee Affirmation**

I affirm that the above statements (on frontside of this form) 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 Address:

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

Signature: Date: \_\_\_

**FOR ADMINISTRATIVE USE ONLY**

Is the employee a Section 3 Worker based upon theirself-certification? **□YES □NO**

Is the employee a Targeted Section 3 Worker based upon theirself-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.**

(backside)

##### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### (*Insert Grantee Name*)

##### Section 3 Income Limits

**Eligibility Guidelines**

The worker’s income must be at or below the amount provided below for an individual (household of 1) regardless of actual household size.

**Individual Income Limits for City of (insert locality here)  
FY 20 (insert year here)**

|  |  |
| --- | --- |
| **Income Limits Category** | **FY 20 (enter year here)**  **Income Limits** |
| Extremely Low Income Limits (30%) |  |
| Very Low Income Limits (50%) |  |
| Low Income Limits (80%) |  |

See https://www.huduser.gov/portal/datasets/il.html for most recent income limits.

Section 3 Worker Definition:

* A low or very low-income resident (the worker’s income for the previous or annualized calendar year is below the income limit established by HUD); or
* Employed by a Section 3 Business Concern; or
* A YouthBuild participant.

Targeted Section 3 Worker Definition:

* 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:
  + Living within the Service Area or the Neighborhood of the Project, as defined in 24 CFR 75.5
  + A YouthBuild participant.