**[PROJECT NAME]**

**SECTION 3 EMPLOYEE INCOME CERTIFICATION FORM**

The [Unit of General Local Government (UGLG) Name]’s current [CDBG Project/Program Name] project is funded by the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program and the funds were awarded to the [UGLG Name] **on or after November 30, 2020**. The information requested below must be collected for all employees of the Grantee and contractors (including prime contractors and subcontractors) directly working on this project to comply with Section 3 of the Housing and Development Act (HDA) of 1968 [[24 CFR 75](https://www.ecfr.gov/cgi-bin/text-idx?SID=569b66a547528bf6c5c47f75b825cb94&mc=true&node=pt24.1.75&rgn=div5)]. This information is strictly confidential and only reported to the required funding and regulating entities for regulatory compliance purposes. Individual personal identifying information is **not** released to the public. **Your response is voluntary, confidential, and has no effect on your employment.**

**Employee Information To Be Entered By Employer:**

|  |
| --- |
| 1. Employee’s Current Home Address (based on Employer’s records):

**[Street Address (Must include a Street Address/Location – Not a P.O. Box), City, State, Zip Code]**  |
|  |
| 1. Employee’s Home Address on the Date of Hire if the Employee was hired within the past 5 Years and their address was *different* than their Current Home Address (based on Employer’s records):

**[Street Address (Must include a Street Address/Location – Not a P.O. Box), City, State, Zip Code]**  |
|  |
| **Employee Information To be Entered By Employee:** |
| **Instructions:** Please respond to the questions and enter the information requested below; and sign and date the document. |
| **For ALL Employees:** |  |
| 1. Is the address listed above as your Current Home Address correct?

If No, enter your Current Home Address (Street Address, City, State, Zip – Must include a Street Address/Location - Not a P.O. Box): | **YES [ ]  NO [ ]**  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 1. Are you currently a resident of public housing or Housing Choice Voucher Holder (Section 8)?
 | **YES [ ]  NO [ ]**  |
| 1. Is your annual individual income “ABOVE” or “AT or BELOW” **$[Insert *current* “Low (80%)” HUD income limit for a Family of 1 for the County in which the employee currently lives]**?
 | **ABOVE [ ]  AT or BELOW [ ]**  |
| 1. Are you currently a YouthBuild participant?
 | **YES [ ]  NO [ ]**  |
| 1. Is the address listed above as your Home Address on the Date of Hire correct?

If No, enter your Home Address on the Date of Hire (Street Address, City, State, Zip – Must include a Street Address/Location - Not a P.O. Box):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **YES [ ]  NO [ ]**  |
| 1. Were you a resident of public housing or a Housing Choice Voucher Holder (Section 8) on the Date of Hire?
 | **YES** **[ ]**  **NO** **[ ]**  |
| 1. Was your annual individual income just prior to your hire date “ABOVE” or “AT or BELOW” **$[Insert “Low (80%)” HUD income limit *in effect on the Date of Hire* for a Family of 1 for the County in which the Employee Lived on the Date of Hire]**?
 | **ABOVE [ ]  AT or BELOW [ ]**  |
| 1. Were you a YouthBuild participant on the Date of Hire?
 | **YES [ ]  NO [ ]**  |

**Employee Certification**

I affirm that the above statements on this form are true, complete, and correct to the best of my knowledge and belief. I hereby certify, under penalty of law, that the information I’ve provided is correct to the best of my knowledge.

|  |  |  |  |
| --- | --- | --- | --- |
| Employee’s Signature: |  | Date Signed: |  |

|  |
| --- |
| **FOR EMPLOYER/ADMINISTRATIVE USE ONLY** |
| **Reporting Section 3 Worker/Targeted Section 3 Worker Status:**The purpose of the HUD/CDBG Section 3 program is to provide employment, training, and contracting opportunities to individuals with low- or very low-income levels, particularly those who are recipients of government assistance for housing or other public assistance programs. Each employee working on this CDBG-funded project is requested to self-certify their current income and their income at the time of hire. The employer is to determine from this information whether the employee qualifies as a Section 3 Worker (and possibly also a Targeted Section 3 Worker) as defined in [24 CFR Part 75](https://www.ecfr.gov/cgi-bin/text-idx?SID=569b66a547528bf6c5c47f75b825cb94&mc=true&node=pt24.1.75&rgn=div5). This form should be completed and submitted to the designated grant administrator, recipient contractor, or subcontractor for required reporting purposes. |
| Is or was this employee’s annual individual income “At or Below” the HUD income limits as listed on the certification (either currently *or* ‘on the Date of Hire’), and therefore a **Section 3 Worker**? | Yes **[ ]**  No **[ ]**  |
| Is or was this employee a YouthBuild participant (currently or on the Date of Hire), and therefore a **Section 3 Worker**? | Yes **[ ]**  No **[ ]**  |
| Is this an employee of a Section 3 Business Concern and therefore a **Section 3 Worker**? | Yes **[ ]**  No **[ ]**  |
| Does the employee meet any of the criteria below and therefore is a **Targeted Section 3 Worker**? To qualify as a **Targeted Section 3 Worker**, the employee must be: * A YouthBuild participant; or
* A YouthBuild participant at the time of hire and was hired within the past 5 years; or
* A Section 3 worker currently living in an area within:
	+ One (1) mile of the CDBG project’s location (i.e., street a address), OR
	+ An area within a circle centered around the Section 3 project site that encompasses 5,000 people [if less than 5,000 people live within a one (1) mile radius of the CDBG project site]; or
* A Section 3 worker who previously lived – within the past 5 years – in an area within:
	+ One (1) mile of the CDBG project’s location (i.e., street address), OR
	+ An area within a circle centered around the CDBG project site that encompasses 5,000 people [if less than 5,000 people live within a one (1) mile radius of the CDBG project site]; or
* A Section 3 worker who is an employee of a Section 3 Business Concern.\*
 | Yes **[ ]**  No **[ ]**  |
|  \**An employer qualifies as a* ***Section 3 Business Concern*** *if they meet any of the following criteria:** *At least fifty-one percent (51%) of the business is owned and controlled by low- or very low-income persons, or*
* *At least fifty-one percent (51%) of the business is owned and controlled by current public housing residents or residents who currently lived in Section 8-assisted housing, or*
* *Over seventy-five percent (75%) of the labor hours performed for the business over the prior three-month period were performed by Section 3 Workers*
 |  |
| Does the employer qualify as a **Section 3 Business concern**? | Yes **[ ]**  No **[ ]**  |
| Was this an employment applicant that was hired ***as a result of*** the CDBG-funded project? | Yes **[ ]**  No **[ ]**  |
| **EMPLOYERS & CDBG GRANTEES MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE PROJECT FILE(S).** |

***Section 3 Employee Income Self-Certification Form Instructions for Project Administrator(s):***

*Fields highlighted in YELLOW should be pre-filled by the Project Administrator or Employer requesting completion of the Self-Certification form.*

*Obtain HUD Income Limits at:* [***https://www.huduser.gov/portal/datasets/il.html***](https://www.huduser.gov/portal/datasets/il.html)***.***

*[The current “Low (80%)” income threshold and the “Low (80%)” income threshold in effect (the “Effective Date”) at the time of the employee’s hire (if within the last 5 years) for the county(ies) in which the employee resides/resided must be entered on page 1 of this form. The income limits are updated annually by HUD, and typically released in March or April. Check the website regularly for updates.* ***The “Effective Date” is listed for each year (when you click on the year) and is typically April 1st of the year in which the Income Limits were published, although there are some exceptions****.]*