



Section 3 Worker Certification

The purpose of HUD's Section 3 program is to provide employment, training and contracting opportunities to low-income individuals. Your response is voluntary and may encourage City contractors to hire you if you are a certified Section 3 Worker.

Eligibility for Section 3 Worker or Targeted Section 3 Worker Status

Your Name:

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

1. Are you a resident of public housing or a Housing Choice Voucher Holder (Section 8)?

Yes No

2. Are you a resident of the City of San Antonio?

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 | \$50,001 - \$60,000 |
| \$10,001 - \$20,000 | \$40,001 - \$46,450 | \$60,001 and up |
| \$20,001 - \$30,000 | \$46,451 - \$50,000 | |

4. Select from ONE of the following options below that completes the following sentence.

I am a Section 3 Worker because:

I earned less than \$46,450 annually in 2022.

I am a YouthBuild participant.

I work for a certified Section 3 Business.

I live in Public Housing or have a Housing Choice Voucher

Employee Affirmation

I affirm that the above statements (on front side 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 (if applicable):

Signature: _____

Date:

You have the option of providing an email address and phone number so the City of San Antonio's Section 3 Coordinator can forward your information to potential employers and contact you with possible job opportunities. Please enter your contact information on page three of this form if you are interested in being contacted.

Leave this section blank:

| 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 | 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. | | | |

Please enter your name, email address and phone number(s) below if you would like the City of San Antonio's Section 3 Coordinator to forward your contact information to potential employers *and* contact you with possible job opportunities.

Name: _____

Email Address: _____

Phone Number(s): _____



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

| Household Size | Extremely Low Income (30% of Median) | Very Low Income (50% of Median) | Low Income (80% of Median) |
|----------------|--------------------------------------|---------------------------------|----------------------------|
| 1 | \$17,400 or less | \$17,401 - \$29,050 | \$29,051 - 46,450 |

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 (for public housing)

- 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:
 - A resident of public housing; or
 - A resident of other public housing projects or Section 8-assisted housing; or
 - A YouthBuild participant.

Targeted Section 3 Worker Definition (for housing and community development)

- 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.