



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.

- | | | |
|--|--|--|
| <input type="checkbox"/> Less than \$10,000 | <input type="checkbox"/> \$30,001 - \$40,000 | <input type="checkbox"/> \$60,001 - \$66,950 |
| <input type="checkbox"/> \$10,001 - \$20,000 | <input type="checkbox"/> \$40,001 - \$50,000 | <input type="checkbox"/> More than \$66,950 |
| <input type="checkbox"/> \$20,001 - \$30,000 | <input type="checkbox"/> \$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 ¹

- 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 ²
 - Living within the service area or the neighborhood of the project³, as defined in 24 CFR 75.5 or
 - A YouthBuild participant

¹ Not prior to rule change effect as of Nov 30th, 2020

² Not prior to rule change effect as of Nov 30th, 2020

³ 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	2025 Income Limits
Extremely Low-Income Limits (30%)	\$22,650
Very Low-Income Limits (50%)	\$37,700
Low Income Limits (80%)	\$60,300

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

for most recent income limits of all counties and states.