

**SECTION 3 INCOME CERTIFICATION**

*Printed on:*

*Effective Date:*

**INSTRUCTIONS:** 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. This is a written statement from the beneficiary documenting the definition used to determine “Annual (Gross) Income”. To complete this statement, fill in the blank fields below, then sign this statement to certify that the information is complete and accurate, and that source documentation will be provided upon request.

**BASIC INFORMATION:**

**Last Name:**

**First Name:**

**Address:**

**ENTER/SELECT THE APPROPRIATE INFORMATION TO CONFIRM YOUR WORKER STATUS.**

- 1. Are you a resident of public housing or a housing choice Voucher Holder (Section 8)?  YES  NO
- 2. Are you a Youth Build participant?  YES  NO
- 3. Do you live within one mile of the Project?  YES  NO

**DEFINITION OF INCOME:**

**HUD 24 CFR Part 5**

*Low-income person* means individuals whose incomes do not exceed 80 percent of the median income for the area.

*Very low-income person* means individuals whose incomes do not exceed 50 percent of the median family income for the area.

To verify Income Limits by Area: <https://www.huduser.gov/portal/datasets/il.html#2021>

\*Please note that HUD updates income limits annually

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

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Less than \$20,000  | <input type="checkbox"/> \$35,001 – \$40,000 | <input type="checkbox"/> \$55,001 – \$60,000 |
| <input type="checkbox"/> \$20,001 – \$25,000 | <input type="checkbox"/> \$40,001 – \$45,000 | <input type="checkbox"/> \$60,001 – \$65,000 |
| <input type="checkbox"/> \$25,001 – \$30,000 | <input type="checkbox"/> \$45,001 – \$50,000 | <input type="checkbox"/> \$65,001 – \$70,000 |
| <input type="checkbox"/> \$30,001 – \$35,000 | <input type="checkbox"/> \$50,001 – \$55,000 | <input type="checkbox"/> More than \$70,000  |

**INCOME INFORMATION:**

Annual gross income (**Individual/ One Person**) = \$ \_\_\_\_\_

**IDENTIFY COUNTY:**

- Los Angeles County       Orange County       Riverside County       San Bernardino County

**CERTIFICATION**

**THIS SECTION MUST BE COMPLETED BY THE AUTHORIZED BUSINESS OWNER/AGENT**

The above-named person is: An applicant  A permanent full-time  A new hire/employee

I certify that this person's annual gross income is/will be: \$ \_\_\_\_\_

This person's work Classification is: \_\_\_\_\_ Date of hire: \_\_\_\_\_

\_\_\_\_\_  
*Business Name*      *Printed Name of Owner /Agent*      *Signature of Owner/Agent*      *Date*

\*EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS.

**I certify that this information is complete and accurate. I agree to provide, upon request, documentation on all income sources to the HUD Grantee/Program Administrator.**

\_\_\_\_\_  
**Printed Full Name**      **Signature**      **Date:**

**WARNING:** The information provided on this form is subject to verification by HUD at any time, and Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony and assistance can be terminated for knowingly and willingly making a false or fraudulent statement to a department of the United States Government.

**THIS SECTION MUST BE COMPLETED BY LABOR COMPLIANCE AGENCY**

**The above individual is** (Check the applicable statement below):

- A *Section 3* worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented:
  - 1) The worker's income for the previous or annualized calendar year is below the income limit established by HUD.
  - 2) The worker is employed by a Section 3 business concern.
  - 3) The worker is a YouthBuild participant.
- A *Targeted Section 3* worker who currently fits at least one of the following categories, as documented:
  - 1) A worker employed by a Section 3 business concern; or
  - 2) A worker who currently fits or when hired fit at least one of the following categories, as documented within the past five years:
    - a. Living within the service area or the neighborhood of the project.
    - b. A YouthBuild participant.
- Not a Section 3 worker or Targeted Section 3 worker.

Initial: \_\_\_\_\_