CDBG-DR/MIT FUNDED PROGRAMS

SECTION 3 WORKER OR TARGETED SECTION 3 WORKER

**SELF-CERTIFICATION FORM[[1]](#footnote-1)**

**NOTE: This form is intended only for reference purposes and as a template. This template must be reviewed, edited, and customized as needed by the contractors or subcontractors before its use.**

# **PURPOSE**

Section 3 of the Housing and Urban Development Act of 1968, as amended by the Housing and Community Development Act of 1992, 12 U.S.C. § 1701u, (**HCDA**), ensure that employment and other economic opportunities generated by Federal financial assistance for housing and community development programs are, to the greatest extent feasible, directed toward low- and very low-income persons, particularly those who receive government assistance for housing. A Section 3 worker or Targeted Section 3 worker seeking certification shall self-certify that the person is a Section 3 worker or Targeted Section 3 Worker as defined in 24 C.F.R. Part 75.

This form serves to identify those individuals who qualify under the federal definition of a Section 3 Worker or Targeted Section 3 Worker. A Section 3 Worker or Targeted Section 3 Worker status can provide a preference for training, contracting or employment opportunities. **Completing this form, as well as providing supporting documentation, is completely voluntary**.[[2]](#footnote-2)

**SECTION 3 PROJECT, SECTION 3** WORKER AND TARGETED SECTION 3 WORKER DEFINITIONS

**A Targeted Section 3 worker** means a Section 3 worker who:

- Is employed by a Section 3 business concern; or

- Currently or when hired, as documented within the past 5 years:

i. Is living in the service area of a Section 3 project (within one mile of the Section 3 project, if fewer than 5,000 people live within one mile of a Section 3 project); or

ii. Is a YouthBuild participant.

**A Section 3 Worker** is any worker who currently or when hired, within the past five years:

1. Has an income below the income limit established by HUD for the previous or annualized calendar year;
2. Is employed by a Section 3 business concern; or
3. Is part of a Youth Build program.

**A Section 3 projects** means housing rehabilitation, housing construction, and other public construction projects assisted under HUD programs that provide housing and community development financial assistance when the total amount of assistance to the project exceeds a threshold of $200,000. The threshold is $100,000 where the assistance is from the Lead Hazard Control and Healthy Homes programs. The project is the site or sites together with any building(s) and improvements located on the site(s) that are under common ownership, management, and financing.24 C.F.R. §75.3(a)(2)

# **INSTRUCTIONS**

Complete all the required information in the tables below and answer all the questions in the corresponding spaces. The completed form must be submitted no later than **thirty (30) calendar days** from the receipt of a written request. Incomplete forms will be returned to the individual.

|  |  |
| --- | --- |
| Individual Information  Use the checkboxes below to identify your preferred method of contact. You can select more than one (1). | |
| First Name |  |
| Both Last Names |  |
| Physical Address |  |
| Postal Address (if different) |  |
| Email |  |
| Phone number |  |
| Municipality |  |

# HOUSEHOLD SIZE AND INCOME LEVELS

HUD has released and made available the 2023[[3]](#footnote-3) HUD Household Income Limits for all Municipalities for the CDBG-DR/MIT Program.

Use the Income limits to identify your Section 3 Worker status. Choose **one (1) option** from the box below. **It is required to submit supporting documentation to demonstrate compliance with the Income Limit selected**.

|  |  |  |
| --- | --- | --- |
| 2023 Household Income Limit for Puerto Rico | | |
| Household Size | 2023] Income Limit Amount[[4]](#footnote-4) | My Household Income |
| 1 | $33,600 |  |
| 2 | $38,400 |  |
| 3 | $43,200 |  |
| 4 | $48,000 |  |
| 5 | $51,850 |  |
| 6 | $55,700 |  |
| 7 | $59,550 |  |
| 8 | $63,400 |  |

Is your household size income less than or equal to the 2023 limit chosen?

Yes No

# SUPPORTING DOCUMENTS TO DEMONSTRATE SECTION 3 WORKER STATUS

Please confirm which **type** of evidence you are providing. You can choose more than one (1) of the options below.

|  |  |
| --- | --- |
|  | Copies of Tax Returns/W2 confirming income levels. |
|  | Proof of residency. |
|  | Receipt and proof of public assistance. |
|  | Evidence of participation in a public assistance program. |
|  | Evidence of employment within the last six-months. |
|  | Evidence of participation in a Youth Build program. |
|  | Other: |

## FINAL CERTIFICATIONS

|  |  |
| --- | --- |
| Opt-In | I would like to receive notifications about upcoming networking events and open job opportunities from the Puerto Rico Department of Housing **(PRDOH).**  I will attach my resume. |
| I understand that PRDOH will review this Section 3 Worker or Targeted Section 3 Worker Certification form and supporting documentation upon receipt. If the form is incomplete or the supporting documentation is not provided or is not clear, I understand that it is my responsibility to provide the completed form and any additional documents within **thirty (30) calendar days** of receipt of a written request for information. I understand that failure to respond to a request for additional information after **thirty (30) calendar days** will result in the dismissal of my submission. | |
| I certify, under the penalty of perjury, that my answers are true and complete to the best of my knowledge. I understand that providing false or misleading information in this certification or other information to PRDOH, employing subrecipient, contractor or subcontractor may result in job termination or prosecution. | |
| I authorize that my information shared in this form be added to a database of Section 3 Workers. I understand that being on this list may provide additional employment opportunities, however inclusion on that list does not guarantee employment. I acknowledge only my information in this form will be shared with PRDOH staff, developers, subrecipients or contractors working on Section 3 covered projects. | |

**Signature**

**Date**

**Individuals completing and submitting a Section 3 Worker Self-Certification Form with the supporting documentation can send the information to:**

[type here]

* **Via email at:**

[type here]

* **Online at:**
* **In writing at:**

[type here]

[type here]

* **In Person:**

Frequently Asked Questions (FAQ’s)

1. **Why is PRDOH providing this form?**

PRDOH, as the grantee of CDBG-DR/MIT funds is required to comply with Section 3 regulations, 24 C.F.R. Part 75. This form aims to engage Puerto Rican Residents who may qualify as Section 3 Worker candidates for all new hiring and training opportunities. PRDOH also wants any subrecipients or contractors working with federal CDBG-DR/MIT funds to use this form to identify eligible workers for their new hiring or training opportunities.

1. **Why does this form offer 2023 income limits?**

HUD sets income limits for determining eligibility for assisted housing programs. Once a year HUD releases the income limits information. This form contains 2023 income limits and will be edited annually once new income limits are released.

1. **Will my information become public?**

PRDOH will safeguard your information. Only if you choose to be placed on a listing for job, training or hearing about networking opportunities will PRDOH share this with contractors or other subrecipients who are looking for candidates. You can always choose to opt out afterwards by writing to our email: [Section3CDBG@vivienda.pr.gov](mailto:Section3CDBG@vivienda.pr.gov).

1. **How many times do I have to complete this form?**

Once every five (5) years until you are either hired or placed in a training opportunity carried out with CDBG-DR/MIT funds. If you are not chosen for any job opportunity or training opportunity you applied for, and the 2023 HUD data is released, you are encouraged, but not required, to complete this form again.

**You can access more frequently asked questions on the PRDOH web page:** <https://cdbg-dr.pr.gov/en/section-3/individual/frequently-asked-questions/> (English) and <https://cdbg-dr.pr.gov/seccion-3/individuo/preguntas-frecuentes/> (Spanish).

**END OF FORM**

1. This Section 3 Worker or Targeted Section 3 Worker Certification is valid for a period of five (5) years, beginning with the completion of this form. [↑](#footnote-ref-1)
2. Examples of acceptable evidence to determine eligibility for preference is proof of residency in a public housing development, receipt of public assistance, or evidence of participation in a public assistance program. [↑](#footnote-ref-2)
3. Please include the year of HUDs Household Income Limits required for the form. HUDs income limits are published and made available at: <https://www.huduser.gov/portal/datasets/il.html>. [↑](#footnote-ref-3)
4. Using HUDs income limits published for the year required in the form, add the income limits that applies to each household size. [↑](#footnote-ref-4)