# CDBG-DR/MIT PROGRAM

# SECTION 3 WORKER OR TARGETED SECTION 3 WORKER

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

# **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 he or she is a Section 3 Worker or Targeted Section 3 Worker as defined in 24 C.F.R. Part 75.

This form serves to identify individuals who may 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)2

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

A **Section 3 Worker** is any worker who currently fits or when hired within the past five (5) years fit at least one of the following:

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 YouthBuild program.

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

1. Is employed by a Section 3 Business Concern; or
2. Currently fits or when hired within the past five (5) years fit at least one (1) of the following:
   1. Is living within the service area of a Section 3 Project (an area within one (1) mile of the Section 3 Project or, if fewer than 5,000 people live within one (1) mile of a Section 3 Project, an area within a circle centered around the Section 3 Project that is sufficient to encompass a population of 5,000 people); or
   2. Is a YouthBuild participant.

**A Section 3 Project** 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 project is the site or sites together with any buildings and improvements located on the site(s) that are under common ownership, management, and financing.

# **INSTRUCTIONS**

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

|  |  |
| --- | --- |
| Personal Information  Use the checkboxes below to identify your preferred method of contact. You can select more than one. | |
| 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 status. Choose **one (1) option** from the table 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 OR TARGETED 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 YouthBuild 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 Self-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 from PRDOH. I understand that failure to respond to a request for information after **thirty (30) calendar days** will result in the dismissal of my submission. | |
| I certify, under 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 any possible PRDOH employing subrecipient, contractor or subcontractor may result in job termination or prosecution. | |
| I authorize that the 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 that only the information in this form will be shared with PRDOH staff, developers, subrecipients, contractors or subcontractors working on Section 3 Projects. | |

**Signature:**

**Date**:

**Individuals completing and submitting a Section 3 Worker or Targeted Section 3 Worker Self-certification Form with the supporting documentation for PRDOH can send the information to:**

|  |  |
| --- | --- |
| * **Via email at:** | [Section3CDBG@vivienda.pr.gov](mailto:Section3CDBG@vivienda.pr.gov) |
| * **In writing at:** | Puerto Rico CDBG-DR and CDBG-MIT Program  Attn: Federal Compliance and Labor Standards - Section 3  P.O. Box 21365  San Juan, PR 00928-1365 |
| * **In person at:** | Intake Center/PRDOH Headquarters at 606 Barbosa Avenue, Building Juan C. Cordero Dávila, Río Piedras, PR 00918 |

# Frequently Asked Questions

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

PRDOH, as grantee of CDBG-DR/MIT funds, is required to comply with Section 3 regulations at 24 C.F.R. Part 75. This form aims to engage Puerto Rico’s 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 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 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 Self-certification is valid for a period of five (5) years, beginning with the completion of this form. [↑](#footnote-ref-1)
2. 2 Examples of acceptable supporting documents to determine eligibility for Section 3 Worker and Targeted Section 3 Worker preference are certification of residency in public housing, receipt of public assistance, or evidence of participation in a public assistance program. [↑](#footnote-ref-2)
3. Please include the year of HUD Household Income Limits required for the form. HUD’s income limits are published and available at: <https://www.huduser.gov/portal/datasets/il.html>. [↑](#footnote-ref-3)
4. Using HUD Income Limits published for the year required in the form, add the income limits that applies to each household size. [↑](#footnote-ref-4)