



### SECTION 3 CERTIFICATION FORM

In order for Homes for Good to meet the requirements of Section 3, each contractor is asked to certify whether or not they are a Section 3 Business Concern and indicate what training and employment opportunities they will provide for Section 3 Workers.

### INSTRUCTIONS

The following information will assist in making the Section 3 Business Concern determination. After reviewing the following information and completing the "Examples of efforts..." section, please complete the certification at the bottom of the document which states that you are or are not a Section 3 Contractor.

Please use the table below to clarify the thresholds for low- and very low-income households.

	<b>1 Person</b>	<b>2 Person</b>	<b>3 Person</b>	<b>4 Person</b>	<b>5 Person</b>	<b>6 Person</b>	<b>7 Person</b>	<b>8 Person</b>
<b>Extra Low Income</b>	\$16,750	\$19,150	\$23,030	\$27,750	\$32,470	\$37,190	\$41,910	\$46,630
<b>Very Low Income</b>	\$27,900	\$31,850	\$35,850	\$39,800	\$43,000	\$46,200	\$49,400	\$52,550
<b>Low Income</b>	\$44,600	\$51,000	\$57,350	\$67,300	\$68,800	\$73,900	\$79,000	\$84,100

### A SECTION 3 BUSINESS CONCERN IS A BUSINESS THAT CAN DEMONSTRATE...

- a. That it is 51% or more owned and controlled by low- or very low-income persons; or
- b. That over 75% of the labor hours performed for the business over the prior three-month period were performed by Section 3 Workers; or
- c. That it is 51% or more owned and controlled by current residents of public housing or Section 8-assisted housing

### A SECTION 3 WORKER IS...

- a. A low- or very low-income worker; or
- b. A worker employed by a Section 3 Business Concern
- c. A Youthbuild Participant



### A TARGETED SECTION 3 WORKER IS...

- a. A worker employed by a Section 3 Business Concern
- b. A worker currently fits or when hired fit at least one of the following categories as documented within the past five years:
  - I. A resident of public housing or Section 8-assisted housing provided or managed by Homes for Good
  - II. A resident of other public housing projects or Section 8-assisted housing not provided or managed by Homes for Good

**Examples of efforts to offer training and employment opportunities to Section 3 Workers include, but is not limited to, practices like those listed here. Please check those that apply to your company:**

- Establishes training programs, which are consistent with the requirements of the Department of Labor, for public housing residents and other Section 3 Workers
- Advertises the training and employment positions available by distributing flyers (which identify the positions available and the application process) to every occupied dwelling unit in the housing development where the funds are to be expended
- Advertises the training and employment positions by posting flyers (which identify the positions available and the application process) in the common areas or other prominent areas of public housing or Section 8-assisted developments
- Posts job descriptions with transitional housing in the service area of the Section 3 covered project
- Contacts Resident Councils with employment opportunity information and requests their assistance in notifying residents of training and employment opportunities
- Sponsors a job informational meeting to be conducted by Homes for Good or contractor representative at a location in public housing or Section 8-assisted developments
- Arranges assistance in completing job applications and conducting job interviews for residents of public housing or Section 8-assisted developments
- Arranges for a location within the development or developments where completed applications may be delivered to and collected by a recipient or contractor representative
- Contacts agencies administering HUD Youthbuild Programs for their help in recruiting applicants
- Consults with State and local agencies administering training programs funded through JTPA or JOBS, probation and parole agencies, unemployment compensation programs, community organizations and other officials or



organizations to assist with recruiting Section 3 Workers for training and employment opportunities

- Advertises the jobs to be filled through the local media
- Employs a Job Coordinator to match contractor needs with eligible and qualified Section 3 Workers
- Where there are more qualified Section 3 Workers than there are positions to be filled, maintains a file of eligible qualified Section 3 Workers for future employment positions
- Undertakes providing job counseling education and related programs in association with local educational institutions

*Having read the Section 3 clause, I hereby certify that **I am** [ ] or **I am not** [ ] a Section 3 Business Concern. I certify that I will adhere to required Section 3 reporting, and will take steps to the "greatest extent feasible" to offer employment opportunities and training to Section 3 Workers and Targeted Section 3 Workers throughout this project:*

Name of Company: \_\_\_\_\_

Name of Signer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_