

Ramsey County HRA Section 3 Worker and/or Targeted Worker Application

(In compliance with Section 3 of the HUD Act of 1968 and 24 CFR Part 75)

The purpose of this form is to comply with Section 3 of the HUD Act of 1968 employer certification requirements listed in 24 CFR § 75.31. To qualify as a Section 3 worker, any United States legal resident's annual income must not exceed the HUD income limits for the year before the worker was hired, or the individual's current income annualized on a full-time basis for the year must be below the HUD income limit. Additionally, an individual can qualify as a Section 3 worker if they are a YouthBuild participant or income qualify and are an employee of a Section 3 Business concern.

Name: _____

Address: _____
(Street address, city, state, and zip code)

Phone or Cellphone: _____ Email: _____

Applicable Skills and Affiliations Check all the skills/special training that you may have:

- | | | |
|--|--|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Demolition/Deconstruction | <input type="checkbox"/> Machine Operation |
| <input type="checkbox"/> Architecture/Drafting | <input type="checkbox"/> Drywall | <input type="checkbox"/> Marketing/Communications |
| <input type="checkbox"/> Bricklaying | <input type="checkbox"/> Electrical | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Engineering | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Carpet Installation | <input type="checkbox"/> Fence Installation | <input type="checkbox"/> Word Processing |
| <input type="checkbox"/> Computer/Information Management | <input type="checkbox"/> Janitorial | |
| <input type="checkbox"/> Other (Please describe): _____ | <input type="checkbox"/> Landscaping | |

- Union affiliation/Local #: _____
- Apprenticeship Program: _____

Section 3 Worker Eligibility

An individual may self-certify even if they are currently not employed or have their employer certify that they are a Section 3 worker.* A Section 3 worker is a worker who currently fits **or when hired within the past five years fit at least one of the following categories:

- I self-certify that my individual income for the previous year (2021) is below the income limits established by HUD. My individual annualized gross income for 2021 was \$_____ and I confirm that it does not exceed the low-income guidelines for: **Minneapolis-St. Paul-Bloomington Metro Area Median Income (AMI) Limits for 2021** (please check one if marking this option):
 - Low-Income= 80% of AMI Gross Income \$55,950 or below
 - Very-low income= 50% AMI Gross Income \$36,750 or below; or
- I self-certify that I participate in a means-tested program such as public housing or Section 8. Name of program: _____; or
- I self-certify that I am employed by a Section 3 business concern. Business Name & Contact _____;
- I self-certify that I am a YouthBuild participant or have been one in the past five years. Name of YouthBuild program: _____; or
- The employer is certifying that the worker's income from that employer is below the income limit listed above; Business Name & Contact: _____ .

Section 3 Targeted Worker Qualifications

A Section 3 worker is a targeted worker if one of the following are true. If applicable, please indicate which requirement listed below you meet to be considered a Targeted Section 3 worker in the box below. **A Section 3 worker is a targeted worker if one of the following are true.**

** If you do not meet any of these requirements or do not know if you meet any of the requirements listed below, you may leave this section blank.*

- I certify I am a YouthBuild participant. ***Currently or at the time of hire if hired within the past 5 years**
- I certify I qualify as a Section 3 targeted worker because I live within the service area or neighborhood of the project area.

Project Name: _____ Date Starting on Project: _____

Project Address: _____

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct and certifies that the worker identified above meets the definition of a Section 3 worker. **WARNING:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802)

Signature of Authorized Representative _____ **Date** _____

Business & Title of Authorized Representative (if not Above-Named Section 3 Worker): _____

Fax to: Ramsey County CED/HRA Attn: Heather – 651 266 8039 or Send electronically to: AskCED@ramseycounty.us

FOR ADMINISTRATIVE USE ONLY

Is the worker a Section 3 worker based upon their certification? **YES** **NO**

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