



## APPLICATION FOR SECTION 3 WORKER AND TARGETED SECTION 3 WORKER SELF-CERTIFICATION

Form #CDI329 (rev. 8/23)

Dear Employee:

This is your invitation to become certified as a Section 3 Worker and/or a Targeted Section 3 Worker. As part of our effort to promote contract, employment and training opportunities for area residents in compliance with Federal Section 3 regulations, the City of Kenosha Department of City Development has created this simple Section 3 Worker and Targeted Section 3 Worker Self-Certification Application process.

The purpose of HUD's Section 3 program is to provide employment, training and contracting opportunities to low-income individuals, particularly those who are recipients of government assistance for housing or other public assistance programs. **Your response is voluntary, confidential and has no effect on your employment.**

The City of Kenosha is seeking to extend the benefits of and to promote compliance with Section 3 by:

1. Identifying Section 3 Residents;
2. Maintaining a list of qualified Section 3 and Targeted Section 3 Workers; and
3. Providing access to any training and technical assistance opportunities that may be offered for Section 3 workers.

***All applicants seeking this recognition must complete and submit the enclosed Section 3 Worker and Targeted Section 3 Worker Self-Certification Application form to the City of Kenosha.***

Please answer all questions and sign the forms.

Forward the form via email or vial US Mail to:

mmaki@kenosha.org  
City of Kenosha  
Department of City Development  
625 52<sup>nd</sup> Street, Room 308  
Kenosha, WI 53140

If you have any questions or concerns, please feel free to contact Mike Maki with the City of Kenosha Department of City Development at 262-653-4038.

**SECTION 3 WORKER AND TARGETED SECTION 3 WORKER  
SELF-CERTIFICATION FORM**

A Section 3 worker seeking certification shall self-certify and submit this form to the City of Kenosha that the person is a Section 3 worker or Targeted Section 3 worker as defined in 24 CFR Part 75 and shown on this form. This form will also be used to list skills and/or professional certifications of workers that can be provided to companies seeking new workers for Section 3 projects in the City of Kenosha.

**Resident Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Name of Employer (if employed):** \_\_\_\_\_

1. Are you resident of public housing or a Housing Choice Voucher Holder (Section 8)?

YES                       NO

2. Check the appropriate box below for your individual income based on your residential address:

Check Box	County Location of Business	Gross Individual Income Max.
<input type="checkbox"/>	Kenosha County, WI	\$53,050
<input type="checkbox"/>	Racine County, WI	\$51,200
<input type="checkbox"/>	Milwaukee County, WI	\$55,950
<input type="checkbox"/>	Waukesha County, WI	\$55,950
<input type="checkbox"/>	Ozaukee County, WI	\$55,950
<input type="checkbox"/>	Walworth County, WI	\$52,200
<input type="checkbox"/>	Lake County, IL	\$61,800
<input type="checkbox"/>	McHenry County, IL	\$61,800
<input type="checkbox"/>		

3. **Select from *ONE* of the following two options below:**

I qualify as a:

Section 3 worker (as defined on page 4 of this form.)

Targeted Section 3 worker (as defined on page 4 of this form.)

**CONTINUE ONTO PAGE 3 TO LIST SKILLS, AND/OR PROFESSIONAL CERTIFICATIONS YOU HAVE BEEN EMPLOYED IN OR CONTRACTED TO DO FOR OTHER EMPLOYERS.**

**General Questions**

Do you read and speak English?  Yes  No

Do you have a High School Diploma?  Yes  No

Do you have a College, Trade or Technical School diploma or certifications?  Yes  No

Please list degree or certifications:

Do you have a Driver's License?  Yes  No

Do you have Commercial Drivers License?  Yes  No

**Check the Skills, Trades and/or Professions you have been employed in or contracted to do for others:**

Drywall Hanging  Drywall Finishing  Interior Painting  Framing  Welding

HVAC  Electrical  Interior Plumbing  Siding  Metal/ Steel Work

Cabinet Hanging  Trim/ Carpentry  Heavy Equipment Operator  Roofing

Exterior Plumbing  Exterior Framing  Stucco  Concrete/ Asphalt Work

Masonry  Construction Cleaning  Landscaping  Fencing  Cleaning

Window/ Door Replacment  Customer Service  Receptionist  Teaching/ Training

Sales  Administrative/ Clerical  Data Entry  Lead Abatement  Asbestos Abatement

HAZWOPER (Hazardous Waste Operations and Emergency Response)

Other

I am interested in:  Training Opportunities  Employment Opportunities  Both

**Employee Certification**

I certify that the information provided is true, complete and accurate. I hereby certify, under penalty of law, that the preceding information is correct to the best of my knowledge.

<b>Print Name:</b>	<b>Date Hired:</b>
<b>Signature:</b>	<b>Date:</b>

**Definitions per Section 24 CFR Part 75**

Section 3 Worker:

- A low or very low-income resident (the worker's income for the previous calendar year is below the income limit established by HUD); or
- Employed by a Section 3 business concern; or
- A YouthBuild Participant

Targeted Section 3 Worker:

- Employed by a Section 3 business concern; or
- Currently meets, or when hired, met at least one of the following categories as documented within the past five (5) years:
  - Living within the service area of the project (Map of the service area provided by City of Kenosha); or
  - A YouthBuild participant.

**FOR ADMINISTRATIVE USE ONLY**

Is the employee a Section 3 worker based upon their self-certification?

YES                       NO

Is the employee a Targeted Section 3 worker based upon their self-certification?

YES                       NO

Was this applicant hired a result of the Section 3 project?                       YES                       NO

If yes, what is the name of the company? \_\_\_\_\_

What was the date of hire? \_\_\_\_\_

**EMPLOYERS MUST RETAIN THIS FORM IN THEIR FILES FOR FIVE YEARS**