APPLICATION FOR SECTION 3 WORKER AND TARGETED SECTION 3 WORKER SELF-CERTIFICATION
Form #CDI329 (rev. 5/22)

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 52nd 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.
☐	Kenosha County, WI	$50,150
☐	Racine County, WI	$48,350
☐	Milwaukee County, WI	$52,850
☐	Waukesha County, WI	$52,850
☐	Ozaukee County, WI	$52,850
☐	Walworth County, WI	$49,300
☐	Lake County, IL	$58,350
☐	McHenry County, IL	$58,350
☐		

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 ☐ Stucoo ☐ 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.

Print Name:	**Date Hired:**
Signature:	**Date:**

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