

FORM-3: SECTION 3 RESIDENT CERTIFICATION FORM



Section 3 Resident is a public housing resident or a low or very low income person who lives in the Los Angeles metropolitan area of the Section 3 Covered Project and who has a household income that does not exceed HUD's income limits as described below.

All current employees and new hires claiming Section 3 Resident status must complete this form in order to comply with Section 3 reporting requirements of the Housing and Urban Development Act of 1968.

PART I: EMPLOYEE INFORMATION (to be completed by Section 3 Resident New Hire)	
Name:	Check all that apply: <input type="checkbox"/> Live in public housing <input type="checkbox"/> HUD Youth Build Program participant <input type="checkbox"/> Income qualified non-public housing resident <input type="checkbox"/> Section 8 participant <input type="checkbox"/> Recipient of other federal assistance Specify type: _____
Address:	
Public Housing Site of Residence:	
Phone Number:	Email Address:
Registered apprentice: YES <input type="checkbox"/> NO <input type="checkbox"/> If yes what level: _____ (Attach the Department of Labor Issued Apprentice Certificate)	

PART II: INCOME INFORMATION (to be completed by Section 3 Resident New Hire)		
Find the line that corresponds to the number of people in your household. If the annual household income of your home is <u>within or below</u> the range shown for the number of people in your household, you qualify as a Section 3 Resident. Check the column accordingly. Public housing residents qualify as Section 3 Residents regardless of if they meet the below income requirements.		
Income Eligibility Guideline (FY 2018 Los Angeles County HUD Income Limits)		
Number in Household	Low Income	Check
1	\$54,250	<input type="checkbox"/>
2	\$62,000	<input type="checkbox"/>
3	\$69,750	<input type="checkbox"/>
4	\$77,500	<input type="checkbox"/>
5	\$83,700	<input type="checkbox"/>
6	\$89,900	<input type="checkbox"/>
7	\$96,100	<input type="checkbox"/>

The undersigned declares that the above information is true and correct.

Employee/Section 3 Resident Signature: _____ **Date:** _____

PART III: EMPLOYER AND PROJECT INFORMATION (to be completed by HACLA Contractor/Vendor)		
Company Name:	HACLA Contract No:	Project Name and Location:
PART IV: EMPLOYMENT VERIFICATION (to be completed by HACLA Contractor/Vendor)		
Position Title:	Hire Date:	End Date:
Benefits:	Number of Hours Per Week:	Total Number of Hours Worked:
Permanent YES <input type="checkbox"/> NO <input type="checkbox"/> Temporary YES <input type="checkbox"/> NO <input type="checkbox"/>	Hourly Rate:	Total Paid to Employee:

Your signature below validates the entries completed in parts III and IV as true and correct, based on your payroll records and personnel file.

Name: _____ **Signature** _____ **Date** _____

HACLA has determined the disclosure of this document, which includes the home address and private financial information of a public housing resident, would constitute an unwarranted invasion of personal privacy per Government Code section 6254(c), and therefore exempts this record from disclosure under the California Public Records Act.