

## SECTION 3 WORKER CERTIFICATION FORM

Dear Riverside County Resident:

The Housing & Workforce Solutions (HWS) invites you to self-certify as a Section 3 Worker which will provide you with job-seeking benefits such as placement on a registry used by HWS partners and notification of employment opportunities with HWS.

The information collected on this form is used to assess HWS compliance with Section 3 of the Housing and Urban Development (HUD) Act of 1968 which requires that economic opportunities, most importantly employment, generated by certain HUD financial assistance shall be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing or residents of the community in which the federal assistance is spent. Section 3 regulations are implemented in Title 24 of the Code of Federal Regulations Part 75. If you qualify as a Section 3 Worker, please self-certify by completing this form.

### Eligibility Requirements

To certify as a Section 3 Worker, you must reside in the County of Riverside and meet one of the following requirements:

- I am a public housing resident.
- I am an HWS Section 8 voucher recipient.
- I am a YouthBuild program participant.
- I am a low- or very low-income person per the HUD Family Income Limits.

2021 FAMILY INCOME LIMITS								
FAMILY Size	1	2	3	4	5	6	7	8
<b>Maximum Gross Annual Family Income</b>	\$44,250	\$50,600	\$56,900	\$63,200	\$68,300	\$73,350	\$78,400	\$83,450

Please complete the enclosed certification form. All Section 3 Workers must sign and date the form. If you have any questions or concerns, please contact the Section 3/EOC Unit at (951) 955 -5933. Submit the completed certification form to either of the following:

Program Analyst:  
Sorozco@rivco.org

Housing and Workforce Solutions  
Section 3/EOC Unit  
3403 Tenth St, Ste. 300  
Riverside, CA 92501

## SECTION 3 WORKER CERTIFICATION FORM

**Instructions:** To certify as a Section 3 Worker and to be referred for employment and/or occupational training opportunities, complete the entire Section 3 Worker Certification Form. If necessary, submit responses on additional sheets of paper. All Section 3 Workers must sign and date the form.

<b>1. CONTACT INFORMATION AND CERTIFICATION ELIGIBILITY</b>					
<p>You must identify under which criteria you qualify as a Section 3 Worker: (Select only one)</p> <p><input type="checkbox"/> I am a public housing resident.</p> <p><input type="checkbox"/> I am an HWS Section 8 voucher recipient.</p> <p><input type="checkbox"/> I am a YouthBuild program participant.</p> <p><input type="checkbox"/> I am a low- or very low-income person per the HUD Family Income Limits.</p>	<p><b>Name:</b> _____</p> <p><b>Residential Address (no P.O. Box):</b> _____</p> <p><b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____ <b>Telephone</b> _____</p> <p><b>Number:</b> _____</p> <p><b>Email:</b> _____</p> <p><i>Note: In order to receive notification of employment and training opportunities, Section 3 Worker <u>must</u> provide an email address.</i></p> <p><i>If you are an individual who lacks a fixed, regular, and adequate nighttime residence, please check here</i> <input type="checkbox"/></p>				
<b>2. EDUCATION (Check all that apply)</b>					
GED College Credits <input type="checkbox"/>	High School Diploma Professional License <input type="checkbox"/>	Post High School Higher Education <input type="checkbox"/>	Associate Degree Bachelor Degree <input type="checkbox"/>	Trade/Training Certificate <input type="checkbox"/>	
Use this section to provide any additional information regarding your education:					
<b>3. WORK EXPERIENCE</b>					
Identify all work experience for the last 10 years AND the number of years of experience in each category.					
Management/ Supervisor	# of Years _____	IT Support	# of Years _____	Administrative	# of Years _____
Accounting	_____	Computer Programming	_____	Construction Laborer	_____
Education	_____	Medical Assistance	_____	Janitorial/Cleaning	_____
Counseling	_____	Bookkeeping	_____	Warehouse/Facilities	_____
Printing Trades	_____	Gardener/Landscaper	_____	Waiter/Waitress	_____
				Truck/Tractor Driver	_____
				Plumber	_____
				Sales Clerk	_____
				Cashier	_____
				Insurance	_____
				Real Estate	_____
				Electrician	_____
				Painter	_____
				Metal Worker	_____
				Apprentice (construction)	_____
				Maintenance	_____
				Mechanic	_____
				Machine	_____
				Operator	_____
				Carpenter	_____

Use this section to provide any additional information regarding your work experience:

#### 4. SKILLS

List any skills with specialized equipment, machinery or tools:

#### 5. COMPUTER SKILLS

Rate your computer skill level for each of the following. Write the letter "B" for beginner, "I" for intermediate, or "A" for advanced. Write "N/A" if not applicable.

Microsoft Word \_\_\_\_\_ Microsoft Access \_\_\_\_\_ Microsoft Publisher \_\_\_\_\_ Internet Research \_\_\_\_\_ PowerPoint \_\_\_\_\_ Web Design \_\_\_\_\_ Microsoft Excel \_\_\_\_\_ Web Programming \_\_\_\_\_ Microsoft Outlook \_\_\_\_\_ Network Admin. \_\_\_\_\_  
Typing (\_\_\_\_\_ wpm)

#### 6. TRAINING

Identify any training that you would like to receive.

<input type="checkbox"/> Electrical	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Cement/Masonry	<input type="checkbox"/> Flooring	<input type="checkbox"/> Building Maintenance
<input type="checkbox"/> Machining	<input type="checkbox"/> Plastering	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Landscaping	<input type="checkbox"/> IT Support
<input type="checkbox"/> Bricklaying	<input type="checkbox"/> Glass/Glazing	<input type="checkbox"/> Demolition	<input type="checkbox"/> Computer	<input type="checkbox"/> Marketing
<input type="checkbox"/> Painting	<input type="checkbox"/> Drywall	<input type="checkbox"/> HVAC	<input type="checkbox"/> Accounting/	<input type="checkbox"/> Mechanical Repair
<input type="checkbox"/> Roofing	<input type="checkbox"/> Fencing	<input type="checkbox"/> Iron Works	<input type="checkbox"/> Bookkeeping	<input type="checkbox"/> Janitorial
		<input type="checkbox"/> Solar Installation	<input type="checkbox"/> Payroll	<input type="checkbox"/> Administrative

#### 7. PLEASE ANSWER THE FOLLOWING:

	Yes	No
Have you ever received any type of assistance from HWS' Achievement Academy?	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently a member of any union? If yes, please describe.	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently employed? If yes, please indicate whether part-time or full-time: <b>Full-Time</b> <input type="checkbox"/> OR <b>Part-Time</b> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you 18+ years of age?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a felony within the last 10 years?	<input type="checkbox"/>	<input type="checkbox"/>
Are you willing to take a drug screening?	<input type="checkbox"/>	<input type="checkbox"/>

Are you able to lift 50 lbs. at a time with frequent lifting or carrying of objects up to 25 lbs.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have 10 years of verifiable employment or school history?	<input type="checkbox"/>	<input type="checkbox"/>
Are you bilingual? If yes, please <u>indicate</u> which language(s) you speak fluently: <input type="checkbox"/> Spanish <input type="checkbox"/> Chinese <input type="checkbox"/> Vietnamese <input type="checkbox"/> Tagalog <input type="checkbox"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/>
Do you possess a valid driver's license?	<input type="checkbox"/>	<input type="checkbox"/>
Do you possess a State ID?	<input type="checkbox"/>	<input type="checkbox"/>
How did you learn about the Section 3 certification program? <input type="checkbox"/> HWS <input type="checkbox"/> Employer <input type="checkbox"/> Family/Friend <input type="checkbox"/> Internet Search <input type="checkbox"/> Other: _____		

<b>RELEASE OF INFORMATION:</b> Do you authorize the Housing & Workforce Solutions to release the above information to businesses that are seeking certified Section 3 Workers for employment and/or training opportunities?	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
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I, \_\_\_\_\_, agree to provide the Housing & Workforce Solutions with documentation verifying my Section 3 eligibility, if requested.

I, \_\_\_\_\_, am a resident of the County of Riverside and qualify as either a public housing resident, an HWS Section 8 voucher recipient, a YouthBuild participant, or a low- or very low-income person, as defined in the HUD Section 3 Regulations. I hereby certify and declare under penalty of perjury under the laws of the United States and the State of California that the statements made in this Section 3 Worker Certification form, including attached pages for additional response, are true and correct.

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

**The following information is optional and will only be used for statistical purposes:**

**Gender:** Male  Female  Transgender

**Race:** 1 - White  2 - Black/African American   
3 - American Indian/Alaska Native  4 - Asian/Pacific Islander

**Ethnicity:** 1 - Hispanic  2 - Not Hispanic