

**(OPTIONAL)**  
**St. Clair County Housing Authority**  
**1790 S. 74<sup>th</sup> Street**  
**Belleville, Illinois 62223**

**Section 3 Resident Certification Form 2025**

A section 3 resident seeking the preference in training and employment as defined in the section 3 regulations at 24 CFR Part 75 **shall certify to the recipient**, contractor or subcontractor, and submit evidence showing they meet the criteria of a Section 3 resident. Proof of income, receipt of public assistance and/or residency in a United States Department of Housing and Urban Development (HUD) or other federally assisted housing program or residency within a Section 3 covered area is required. All residents of Public Housing developments or participants in the Section 8 Housing Choice Voucher Program of the St. Clair County Housing Authority qualify as Section 3 residents.

**1. Resident Information**

Name:

First Name	Last Name	Middle initial
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Address:

Street	City	Zip Code
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Check one: ☐ Male ☐ Female      Primary Phone Number: \_\_\_\_\_

**Section 3 worker means (24 CFR 75.5):**

Any worker who currently fits or when hired within the past five years (time period only goes back to the 24 CFR 75 effective date of 11-30-2020) fit at least one of the following categories, as documented:

1. The worker's income for the previous or annualized calendar year is below the income limit established by HUD.
  - a. The worker is employed by a Section 3 business concern.
  - b. The worker is a Youth Build participant.
2. The status of a Section 3 worker shall not be negatively affected by a prior arrest or conviction.
3. Nothing in this part shall be construed to require the employment of someone who meets this definition of a Section 3 worker. Section 3 workers are not exempt from meeting the qualifications of the position to be filled.

**Targeted Section 3 worker means [24CFR 75.21(a)]:**

A Targeted Section 3 worker for housing and community development financial assistance means a Section 3 worker who is:

1. A worker employed by a Section 3 business concern: or
2. A worker who currently fits or when hired five years (time period only goes back to the 24 CFR 75 effective date of 11-30-2020) fit at least one of the following categories, as documented within the past five years:
  - a. Living within the service area or the neighborhood of the project, as defined in § 75.5; or
  - b. A Youth Build participant.

**2. Proof of Section 3 Status**

I have attached one of the following documents as proof of my status:

- A. Proof of residency in Public Housing or other federally-assisted housing development or participation in the Section 8 HCVP (tier 1) OR proof of residency in a Section 3 area (tier 2).
- B. Proof of participation in a HUD YouthBuild Program. (Certification of Participation)
- C. Proof of Section 3 Income Status. Proof of Public Assistance, Temporary Assistance to Needy Families, Proof of participation in a Federal, State or local assistance program or other program that assists low Income Persons. (Certificate of participation, SSI, unemployment benefits, other benefits)

**Income Limits:**

Check only one line below that describes your housing situation:	My individual Income does not exceed:
<input type="checkbox"/> I am a Public Housing Resident or Section 8 Assists me with my rent	\$39,000
<input type="checkbox"/> I receive No HUD support, but I am low-income and live in the area	

**3. Proof of Section 3 Income Status**

Only complete this portion if you are unable to provide any documents listed above in section 2. Your individual income should include all earned and non-earned income. (e.g. TANF, SSI) If you are currently employed or were employed during the last year, please attach a copy of your:

- A. Most recent Federal Income Tax Return/W2.
- B. Last two pay stubs

**4. Type of Work Desired / Qualified to Perform** (Check as applicable)

☐ General Office / Clerical    ☐ Janitorial / grounds    ☐ Professional (Specify: \_\_\_\_\_)  
☐ Trade Work (☐ Electrical    ☐ Plumbing    ☐ HV/AC    ☐ Carpentry    ☐ Other (Specify \_\_\_\_\_))

Have you attached a full SCCHA Application for Employment?    ☐ Yes    ☐ No

*Note: Completed applications will be held on file for any suitable position that may become available at St. Clair County Housing Authority for six months. Please also know that we will forward a copy of your application to any contractor that is selected to perform work at our developments of over the next six months.*

*Should the period of six months expire and you wish to renew your application for Section 3 Certified Employment, please notify us in writing at SCCHA, 1790 South 74<sup>th</sup> St., Belleville, IL 62223 or e-mail your renewal notification to [sccha@sccha.org](mailto:sccha@sccha.org). It is also important to update your contact information, or other pertinent information should there be a change in the information provided.*

**5. Certification:** I certify that, to the best of my knowledge, the information I provided is true and correct.

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

**Receipt Acknowledgement:** \_\_\_\_\_ **Date:** \_\_\_\_\_