

Section 3 Program

SECTION 3 WORKER SELF-CERTIFICATION OR EMPLOYER SELF-CERTIFICATION OF SECTION 3 WORKER

Name: _____

Address: _____ City/Town: _____ State: _____ Zip: _____

County: _____ Phone: _____ Email: _____

Employer Business Name (if applicable) _____

An individual can self-certify even if they are currently NOT employed or can have their employer self-certify that they are a Section 3 worker.

Section 3 Worker Eligibility:

A Section 3 worker is any worker who currently fits, or when hired within the past five (5) years fit, at least one of the following categories (check only one).

Section 3 Worker:

- ☐ My income for the previous year (2025)¹ is below the income limit established by HUD. My annual gross income is _____ and I confirm that it does not exceed the income guidelines below:

Please check only one: 2025 Income Guidelines ²		
<input type="checkbox"/>	Very Low Income - 50% Median Income	\$46,350
<input type="checkbox"/>	Low Income - 80% Median Income	\$72,950

- ☐ Worker's self-certification that their income is below the income limit from the prior calendar year; or
- ☐ Worker's self-certification of participation in a means-tested program such as public housing or Section 8; or
- ☐ I am a YouthBuild participant; or
- ☐ Employer's certification that the worker's income from that employer is below the income limit; or
- ☐ Employer's certification that the worker is employed by a Section 3 business concern

A Section 3 Targeted Worker for Housing and Community Development Financial Assistance (please check one) projects is a Section 3 worker who:

- ☐ Is employed by a Section 3 business concern (state employer) _____ ; or
- ☐ Currently fits or when hired fit at least one of the following categories, as documented within the past five years:

¹ MSA 2020 Minneapolis-St. Paul-Bloomington Income Guidelines

² Amounts listed in chart is for one person – find other amounts here -

https://www.huduser.gov/portal/datasets/il/il2025/2025summary.odn?inputname=METRO33460M33460*Minneapolis-St.+Paul-Bloomington%2C+MN-WI+HUD+Metro+FMR+Area&wherefrom=%24wherefrom%24&selection_type=hmfa&year=2025

- ☐ Living within the service area or the neighborhood of the project. "An area within one mile of the Section 3 project or, if fewer than 5,000 people live within one mile of a Section 3 project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census." as defined in 24 CFR § 75.5; or
- ☐ A YouthBuild participant

Section 3 Targeted Section 3 Worker (Public Housing Program) (please check one):

- ☐ I am employed by a Section 3 business concern (state employer) _____; or
- ☐ I am a YouthBuild participant; or
- ☐ I am a resident in public housing, Section 8-assisted housing, and/or a resident of other public housing projects or Section 8-assisted housing managed by the PHA that is providing the assistance (applies only to Public Housing Assistance Projects)

Interests, Training, Skills, and Affiliations

Please check and list interests, skills you have in the following area(s):

- ☐ Construction (type (e.g. Carpentry, Painting, etc.): _____
- ☐ Administrative/Computer: _____
- ☐ Other (i.e. union): _____
 - Union affiliation/Local #: _____
 - Apprenticeship Program: _____
 - YouthBuild Program (i.e. Summit Academy OIC: _____

Certification

I³ certify that the information provided on this application is true and accurate. I understand that providing false or misleading information may result in penalties, including decertification as a Section 3 Worker.

Section 3 Worker Signature⁴: _____ **Date:** _____

Employer on behalf of

Section 3 Worker: _____

Print Name

Signature

Date

Send completed application to:

- **Email:** contractcompliance@minneapolismn.gov or **Fax:** 612-673-2599
- **Mail to or drop off:** Minneapolis Department of Civil Rights, Attn: Section 3 Program, 350 South 5th Street, Suite 239, Minneapolis, Minnesota 55415

Please allow at least two weeks for processing. A certification or denial letter will be sent to you. Call 612-673-2142 with any questions or concerns.

Please read, sign and date the Tennessen Warning on next page

³ This certification statement applies to both the Section 3 applicant and/or Employer certifying this application

⁴ Not required if employer is self-certifying this Section 3 Worker

Section 3 Program

TENNESSEN WARNING NOTICE CITY OF MINNEAPOLIS HUD SECTION 3 PROGRAM

Background

In accordance with the Minnesota Government Data Practices Act, the City of Minneapolis HUD Section 3 Program is required to inform you of your rights as they pertain to the information and data we collect from you. The information that the City of Minneapolis collects is classified by law as either public (anyone can see it, request it), private (the public is not given access, but you are), or confidential (even you cannot see the information).

As an applicant for Section 3 certification, the data we collect and maintain about you is defined as public according to Minnesota Statutes, Section 13.01, subdivision 3 - <https://www.revisor.mn.gov/statutes/?id=13.01>. The data we collect is limited but necessary for the administration and management of the Section 3 certification process.

Some persons or agencies with whom this information may be shared with include (in no particular order):

1. Section 3 Program employees.
2. Employers and union representatives seeking Section 3 employees and/or members.
3. Other agencies (e.g. Minneapolis Public Housing Authority, Summit Academy OIC)
4. Developers and/or Contractors seeking to recruit employees/labor who are certified as Section 3, or who are seeking to do business with companies certified as Section 3.
5. Any person who makes a proper data practices request of the City of Minneapolis.

Purpose and Intended Use

The information we request from you may be used for one or more of the following purposes:

- To determine your eligibility for Section 3 certification;
- To distinguish you from all other applicants and identify you in our files;
- To compile Equal Opportunity and Affirmative Action reports;
- To facilitate training, employment and contracting opportunities for approved Section 3 residents and businesses;
- Reporting and audits.

Requirements to Provide

You are not required to provide this information; however, without the information, the City of Minneapolis will not be able to determine if you qualify for certification⁵ in the Section 3 program.

Acknowledgement

My information will be stored for only 12 months. During those 12 months anytime I sign into my account and click either the "I agree to share Information" or "I do not agree to share information" it will extend the 12 month requirement and re-register my information into this data system from the date of sign in.

I understand if I do not sign into my account during a 12-month time frame, my account will be closed, and my records will be deleted from this database. In order to use this service again, I will need to re-register my information.

I have read and understand the above information regarding my rights as a subject of government data.

Date

Signature

⁵ If employee is certified with another government agency (i.e. City of St. Paul), please provide documentation of certification.