

SECTION 3 RESIDENT CERTIFICATION

County of Lehigh

Dear Lehigh County Resident:

Section 3 of the Housing and Urban Development Act of 1968 was established to foster local economic development. It requires that recipients of certain U.S. Department of Housing and Urban Development (HUD) financial assistance, to the greatest extent feasible, provide job training employment, contracting, and other economic opportunities to low-and very-low income persons and to business concerns which provide economic opportunities to low and very low income persons. Section 3 regulations are implemented in TITLE 24 OF THE Code of Federal Regulations Part 135.

Who is a Section 3 Resident?

1. A resident of public housing who resides in the County of Lehigh; or
2. A resident of the County who is low to very low income according to the HUD annual income limits found below:

2020 Income Limit Guidelines								
Family Size	1	2	3	4	5	6	7	8
Maximum Gross Annual Family Income	\$43,800	\$50,050	\$56,300	\$62,550	\$67,800	\$72,600	\$77,600	\$82,600

HUD Income Limits change annually

Please complete the Section 3 Resident certification form on the next page and return it to Laurie Moyer at 610-782-3565 or email LaurieMoyer@lehighcounty.org. If you have any questions or concerns please contact the office at the above referenced number. Submit the completed form and please mail or email to:

Laurie Moyer, Grants and Housing Manager

Government Center

17 S. Seventh St.

Allentown, PA 18101

SECTION 3 RESIDENT CERTIFICATION FORM

Instructions: To certify as a Section 3 Resident and/or be referred for employment and/or occupational training opportunities, complete the entire application.

CONTACT INFORMATION AND CERTIFICATION ELIGIBILITY				
NAME: _____				
You must identify under which criteria you qualify as a Section 3 Resident: <i>(please check only one)</i> <input type="checkbox"/> A Public Housing Resident <input type="checkbox"/> Low to Very Low Income Resident <input type="checkbox"/> Receive Section 8 Voucher	Residential Address (no P.O. Box) : City _____ State _____ Zip _____ Telephone Number _____ Email: _____ Note: To receive notification of employment and training opportunities must provide an email			
Education (check all that apply)				
<input type="checkbox"/> GED <input type="checkbox"/> High School Diploma <input type="checkbox"/> Associate Degree		<input type="checkbox"/> Trade Training Certificate <input type="checkbox"/> College Credits		
<input type="checkbox"/> Professional License <input type="checkbox"/> Bachelor Degree				
Work Experience				
Identify all work experience for the last 10 years And the Number of years' experience in each category				
Job Category		Number of Years		
Management/Supervisor				
Accounting				
Education				
Printing Trades				
IT Support				
Computer Programming				
Bookkeeping				
Administrative				
Construction Laborer				
Truck/Tractor Trailer Driver				
Warehouse Facilities				
Waiter/Waitress				
Sales Clerk or Cashier				
Real Estate				
Trades (Carpenter Electrician, Plumber, Painter, Metal Worker) Please circle which trade)				
Mechanic or Machine Operator				
SKILLS				
List any skills with specialized equipment, machinery or tools: 				
COMPUTER SKILLS				
Rate your computer skill level for each of the following. Write "B" for beginner, "I" for intermediate, or "A" for Advanced. Write "N/A" if not applicable				
COMPUTER SKILL LEVELS				
Skill Level Microsoft Word _____ Microsoft Access _____	Skill Level Microsoft Publisher _____ Internet Research _____	Skill Level PowerPoint _____ Web Design _____	Skill Level Microsoft Excel _____ Web Programming _____	Skill Level Microsoft Outlook _____ Typing (wpm) _____

Please answer the following questions:

Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, indicate below status <input type="checkbox"/> part-time <input type="checkbox"/> full-time
Are you a Youth Build participant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you 18+ years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a felony in the last 10 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you able to lift 50 lbs. at a time with frequent lifting or carrying of objects up to 25 lbs.?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you bilingual?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes please indicate which language you speak fluently below other than English:
Do you possess a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
How did you learn about the Section 3 certification program		

Do you authorize the County of Lehigh to release this information to businesses that seeking Section 3 Residents for employment and/or training opportunities? Yes No

Please sign below:

I, _____, agree to provide the County of Lehigh documentation verifying my Section 3 eligibility, if requested. Furthermore, I am resident of the County of Lehigh and qualify as a low or very low income person as defined in the aforementioned Annual Section 3 Income Limit Guidelines. I hereby certify and declare under penalty of perjury under the laws of the United States that the statements made in this Section 3 Resident Certification Form and any and all documents attached are true and correct.

Signature _____ Date: _____

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

Gender Male Female

Race: Asian/Pacific Islander American Indian or Alaskan Native Caucasian Native American Other Multi Racial Black African American and White

Ethnicity: Hispanic/Latino Other _____

Attachment E

