



## SECTION 3 – INDIVIDUAL CERTIFICATION FORM

Section 3 of the Housing and Urban Development (HUD) Act of 1968, as amended, requires that Housing Authorities and agencies receiving HUD funding, to the greatest extent feasible, provide economic opportunities to low-income persons. **Information provided on this form shall remain confidential and be used for reporting purposes only. *Print all information***

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

HIRE DATE: \_\_\_\_\_ POSITION TITLE: \_\_\_\_\_

EMPLOYER / COMPANY NAME: \_\_\_\_\_

50PROJECT  
NAME: \_\_\_\_\_

1. I am a resident in a KCHA Property. \_\_\_\_\_ Yes \_\_\_\_\_ No

Property Name: \_\_\_\_\_

2. I am currently in KCHA’s Section 8 Program. \_\_\_\_\_ Yes \_\_\_\_\_ No

3. I am currently a participant in a HUD YouthBuild Program. \_\_\_\_\_ Yes \_\_\_\_\_ No

4. County and Income Details (*check appropriated boxes*):

a. I live in **KITSAP COUNTY** and  
My **TOTAL** income for the past 12 months was: (*check appropriate box*)  
\_\_\_\_ Below or Equal to \$52,750 \_\_\_\_\_ Greater than \$52,750

b. I live in **KING or SNOHOMISH COUNTY** and  
My **TOTAL** income for the past 12 months was: (*check appropriate box*)  
\_\_\_\_ Below or Equal to \$63,350 \_\_\_\_\_ Greater than \$63,350

c. I live in **PIERCE COUNTY** and  
My **TOTAL** income for the past 12 months was: (*check appropriate box*)  
\_\_\_\_ Below or Equal to \$50,900 \_\_\_\_\_ Greater than \$50,900

d. I live in **SKAGIT COUNTY** and  
My **TOTAL** income for the past 12 months was: (*check appropriate box*)  
\_\_\_\_ Below or Equal to \$46,100 \_\_\_\_\_ Greater than \$46,100

e. I live in **THURSTON COUNTY** and  
My **TOTAL** income for the past 12 months was: (*check appropriate box*)  
\_\_\_\_ Below or Equal to \$50,550 \_\_\_\_\_ Greater than \$50,550



\_\_\_\_ f. I live in \_\_\_\_\_ COUNTY and  
My **TOTAL** income for the past 12 months was: \$ \_\_\_\_\_

5. In the past five years, I have been a resident of public housing or Section 8 assisted housing managed by KCHA; a resident of other public housing projects or Section 8 assisted housing, or a \_\_\_\_\_ YouthBuild participant. Yes \_\_\_\_\_ No \_\_\_\_\_

I hereby certify under the **penalty of perjury** that the information above is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If submitting for a new hire, attach completed forms to Labor Hours Benchmark Status Report and submit to project manager. If submitting for Section 3 business qualification, attach to Section 3 Business Certification Form. For questions, please contact KCHA by email at [section3@kcha.org](mailto:section3@kcha.org).

## SECTION 3 – INDIVIDUAL CERTIFICATION FORM FAQ's

**Question:** What is this form?

**Answer:** This form is a Section 3 Certification Form that will be used to determine if an individual is a Section 3 worker as defined by HUD 24 CFR 75 and the KCHA.

**Question:** Who fills out this form?

**Answer:** Any individual who is paid in full or part with HUD funds. (If unsure if position is HUD funded, please contact Contract administrator.)

**Question:** What will this form be used for?

**Answer:** This form will be used for the purpose of determining Section 3 eligibility and for statistical purposes.

**Question:** Who collects this form and where does it go?

**Answer:** Any employer or contractor that has a contract with the KCHA that is HUD funded will collect this data from any employee who was employed within the last five years. Once the data is collected the original copy will come to KCHA.

**Question:** Who is a KCHA Resident?

**Answer:** Someone who lives in a KCHA Housing Development whose name is listed on a current lease.

**Question:** How long should I go back to calculate my income?

**Answer:** Individuals should calculate back 12 months from their date of hire.

**Question:** What if I don't live in King County?

**Answer:** Individuals who do not reside in King County may still be eligible to be certified by KCHA as a Section 3 resident.

If you have more specific questions, please contact KCHA at [section3@kcha.org](mailto:section3@kcha.org).