

December 12, 2011

RE: SECTION 3 Provision of the Housing and Urban Development Act (HUD) of 1968

Dear Contractor:

In July we sent you a letter explaining how the Department of Housing and Urban Development (HUD) has been initiating the need for all recipients who receive Section 3 funding to give priority to low-income persons for employment or training when HUD monies are spent related to issues of employment, housing and training. HUD is now requiring that Section 3 be utilized in an overall plan in assisting low-income persons obtain employment and training opportunities taking a broad, holistic approach to welfare reform.

As a recipient of Section 3 HUD-funded Public and Indian Housing assistance it is the obligation of the St. Cloud HRA to ensure that contractors and subcontractors understand and comply with the goals of Section 3 whenever possible.

The **CHANGE** that was determined by HUD in 2010 is for all businesses to **SELF-CERTIFY** themselves as being a Section 3 contractor. The St. Cloud HRA does not require evidence from any business applying for contracts or purchase agreements with the HRA to provide adequate documentation of eligibility for preference under the Section 3 program. It will be up to the business to provide this proof if needed to HUD.

Enclosed with this letter is a form called: *Business Certification* 2011. Please fill out and sign this form if you are requesting to be considered for Section 3 projects; we need a new form on file annually. Also enclosed is a form for you to check off what your company does so you will be placed on all the appropriate contact lists for future projects.

We look forward to working with you on upcoming projects and daily business. For further information copy and paste into your browser: <http://www.hud.gov/offices/fheo/section3/section3.cfm>.

Best regards,

Sandy Hunter
Administrative Services Manager/Section 3 Coordinator

Enclosure

[Section 3 Income Limits on Back of Certification Form]

ST. CLOUD HRA SECTION 3 – BUSINESS CERTIFICATION: 2012

SECTION 3 BUSINESS CERTIFICATION QUESTIONNAIRE

Name of Business: _____

Address of Business: _____

Type of Business: Corporation Partnership Sole Proprietorship
Joint Venture

Please answer the following questions:

1. Is your business owned (51% or more) by individuals whose household incomes are NO GREATER THAN 80% of Area Median Income (AMI)? See chart below.

YES ____ NO ____

2. Are you receiving assistance through the HRA for housing?

YES ____ NO ____

3. Do 30% (or more) of your full time, permanent employees have household incomes that are NO GREATER THAN 80% of Area Median Income (AMI)? YES ____ NO ____

4. Are 30% (or more) of your full-time, permanent employees currently Section 3 residents or Section 3 eligible residents within 3 years of date of first employment with the business? YES ____ NO ____

5. Will you sub-contract more than 25% of this contract with any business that is either 51% owned by Section 3 residents or 30% or more of its employees are Section 3 residents? YES ____ NO ____

If any of the questions above are marked "yes", the business qualifies as a Section 3 business.

I certify that the above statements are true, complete, and correct to the best of my knowledge and belief.

Signature: _____

Print Name: _____

Date: _____

SECTION 3 INCOME LIMITS

All residents of public housing developments of the St. Cloud Housing and Redevelopment Authority qualify as Section 3 residents. Additionally, individuals residing within the jurisdiction of the St. Cloud Housing and Redevelopment Authority and who meet the income limits set forth below can also qualify for Section 3 status.

Number in Household	Low Income
1 individual	\$38,300
2 individuals	\$43,800
3 individuals	\$49,250
4 individuals	\$54,700
5 individuals	\$59,100
6 individuals	\$63,500
7 individuals	\$67,850
8 individuals	\$72,250

