



The Most Livable
City in America

City of Saint Paul HUD Section 3 Information and Application



Human Rights & Equal Economic Opportunity

Background Information on HUD Section 3: How Do I Qualify?

Section 3 of the Housing and Urban Development (HUD) Act of 1968 is intended to ensure that economic opportunities like jobs and contracting opportunities generated on Section 3 projects benefit low and very-low income persons or businesses residing in the community where the project is located. Section 3 bases its preference on household income and is race and gender neutral. Section 3 covered projects primarily involve residential construction or rehabilitation.

Section 3 seeks to benefit section 3 residents and does this in two ways:

- 1) All section 3 projects have a goal to fill 30% of **new hire** positions with section 3 residents;
- 2) All section 3 projects have a goal to award 10% of construction contracts (and 3% of non-construction contracts) to businesses that regularly provide economic opportunities to Section 3 residents.

Therefore, an individual seeking the benefits of the City of Saint Paul HUD Section 3 program should certify their eligibility as a section 3 resident by completing the section 3 resident application and furnishing some form of income verification where required. If an individual qualifies as a section 3 resident and owns a business; or if a business owner employs section 3 residents; or if a business owner regularly contracts with section 3 businesses, the business owner may be eligible to certify as a Section 3 business.

Section 3 Resident Certification

An individual is eligible for section 3 certification with the City of Saint Paul if they satisfy the following criteria:

- 1) They live in the 13-county metro area, which includes the counties of: Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington, and Wright counties in Minnesota; and Pierce and St. Croix counties in Wisconsin.
- 2) Their cumulative household income does not exceed the income limits established by HUD. Cumulative household income includes the personal income of all individuals living in the individual's home. The limits are scaled for household size:

NUMBER IN HOUSEHOLD	LOW-INCOME THRESHOLD
1	\$47,600
2	\$54,400
3	\$61,200
4	\$68,000
5	\$73,450
6	\$78,900
7	\$84,350
8	\$89,800

Section 3 resident applicants may be asked to furnish evidence of their eligibility to certify as a section 3 resident. Evidence of eligibility includes, but is not limited to, documentation such as: income tax return (1040); W2; evidence that the individual received a means-tested government benefit such as heating assistance, free/reduced lunch for children, WIC, SNAP, MFIP, Medical Assistance, etc.

Because information provided to the City of Saint Paul for purposes of section 3 certification may be public information under a proper data practices request; and because information on section 3 residents is shared with other organizations and entities for purposes of facilitating economic opportunities for section 3 residents, individuals thinking about applying should ensure that they qualify for Section 3 certification before applying. (For more information, see the Tennessen Warning on page 3.)

If an applicant is applying for section 3 certification in connection with a project for purposes of certifying a contractor's compliance with section 3 goals, the applicant should indicate the project on the top of the section 3 resident application form.

Section 3 Business Certification

A business can certify as a section 3 business concern if the business:

- 1) Is 51% or more owned by section 3 residents; OR
- 2) Has a permanent, full-time workforce, at least 30% of whom are currently section 3 residents, or within three years of the date of first employment with the business concern were section 3 residents; OR
- 3) Provides evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in items 1) and 2), above.

For purposes of item 2), "core workforce" means individuals who have been on the active payroll of the contractor for fifty out of the last 100 business days prior to submission of the section 3 application.

Businesses applying for section 3 certification must produce a section 3 resident application and income verification for all section 3 resident applications submitted in connection with the business application. The section 3 residents applying must complete all required portions of this packet and submit to the City of Saint Paul HUD Section 3 Program at the same time as the section 3 business application.



Project Name (if applicable): _____

CITY OF SAINT PAUL SECTION 3 RESIDENT APPLICATION FORM

Application Instructions: Complete parts 1-4. Note: If you are an employee of a business that is applying to be certified as a Section 3 business concern, you are only required to complete parts 1-2 and sign the certification statement. The City reserves the right to request additional information to verify Section 3 resident eligibility.

Part 1. Demographic Information

An individual seeking preference in training and employment as defined in the Section 3 regulation at 24 CFR Part 135, shall certify to the recipient, contractor, or subcontractor, and submit evidence showing they meet the criteria of a Section 3 resident.

PRINT NAME: _____

ADDRESS: _____

CITY: _____ COUNTY: _____ ZIP: _____ STATE: _____

HOME PHONE: _____ CELL PHONE: _____ WORK PHONE: _____

FAX: _____ EMAIL: _____

Part 2. Evidence of Status – You qualify as a Section 3 resident if you live in the Twin Cities Metropolitan area and 1) live in public/Indian housing, or 2) if you receive certain types public assistance, or 3) if your family/household meets the income guidelines listed below.

1. Do you participate in any of the following programs?

Public Assistance

**(MFIP, DWP, WIC, Heating assistance
Free or reduced lunch program, etc.)**

Public/Indian Housing Programs

Specify: _____

Name of Program: _____

2. Eligibility

<i>Below, indicate the number of people living in your household</i>	<i>Below, indicate your total yearly household income (this includes <u>all</u> income for all your household members, including any spouses or domestic partners)</i>
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> More than 8	<input type="checkbox"/> Less than \$47,599 <input type="checkbox"/> Between \$47,600 and \$54,399 <input type="checkbox"/> Between \$54,400 and \$61,199 <input type="checkbox"/> Between \$61,200 and \$67,999 <input type="checkbox"/> Between \$68,000 and \$73,449 <input type="checkbox"/> Between \$73,450 and \$78,899 <input type="checkbox"/> Between \$78,900 and \$84,349 <input type="checkbox"/> Between \$84,350 and \$89,799 <input type="checkbox"/> More than \$89,800

Part 3. Applicable Skills & Affiliations

1. Do you possess any special training or skills?

- | | | |
|--|--------------------------------------|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Demolition | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Drywall | <input type="checkbox"/> Machine Operation |
| <input type="checkbox"/> Bricklaying | <input type="checkbox"/> Electrical | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Engineering | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Carpet Installation | <input type="checkbox"/> Fencing | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Computer/Information | <input type="checkbox"/> Janitorial | <input type="checkbox"/> Word Processing |
| <input type="checkbox"/> Other (please specify): _____ | | |

2. Indicate if you have a union affiliation and specify the union name and number:

_____ Local # _____

3. Do you participate in a local Youthbuild program? Yes No

If yes, indicate the Youthbuild program: _____

Part 4. Notice of Employment & Training Opportunities

Check the boxes below to indicate your preference for receiving notices of Section 3 economic opportunities.

- E-mail Notification**
- Text Message Notification** *(By providing your mobile number below, you give the City permission to send notices by text message. Please note: **standard mobile carrier text messaging rates apply.**)*

Certification

I, _____, (Individual Full Name) certify that my answers in this application form are true and accurate to the best of my knowledge. I also understand that false or misleading information in my application, subsequent submissions, or interview may result in penalties including, but not limited to, decertification from the section 3 program and/or termination from employment.

SIGNATURE: _____ DATE: _____

Please return the Section 3 Business Certification Application and all attachments to:

***Department of Human Rights & Equal Economic Opportunity
c/o Section 3
City Hall 280
15 West Kellogg Boulevard
Saint Paul, MN 55102***

Please call 651-266-8900 with any questions.



CITY OF SAINT PAUL SECTION 3 BUSINESS CONCERN APPLICATION

Application Instructions: Complete Parts 1 - 3 and attach copies of the appropriate documentation.
The City reserves the right to request additional information at any time to process applications or verify Section 3 status.

Part 1. Basic Business Information

BUSINESS NAME: _____

ADDRESS: _____

CITY: _____ COUNTY: _____ ZIP: _____ STATE: _____

PHONE: _____ FAX: _____ EMAIL: _____

CONTACT PERSON: _____

Type of Business Entity (Check that which describes your business):

- Sole Proprietorship
- Partnership
- Corporation
- Joint Venture
- LLC

Provide Copies of the Following Documentation (Check off as you attach documents):

- Business/Prof. Licenses
- Legal Documents for Business
(Ex. Articles of Incorporation)
- List of Owners
(and % ownership)
- List of All Employees
(indicate if FT or PT)

SERVICES PROVIDED:

DESCRIPTION OF SERVICES (Ex. plumbing, carpentry): _____

NAICS Code(s): _____

For NAICS code assistance, please consult the census website: <http://www.census.gov/eos/www/naics>

Part 2: Evidence Of Ability To Perform

Federal I.D. Number: _____ State I.D. Number: _____

Bonding/Insurance Company _____ Bonding/Insurance Limit \$ _____

Part 3. Evidence Of Eligibility

The business/bidder certifies that it is a Section 3 Business Concern based on one or more of the following (please check appropriate line):

- _____ The business is 51% or more owned by Section 3 Residents.
- All owners claiming preference must complete the Section 3 Resident Application, **AND** provide
 - Copy of a Public Housing Lease, **OR**
 - Most Recent IRS Tax Statement (Individual and Corporate or if a Sole Proprietor, Submit 1040 with Schedule C), **OR**
 - W-2s and Current Paystubs For All Household Members, **OR**
 - Other Evidence of Total Family Income (ex. participation in public assistance program, etc)
- _____ At least 30% of full-time, permanent employees of the business are currently Section 3 Residents or were Section 3 Residents within 3 years from beginning their employment with the business.
- Each full-time employee claiming preference must complete the Section 3 Resident Application, **AND** provide:
 - Copy of Public Housing Lease, **OR**
 - Most Recent IRS Tax Return with all schedules attached, **OR**
 - W-2 and Current Paystubs for All Household Members, **OR**
 - Other Evidence of Total Family Income (ex. participation in public assistance program, etc)
- _____ The business commits to subcontracting over 25% of the dollar award of all subcontracts to Section 3 Business Concerns who meet one of the above qualifications. **Failure to meet this goal will result in decertification and may result in the loss of future Section 3 contracting opportunities.**
- An authorized company representative must provide a signed, one-page letter on company letterhead stating:
 - The company's commitment to exceed the 25% subcontracting goal, **AND**
 - A brief plan indicating with which Section 3 firms the company currently has relationships and what strategies will be used to exceed the 25% subcontracting goal.

I certify that my answers and submittals are true and accurate to the best of my knowledge. I understand that providing false or misleading information may result in penalties, including but not limited to, decertification as a Section 3 business concern.

Signature of Authorized Representative: _____

Date: _____

Please return the Section 3 Business Certification Application and all attachments to:

***Department of Human Rights & Equal Economic Opportunity
c/o Section 3
280 City Hall
15 West Kellogg Boulevard
Saint Paul, MN 55102***

Please call 651-266-8900 with any questions.

Tennessen Warning Notice for the City of Saint Paul HUD Section 3 Program

Background

In accordance with the Minnesota Government Data Practices Act, the City of Saint Paul HUD Section 3 Program is required to inform you of your rights as they pertain to the private information we collect from you. The information we collect from you is classified by law as either public (any one can see 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 public according to Minnesota Statutes, section 13.01, subdivision 3. The data we collect is limited to that necessary for the administration and management of the Section 3 certification process. Persons or agencies with whom this information may be shared include:

1. Section 3 Program employees.
2. Employers and union representatives seeking section 3 employees and/or members.
3. 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.
4. Ramsey County Workforce Solutions, which provides notice of training and job opportunities.
5. Any person who makes a proper data practices request of the City of Saint Paul HREEO office.
6. For section 3 businesses, the general public; a list of eligible section 3 businesses will be posted online at the City of Saint Paul's section 3 website.

Purpose and Intended Use

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

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

Requirements to Provide

You are not required to provide this information; however, without the information, section 3 will be unable to determine if you qualify for the section 3 program.

Acknowledgement

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

Date

Signature

Section 3 Application Checklist

- Read and sign Tennessee warning on page 7.
- Review section 3 eligibility requirements on page 2.
- Complete and sign section 3 resident application on page 4.

If Applying for Business Certification:

- Submit documentation verifying income for all associated section 3 residents.
- Complete and sign section 3 business application.
- Furnish supporting documentation listed on the business application on pages 5 to 6.