

# Section 3 Program

## SECTION 3 RESIDENT APPLICATION

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

Address: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Section 3 Eligibility-**

My family size is \_\_\_\_\_ and our household income is \_\_\_\_\_

#### **2020 Income Guidelines**

Family Size	1	2	3	4	5	6	7	8
Income	\$54,950	\$62,800	\$70,650	\$78,500	\$84,800	\$91,100	\$97,350	\$103,650

**Please check the boxes that apply to you and provide at least 2 documents verifying that you meet the following requirements<sup>1</sup>:**

- ☐ Live in the Twin Cities Metropolitan Area<sup>2</sup> (i.e. copy of utility bill),  
 AND one of the following:
- ☐ Live in Public/Indian Housing (copy of lease)
- ☐ Receive Public Assistance (copy of MFIP, WIC, heating assistance, free/reduced lunch, etc.)
- ☐ Meet the income guidelines (include Tax Return, W-2, or paystub of each household member)

### **Training, Skills, and Affiliations**

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

- ☐ Construction:
- ☐ Administrative/Computer:
- ☐ Other: \_\_\_\_\_

Union affiliation/Local #: \_\_\_\_\_

Apprenticeship Program: \_\_\_\_\_

YouthBuild Program: \_\_\_\_\_

Other (i.e. Summit Academy OIC): \_\_\_\_\_

### **Emergency contact**

Name 1 \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name 2 \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

<sup>1</sup> Minimum requirements are living in the Twin Cities Metropolitan Area and meeting the income guidelines. If you are not able to provide documents, please call the office to discuss.

<sup>2</sup> Counties: **Hennepin, Ramsey, Dakota, Anoka, Washington, Scott, Wright, Carver, Sherburne, St. Croix (WI), Chisago, Pierce (WI), Isanti, Le Sueur, Mille Lacs, and Sibley**

## **Certification**

*I certify that the information provided is true and accurate. I understand that providing false or misleading information may result in penalties, including decertification as a Section 3 Resident.*

**Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Send completed application with attachments to one of the following:**

- Email: [contractcompliance@minneapolismn.gov](mailto:contractcompliance@minneapolismn.gov)
- Fax: 612-673-2599
- Mail/drop off to: Minneapolis Department of Civil Rights, Attn: Section 3 Program, 350 South 5<sup>th</sup> 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.

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

# Section 3 Program

---

## TENNESSEN WARNING NOTICE FOR THE 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.
6. For Section 3 businesses, the general public; a list of eligible Section 3 businesses will be posted online at the City of Minneapolis' website.

### 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 certification in the Section 3 program.

### Acknowledgement

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

---

Date

---

Signature