Sample Format for Section 3 Employee Interviews

Date:

Dear Employee:

Please provide the information requested on this form that we can verify to the Iowa Finance Authority that your employment here is achieving the goals of Section 3 of the Housing and Urban Development Act of 1968. This information will be placed in your confidential personnel file and will be available only to a limited number of authorized persons. For assistance or further information, please see _____. Thank you.
(Company Official)

Sincerely,

_____
(Company Official)

NOTE: Median Income Limits Table is on the reverse side of this form.
(use limits from IFA website)

Step 1: On the Median Income Limits Table, find the county in which you live and the size of your family (count yourself and all family members living at home). Use this information to arrive at the corresponding income level.

Step 2: Answer this question:

Is your family's total income above or below the amount listed for your county and family size? (Check one)

_____ABOVE _____BELOW