**Section 3 Hiring Form Employee/Employer Certification – Region 1 (Western New York)**

Construction projects that are awarded certain federal funding must give, to the greatest extent feasible, hiring and training prioritization to low-income individuals. Applicants, Employees and Employers should complete this sheet to determine if Applicant/Employee is a Section 3 Worker or Targeted Section 3 Worker. ***Responses are voluntary for applicants/ employees. Nothing on this form shall be used to determine employee pay or promotions.***

|  |  |
| --- | --- |
| **Applicant/Employee Name:** | **Home Address:** |
|  |  |

**SECTION 1: APPLICANT/EMPLOYEE CERTIFICATION (Employee Completes this Section)**

**A. I am a Section 3 Worker if one of these applies (check all that apply):**

1. ¨**YES** I am a YouthBuild participant
2. ¨**YES** My individual income or the income for my household is listed below.

***NOTE*:** Residents/recipients of the following benefits are likely to meet the low-income criteria:

Medicaid – Public Assistance/TANF - SNAP/Food Stamps - Section 8-assisted housing - Public Housing

**Individual Income (II) or household income (HH) for the last year in Finger Lakes counties are listed below.**

***For example, if there are 5 people in your household, go to HH of 5 for your county and check if your HH income falls in that range.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Allegany | Cattaraugus | Chautauqua | Erie | Niagara |
| II: $0 - $42,950HH 2:$0 - $49,100HH 3:$0 - $55,250HH 4:$0 - $61,350HH 5:$0 - $66,300HH 6:$0 - $71,200HH 7:$0 - $76,100HH 8:$0 - $81,000 | II: $0 - $42,950HH 2:$0 - $49,100HH 3:$0 - $55,250HH 4:$0 - $61,350HH 5:$0 - $66,300HH 6:$0 - $71,200HH 7:$0 - $76,100HH 8:$0 - $81,000 | II:$0 - $43,050HH 2: $0 - $49,200HH 3:$0 - $55,350HH 4: $0 - $61,500HH 5: $0 - $66,450HH 6: $0 - $71,350HH 7: $0 - $76,300HH 8: $0 - $81,200 | II: $0 - $49,150HH 2: $0 - $56,150HH 3: $0 - $63,150HH 4: $0 - $70,150HH 5: $0 - $75,800HH 6: $0 - $81,400HH 7: $0 - $87,000HH 8: $0 - $92,600 | II: $0 - $49,150HH 2: $0 - $56,150HH 3: $0 - $63,150HH 4: $0 - $70,150HH 5: $0 - $75,800HH 6: $0 - $81,400HH 7: $0 - $87,000HH 8: $0 - $92,600 |
| Orleans | Genesee | Wyoming |  |  |
| II: $0 - $50,250HH 2:$0 - $57,400HH 3:$0 - $64,600HH 4:$0 - $71,750HH 5:$0 - $77,500HH 6:$0 - $83,250HH 7:$0 - $89,000HH 8:$0 - $94,750 | II: $0 - $48,400HH 2:$0 - $55,300HH 3:$0 - $62,200HH 4:$0 - $69,100HH 5:$0 - $74,650HH 6:$0 - $80,200HH 7:$0 - $85,700HH 8:$0 - $91,250 | II: $0 - $44,200HH 2:$0 - $50,500HH 3:$0 - $56,800HH 4:$0 - $63,100HH 5:$0 - $68,150HH 6:$0 - $73,200HH 7:$0 - $78,250HH 8:$0 - $83,300 |  |  |

**I (applicant/employee) certify that the above statements are true, complete, and correct to the best of my knowledge and belief.**

**Applicant/Employee Signature**: X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 2: EMPLOYER CERTIFICATION & DETERMINATION OF SECTION 3 WORKER STATUS:**

**A. Employee is a Section 3 Worker if *ONE* of these apply: (check all that apply):**

1. ¨**YES** Applicant/Employee checked one of the items above and signed the self-certification above.
2. ¨**YES** Applicant/Employee’s individual income from the position they (will) occupy with the Employer signing this form, when annualized on a full-time basis, is considered “low-income” according to the table above.
3. ¨**YES** Employer has obtained certification from a Public Housing Agency or a Section 8 program that the employee is a resident/participant.
4. ¨**YES** The individual is employed by a Section 3 Business AND that business has completed a Section 3 Business Certification. Employer *must* obtain proof of Section 3 Business Certification available here: [https://hudapps.hud.gov/OpportunityPortal](https://hudapps.hud.gov/OpportunityPortal/)

***\*Section 3 Business: At least 51% owned/controlled by low-income persons. Over 75% of labor hours worked by Section 3 workers within prior 3-month period. At least 51% owned/controlled by current public housing or Section 8-assisted housing residents.***

**B. Employee is a Targeted Section 3 Worker if *ONE* of these apply: (check all that apply):**

1. ¨**YES** Applicant/employee self-certified that they are a YouthBuild Participant (See Section 1, Question #1).
2. ¨**YES** Applicant/employee is employed by a Section 3 Business(Check here if Section 2:A:4, above, is checked).
3. ¨**YES** Applicant/employee lives in the neighborhood or service area of the Project AND they are a Section 3 Worker (one of the boxes in Section 2:A, above, is checked). A service area is defined as within 1 mile of the work site or, if fewer than 5,000 people live within one mile of a work site, an expanded circle centered on the work site that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.

**BASED ON THE ABOVE, EMPLOYE IS A (check one, if applicable):**   **Section 3 Worker**  **Targeted Section 3 Worker**

*The applicant/employee can be reported as a Section 3/Targeted Section 3 Worker for 5 years from the date of signature below*

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

**Employer Signature** X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_