



Section 3 Hiring Form- Employee/Employer Certification – Region 2 (Finger Lakes)

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.

Table with 2 columns: 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.

Table with 5 columns representing counties: Chemung, Livingston, Monroe, Wayne, Yates, Ontario, Schuyler, Seneca, Steuben, Tompkins. Each column lists income ranges for II and HH 2-8.

Note: Income amount must include all sources of income earned by all living in the household who are 18+ years old. These income ranges are based on 2022 low-income limits. Income thresholds are subject to change. Visit the HUD income limits documentation system for further details: https://www.huduser.gov/portal/datasets/il.html

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 Applicant/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

\*Section 3 Business: Is 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).  
 **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 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.

*If the worker's individual income or household annual income for the previous or annualized calendar year fell below the income limit as established by HUD, they are considered "low-income" and are a Section 3 Worker who is eligible for hiring priorities in a Section 3 Project.*

**BASED ON THE ABOVE, EMPLOYEE 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** \_\_\_\_\_