



### **Section 3 Hiring Form – Employee/Employer Certification – Region 6 (Capital Region)**

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):**

- YES I am a YouthBuild participant
- YES My individual income or the income for my household is listed below (see chart on page 2).

**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

**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):**

- YES Applicant/Employee checked one of the items above and signed the self-certification above.
- 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.
- YES Employer has obtained certification from a Public Housing Agency or a Section 8 program that the employee is a resident/participant.
- 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: 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):**

- YES Applicant/employee self-certified that they are a YouthBuild Participant (See Section 1, Question #1).
- 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.

**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 \_\_\_\_\_


**INCOME RANGES TO DETERMINE SECTION 3 WORKER/LOW-INCOME**

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.

**Individual Income (II) or household income (HH) for the last year in the Capital Region 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.*

Albany	Columbia	Greene	Rensselaer
II: \$0 - \$59,400	II: \$0 - \$44,600	II: \$0 - \$44,250	II: \$0 - \$59,400
HH 2: \$0 - \$67,850	HH 2: \$0 - \$51,600	HH 2: \$0 - \$50,600	HH 2: \$0 - \$67,850
HH 3: \$0 - \$76,350	HH 3: \$0 - \$57,350	HH 3: \$0 - \$56,900	HH 3: \$0 - \$76,350
HH 4: \$0 - \$84,800	HH 4: \$0 - \$63,700	HH 4: \$0 - \$63,200	HH 4: \$0 - \$84,800
HH 5: \$0 - \$91,600	HH 5: \$0 - \$68,800	HH 5: \$0 - \$68,300	HH 5: \$0 - \$91,600
HH 6: \$0 - \$98,400	HH 6: \$0 - \$73,900	HH 6: \$0 - \$73,350	HH 6: \$0 - \$98,400
HH 7: \$0 - \$105,200	HH 7: \$0 - \$79,000	HH 7: \$0 - \$78,400	HH 7: \$0 - \$105,200
HH 8: \$0 - \$111,950	HH 8: \$0 - \$84,100	HH 8: \$0 - \$83,450	HH 8: \$0 - \$111,950
Saratoga	Schenectady	Warren	Washington
II: \$0 - \$59,400	II: \$0 - \$59,400	II: \$0 - \$48,350	II: \$0 - \$48,350
HH 2: \$0 - \$67,850	HH 2: \$0 - \$67,850	HH 2: \$0 - \$55,250	HH 2: \$0 - \$55,250
HH 3: \$0 - \$76,350	HH 3: \$0 - \$76,350	HH 3: \$0 - \$62,150	HH 3: \$0 - \$62,150
HH 4: \$0 - \$84,800	HH 4: \$0 - \$84,800	HH 4: \$0 - \$69,050	HH 4: \$0 - \$69,050
HH 5: \$0 - \$91,600	HH 5: \$0 - \$91,600	HH 5: \$0 - \$74,600	HH 5: \$0 - \$74,600
HH 6: \$0 - \$98,400	HH 6: \$0 - \$98,400	HH 6: \$0 - \$80,100	HH 6: \$0 - \$80,100
HH 7: \$0 - \$105,200	HH 7: \$0 - \$105,200	HH 7: \$0 - \$85,650	HH 7: \$0 - \$85,650
HH 8: \$0 - \$111,950	HH 8: \$0 - \$111,950	HH 8: \$0 - \$91,150	HH 8: \$0 - \$91,150

*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>