



# Homes and Community Renewal

## Section 3 Hiring Form Employee/Employer Certification – Region 7 (North Country)

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: 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 \_\_\_\_\_



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## 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 North Country 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.*

Clinton	Essex	Franklin	Hamilton
II: \$0 - \$45,000	II: \$0 - \$42,950	II: \$0 - \$42,950	II: \$0 - \$44,350
HH 2: \$0 - \$51,400	HH 2: \$0 - \$49,100	HH 2: \$0 - \$49,100	HH 2: \$0 - \$50,700
HH 3: \$0 - \$57,850	HH 3: \$0 - \$55,250	HH 3: \$0 - \$55,250	HH 3: \$0 - \$57,050
HH 4: \$0 - \$64,250	HH 4: \$0 - \$61,350	HH 4: \$0 - \$61,350	HH 4: \$0 - \$63,350
HH 5: \$0 - \$69,400	HH 5: \$0 - \$66,300	HH 5: \$0 - \$66,300	HH 5: \$0 - \$68,450
HH 6: \$0 - \$74,550	HH 6: \$0 - \$71,200	HH 6: \$0 - \$71,200	HH 6: \$0 - \$73,500
HH 7: \$0 - \$79,700	HH 7: \$0 - \$76,100	HH 7: \$0 - \$76,100	HH 7: \$0 - \$78,600
HH 8: \$0 - \$84,850	HH 8: \$0 - \$81,000	HH 8: \$0 - \$81,000	HH 8: \$0 - \$83,650
Jefferson	Lewis	St. Lawrence	
II: \$0 - \$42,950	II: \$0 - \$42,950	II: \$0 - \$42,950	
HH 2: \$0 - \$49,100	HH 2: \$0 - \$49,100	HH 2: \$0 - \$49,100	
HH 3: \$0 - \$55,250	HH 3: \$0 - \$55,250	HH 3: \$0 - \$55,250	
HH 4: \$0 - \$61,350	HH 4: \$0 - \$61,350	HH 4: \$0 - \$61,350	
HH 5: \$0 - \$66,300	HH 5: \$0 - \$66,300	HH 5: \$0 - \$66,300	
HH 6: \$0 - \$71,200	HH 6: \$0 - \$71,200	HH 6: \$0 - \$71,200	
HH 7: \$0 - \$76,100	HH 7: \$0 - \$76,100	HH 7: \$0 - \$76,100	
HH 8: \$0 - \$81,000	HH 8: \$0 - \$81,000	HH 8: \$0 - \$81,000	

*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>