



## Section 3 Worker & Targeted Section 3 Worker Self-Certification

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Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

The purpose of HUD's Section 3 Program is to provide employment, training, and contracting opportunities to low-income individuals, particularly who are recipients of government assistance for housing or other public assistance programs. **Your response is voluntary, confidential, and has no effect on your employment.**

### Eligibility for Section 3 Worker or Target Section 3 Worker Status

A Section 3 worker seeking certification shall self-certify and submit this form to the recipient contractor or subcontractor to verify that the person is a Section 3 Worker or Target Section 3 Worker as defined on page 3 of this document (HUD 24 CFR 75).

**INSTRUCTIONS:** Enter/select the appropriate information to confirm your Section 3 Worker or Target Section 3 Worker status.

Employee Name: \_\_\_\_\_

Company: \_\_\_\_\_

1. Are you a resident of public housing or a Housing Choice Voucher Holder (Section 8)?      YES      NO
2. In the past five (5) years, were you in YouthBuild?      YES      NO
3. Please write your individual gross annual income: \_\_\_\_\_



## EMPLOYEE AFFIRMATION

I affirm that the statements on page 1 of this document are true, complete, and correct to the best of my knowledge and belief. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Employee Address: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date Hired: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



-- END OF EMPLOYEE SECTION --

### FOR EMPLOYER USE ONLY

Is the employee a Section 3 Worker based upon their self-certification?      YES     NO

Is the employee a Targeted Section 3 Worker based upon their self-certification?     YES     NO

Was this an applicant who was hired as a result of the Section 3 Project?      YES     NO

If YES, what is the name of the company? \_\_\_\_\_

What was the date of hire? \_\_\_\_\_

**EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3  
COMPLIANCE FILE FOR FIVE (5) YEARS.**

## ELIGIBILITY GUIDELINES

### INSTRUCTIONS:

1. Please refer to **page 4** to find which HUD Fair Market Rent (FMR) Area or HMFA (HUD Metro Fair Market Rent Area) the employee resides.  
Write or select the selection in the "**FY 2021 HUD Fair Market Rent Area/HMFA**" space.
2. Please refer to **page 5** to determine what the income limit categories are.  
Write or select the selections in the "**FY 2021 Income Limit**" spaces for both 50% and 80%.
3. Please note, if this form is being filled out digitally the HUD FMR and HMFA areas have a code number to help find the coinciding income limit (i.e. **10. Cheshire Co., NH FMR Area, 80%: 10. \$47,040, 50%: 10. \$29,400**)

### INDIVIDUAL GROSS ANNUAL INCOME LIMITS BASED ON EMPLOYEE RESIDENCE

<b>FY 2021 HUD Fair Market Rent Area/HMFA</b>	<b>Income Limit Category</b>	<b>FY 2021 Income Limit</b>
	80%	
	50%	

### Section 3 Worker Definition:

- Currently meets or when hired met at least one of the following categories as documented within the past five (5) years:
  - A low-income (80% AMI) or very low-income (50% AMI) resident.  
Income for the previous or annualized calendar year is at or below the Area Median Income (AMI) Limit established and revised by HUD on 4/1/21
  - Employed by a Section 3 Business Concern OR
  - A YouthBuild participant

### Targeted Section 3 Worker Definition (for Housing & Community Development):

- Employed by a Section 3 Business Concern OR
- Currently meets or when hired met at least one of the following categories as documented within the past five (5) years:
  - Living within one (1) mile of the project OR
  - A YouthBuild participant

<b>Boston-Cambridge, MA-NH HMFA.....</b>	Seabrook, South Hampton
<b>Hillsborough County, NH (part) HMFA...</b>	Antrim, Bennington, Deering, Francestown, Greenfield, Hancock, Hillsborough, Lyndeborough, New Boston, Peterborough, Sharon, Temple, Windsor
<b>Lawrence, MA-NH HMFA .....</b>	Atkinson, Chester, Danville, Derry, Fremont, Hampstead, Kingston, Newton, Plaistow, Raymond, Salem, Sandown, Windham
<b>Manchester, NH HMFA .....</b>	Bedford, Goffstown, Manchester, Weare
<b>Nashua, NH HMFA .....</b>	Amherst, Brookline, Greenville, Hollis, Hudson, Litchfield, Mason, Merrimack, Milford, Mont Vernon, Nashua, New Ipswich, Pelham, Wilton
<b>Portsmouth-Rochester, NH HMFA .....</b>	Brentwood, East Kingston, Epping, Exeter, Greenland, Hampton, Hampton Falls, Kensington, New Castle, Newfields, Newington, Newmarket, North Hampton, Portsmouth, Rye, Stratham, <i>(Strafford County)</i> { Barrington, Dover, Durham, Farmington, Lee, Madbury, Middleton, Milton, New Durham, Rochester, Rollinsford, Somersworth, Strafford
<b>Western Rockingham Co., NH HMFA ...</b>	Auburn, Candia, Deerfield, Londonderry, Northwood, Nottingham
<b>Belknap County .....</b>	Alton, Barnstead, Belmont, Center Harbor, Gilford, Gilmanton, Laconia, Meredith, New Hampton, Sanbornton, Tilton
<b>Carroll County .....</b>	Albany, Bartlett, Brookfield, Chatham, Conway, Eaton, Effingham, Freedom, Hale's Location, Hart's Location, Jackson, Madison, Moultonborough, Ossipee, Sandwich, Tamworth, Tuftonboro, Wakefield, Wolfeboro
<b>Cheshire County .....</b>	Alstead, Chesterfield, Dublin, Fitzwilliam, Gilsum, Harrisville, Hinsdale, Jaffrey, Keene, Marlborough, Marlow, Nelson, Richmond, Rindge, Roxbury, Stoddard, Sullivan, Surry, Swanzey, Troy, Walpole, Westmoreland, Winchester
<b>Coos County .....</b>	Atkinson and Gilmanton Grant, Bean's Grant, Bean's Purchase, Berlin, Cambridge, Carroll, Chandler's Purchase, Clarksville, Colebrook, Columbia, Crawford's Purchase, Cutt's Grant, Dalton, Dix's Grant, Dixville, Dummer, Errol, Erving's Location, Gorham, Greens Grant, Hadley's Purchase, Jefferson, Kilkenny Township, Lancaster, Low and Burbank's Grant, Martin's Location, Milan, Millsfield, Northumberland, Odell Township, Pinkham's Grant, Pittsburg, Randolph, Sargent's Purchase, Second College Grant, Shelburne, Stark, Stewartstown, Stratford, Success Township, Thompson and Meserves Purchase, Wentworth's Location, Whitefield
<b>Grafton County .....</b>	Alexandria, Ashland, Bath, Benton, Bethlehem, Bridgewater, Bristol, Campton, Canaan, Dorchester, Easton, Ellsworth, Enfield, Franconia, Grafton, Groton, Hanover, Haverhill, Hebron, Holderness, Landaff, Lebanon, Lincoln, Lisbon, Littleton, Livermore, Lyman, Lyme, Monroe, Orange, Orford, Piermont, Plymouth, Rumney, Sugar Hill, Thornton, Warren, Waterville, Wentworth, Woodstock
<b>Merrimack County .....</b>	Allenstown, Andover, Boscawen, Bow, Bradford, Canterbury, Chichester, Concord, Danbury, Dunbarton, Epsom, Franklin, Henniker, Hill, Hooksett, Hopkinton, Loudon, New London, Newbury, Northfield, Pembroke, Pittsfield, Salisbury, Sutton, Warner, Webster, Wilmot
<b>Sullivan County .....</b>	Acworth, Charlestown, Claremont, Cornish, Croydon, Goshen, Grantham, Langdon, Lempster, Newport, Plainfield, Springfield, Sunapee, Unity, Washington

## INCOME GUIDELINES

### Section 3

HUD HMFA/Co. Area	AMI	Individual Gross Annual Income
Boston-Cambridge-Quincy, MA-NH HMFA	80%	\$67,648
	50%	\$42,280
Lawrence, MA-NH HMFA	80%	\$59,024
	50%	\$36,890
Western Rockingham Co., NH HMFA	80%	\$64,400
	50%	\$40,250
Portsmouth-Rochester, NH HMFA	80%	\$59,696
	50%	\$37,310
Manchester, NH HMFA	80%	\$50,008
	50%	\$31,255
Nashua, NH HMFA	80%	\$61,376
	50%	\$38,360
Hillsborough Co., NH (part) HMFA	80%	\$54,880
	50%	\$34,300
Belknap Co., NH FMR Area	80%	\$48,440
	50%	\$30,275
Carroll Co., NH FMR Area	80%	\$42,000
	50%	\$26,250
Cheshire Co., NH FMR Area	80%	\$47,040
	50%	\$29,400
Coos Co., NH FMR Area	80%	\$35,672
	50%	\$22,295
Grafton Co., NH FMR Area	80%	\$48,944
	50%	\$30,590
Merrimack Co., NH FMR Area	80%	\$54,152
	50%	\$33,845
Sullivan Co., NH FMR Area	80%	\$43,400
	50%	\$27,125

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#### Key & Definitions:

**HUD:** Department of Housing and Urban Development

**FMR:** Fair Market Rent

**HMFA:** HUD Metro FMR Area

**AMI:** Area Median Income Limit