



## 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 you 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 years (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  
(See pg. 3 for definition and instructions to determine eligibility)

Is the employee a Targeted Section 3 Worker based upon their self-certification?  YES  NO  
(See pg. 3 for definition and instructions to determine eligibility)

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? \_\_\_\_\_

If **YES**, 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 Area the employee resides. Write or select in the "**FY 2022 HUD Fair Market Rent Area/HMFA**" space.
2. Please refer to **page 5** to determine what the income limit categories are for the employee's area. Write or select in the "**FY 2022 Income Limit**" spaces for both 50% and 80%.
3. Please note: If you are filling this form out on a computer, 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. \$52,950, 50%: 10. \$33,100)
4. If the employee individual gross annual income based on where they reside is below the limits, the employee is a Section 3 Worker.

**INDIVIDUAL GROSS ANNUAL INCOME LIMITS**

<b>FY 2022 Fair Mark Rent Area/Hud Metro FMR Area</b>	<b>Income Limit Category</b>	<b>FY 2022 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 4/18/2022 **OR**
  - 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

**HUD AREAS IN NEW HAMPSHIRE**

<b>AREA</b>	<b>TOWN/CITY</b>
<b>Boston-Cambridge, MA-NH HMFA</b>	Seabrook, South Hampton
<b>Hillsborough County, NH (part) HMFA</b>	Antrim, Bennington, Deering, Frankestown, 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>  <i>(Strafford County)</i> }	Brentwood, East Kingston, Epping, Exeter, Greenland, Hampton, Hampton Falls, Kensington, New Castle, Newfields, Newington, Newmarket, North Hampton, Portsmouth, Rye, Stratham, 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,
<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, Kilkenney 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

HUD HMFA/Co. Area	AMI	Individual Gross Annual Income
Boston-Cambridge-Quincy, MA-NH HMFA	80%	\$78,300
	50%	\$49,100
Lawrence, MA-NH HMFA	80%	\$62,600
	50%	\$40,300
Western Rockingham Co., NH HMFA	80%	\$62,600
	50%	\$44,250
Portsmouth-Rochester, NH HMFA	80%	\$62,600
	50%	\$40,750
Manchester, NH HMFA	80%	\$55,950
	50%	\$35,000
Nashua, NH HMFA	80%	\$62,600
	50%	\$42,850
Hillsborough Co., NH (part) HMFA	80%	\$61,350
	50%	\$38,350
Belknap Co., NH FMR Area	80%	\$53,300
	50%	\$33,300
Carroll Co., NH FMR Area	80%	\$52,950
	50%	\$33,100
Cheshire Co., NH FMR Area	80%	\$52,950
	50%	\$33,100
Coos Co., NH FMR Area	80%	\$52,950
	50%	\$33,100
Grafton Co., NH FMR Area	80%	\$52,950
	50%	\$33,100
Merrimack Co., NH FMR Area	80%	\$58,650
	50%	\$36,650
Sullivan Co., NH FMR Area	80%	\$52,950
	50%	\$33,100

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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