



Section 3 Worker & Targeted Section 3 Worker Self-Certification

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?
(See pg. 3 for definition and instructions to determine eligibility) ☐ YES ☐ NO

Is the employee a Targeted Section 3 Worker based upon their self-certification?
(See pg. 3 for definition and instructions to determine eligibility) ☐ 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? _____

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 2025 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 2025 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. \$61,900, 50%: 10. \$38,700)
4. If the employee individual gross annual income based on where they reside is below the limits, the employee is a Section 3 Worker.
5. If the employee lives outside of NH, please see the HUD Income Limits Tool Instructions.

INDIVIDUAL GROSS ANNUAL INCOME LIMITS

FY 2025 Fair Mark Rent Area/Hud Metro FMR Area	Income Limit Category	FY 2025 Income Limit
	50%	
	80%	

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 4/1/2025 **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

AREA	TOWN/CITY
Boston-Cambridge, MA-NH HMFA	Seabrook, South Hampton
Hillsborough County, NH (part) HMFA	Antrim, Bennington, Deering, Francestown, Greenfield, Hancock, Hillsborough, Lyndeborough, New Boston, Peterborough, Sharon, Temple, Windsor
Lawrence, MA-NH HMFA	Atkinson, Chester, Danville, Derry, Fremont, Hampstead, Kingston, Newton, Plaistow, Raymond, Salem, Sandown, Windham
Manchester, NH HMFA	Bedford, Goffstown, Manchester, Weare
Nashua, NH HMFA	Amherst, Brookline, Greenville, Hollis, Hudson, Litchfield, Mason, Merrimack, Milford, Mont Vernon, Nashua, New Ipswich, Pelham, Wilton
Portsmouth-Rochester, NH HMFA (Strafford County) {	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
Western Rockingham Co., NH HMFA	Auburn, Candia, Deerfield, Londonderry, Northwood, Nottingham
Belknap County	Alton, Barnstead, Belmont, Center Harbor, Gilford, Gilmanton, Laconia, Meredith, New Hampton,
Carroll County	Albany, Bartlett, Brookfield, Chatham, Conway, Eaton, Effingham, Freedom, Hale's Location, Hart's Location, Jackson, Madison, Moultonborough, Ossipee, Sandwich, Tamworth, Tuftonboro, Wakefield, Wolfeboro
Cheshire County	Alstead, Chesterfield, Dublin, Fitzwilliam, Gilsum, Harrisville, Hinsdale, Jaffrey, Keene, Marlborough, Marlow, Nelson, Richmond, Rindge, Roxbury, Stoddard, Sullivan, Surry, Swanzey, Troy, Walpole, Westmoreland, Winchester
Coos County	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
Grafton County	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
Merrimack County	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
Sullivan County	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%	92,650
	50%	57,900
Lawrence, MA-NH HMFA	80%	72,950
	50%	49,500
Western Rockingham Co., NH HMFA	80%	72,950
	50%	53,200
Portsmouth-Rochester, NH HMFA	80%	72,950
	50%	49,200
Manchester, NH HMFA	80%	68,800
	50%	43,000
Nashua, NH HMFA	80%	72,950
	50%	51,350
Hillsborough Co., NH (part) HMFA	80%	67,950
	50%	42,500
Belknap Co., NH FMR Area	80%	65,700
	50%	41,050
Carroll Co., NH FMR Area	80%	61,900
	50%	38,700
Cheshire Co., NH FMR Area	80%	61,900
	50%	38,700
Coos Co., NH FMR Area	80%	61,900
	50%	38,700
Grafton Co., NH FMR Area	80%	61,900
	50%	38,700
Merrimack Co., NH FMR Area	80%	69,400
	50%	43,400
Sullivan Co., NH FMR Area	80%	61,900
	50%	38,700

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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