

Section 3 Worker Certification

*To be completed by the employer/contractor/subcontractor for any Section 3 or Targeted Section 3 workers, and retained in the project files. (**Do not return to NCHFA**)*

Hours worked by **all employees** working on Section 3 covered projects must be reported in aggregate on the [Section 3 Summary Report](#) and [Section 3 Year-End Monitoring Report](#) along with hours worked by Section 3 workers and targeted Section 3 workers. For all employees reported as being Section 3 workers or Targeted Section 3 worker, documentation of their status must be retained in the project files. **Section 3 workers and Targeted Section 3 workers must currently meet the eligibility criteria listed below or have met those standards at date of hire within the last five (5) years.** All contracts with Section 3 business concerns should also be retained in the project files. It is the responsibility of the project owner to ensure adequate documentation of all Section 3 and Targeted Section 3 certified employees are maintained on file.

“Low income” individual means they earn below 80% of the median income for a household of their size in their area. “Very low-income” individual means they earn below 50% of the median income for a household of their size in their area. To identify the income limit for your area, use the county income limit table located at [Department of Housing and Urban Development's website](#).

Part I: Completed by Employer

Complete this form for every employee that is a Section 3 worker or Targeted Section 3 Worker. **This form must be retained in files for 5 years from the hire (if hired on or after 11/30/2020).**

Employee Name: _____

Employee Address: _____

Date of Hire: _____

Project Name: _____

Current Individual Income (At time of hire): _____

Employer Company Name: _____

Employer Signature: _____

Employer Name: _____

Employer Signature Date: _____

Part II: Completed by Owner:

Section 3 Worker:

Current Individual Income (At time of hire): _____

Is the worker low-income (below 80% of the county’s median income?) Y () N ()

Locate the county where the employee resides and identify the “Low Income” for the household size. Obtain this figure from the chart located on the [Department of Housing and Urban Development’s website](#).

Is the employee a Section 3 worker because they are a low-income or very low-income individual? Y () N ()

Is the employee a targeted Section 3 worker because they are employed by a Section 3 business concern as defined in the [NCHFA’s Section 3 Guidance](#)? Y () N ()

Targeted Section 3 Worker:

Worker’s Address: _____

Project Site Address: _____

Does the worker live within the service area of the project? Y () N ()

The service area of the project is the area within one mile of the Section 3 project. If fewer than 5,000 people live within one mile of the Section 3 project a circle will be created, centered on the project, and made large enough to encompass the population of 5,000 people according to the most recent [U.S. census data](#).

Is the employee a targeted Section 3 worker because they are a low-income or very low-income individual who lives within the neighborhood or service area of the project as detailed in the [NCHFA’s Section 3 Guidance](#)? Y () N ()

Is the employee a Targeted Section 3 worker because they are a YouthBuild participant as outlined in [NCHFA’s Section 3 Guidance](#)? Y () N ()

Owner Certification:

Owner Representative Signature: _____

Owner Representative Name & Title: _____

Owner Representative Signature Date: _____