



Section 3 & Targeted Section 3 Worker SELF-CERTIFICATION FORM

The U.S. Department of Housing & Urban Development's (HUD's) Section 3 program was designed to provide employment, training, and contracting opportunities to low-income individuals, particularly those who are recipients of government assistance for housing or other public assistance programs ([24 CFR Part 75](#)).

The worker / employee shall complete and sign this form and deliver it to the contractor or subcontractor who receives HUD funding through the City of Billings' Community Development Division.

Please provide the following information about your employer:

Business / Contractor Name: _____

Street Address _____ City _____ State _____ Zip _____

Phone #: (____) _____ Email: _____

Please provide the following information about yourself: (worker / employee)

Full Name: _____

Street Address (not a PO Box) _____ Apt# _____ City _____ State _____ Zip _____

Phone #: (____) _____ Email: _____

Do you live within the Billings city limits?

☐ Yes ☐ No

Do you live in public housing or are you a Housing Choice Voucher Holder? (i.e., Section 8)

☐ Yes ☐ No

Please indicate which of the following are true: (select all that apply)

- ☐ Your annual income from employment is below the AMI income limit shown at right based on a calculation of the wage rate on a full-time basis (i.e., wage x 2080). Select if your annual income is at or below the AMI limit. You may also select if hired within the past 5 years and your income was at or below the 80% AMI limit when hired.

80% Area Median Income Limit for Billings
\$47,400
<i>Effective 6/15/2022</i>

- ☐ You are employed by a Section 3 Business Concern, which means the business meets at least one of the following:
1. ≥51 percent of the business is owned and controlled by low-income persons;
 2. Over 75 percent of the labor hours performed for the business over the prior three-month period were performed by Section 3 workers; or
 3. ≥51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.
- ☐ Your residence is within the service area or neighborhood of the HUD-funded project.

The undersigned worker certifies under penalty of perjury that the information provided above is true and correct and the worker meets the definition of a Section 3 worker and/or a Targeted Section 3 Worker (as defined on the reverse page).

Worker Signature _____

Date _____

FOR ADMINISTRATIVE USE ONLY:

Is the worker / employee a **Section 3 Worker** based on their self-certification? ☐ Yes ☐ No

Is the worker / employee a **Targeted Section 3 Worker** based on their self-certification? ☐ Yes ☐ No

Was this worker / employee hired as a result of the **Section 3 Project**? ☐ Yes ☐ No

If yes, what is the name of the project? _____

Worker / employee hire date: _____

Employers must retain this form in their Section 3 compliance records for 5 years.

Definitions

Section 3 Worker: Any worker who currently fits, or when hired within the past five years fit, at least one of the following categories, as documented:

- The worker's income for the previous or annualized calendar year is below the income limit established by HUD (80% of the Area Median Income), or
- The worker is employed by a Section 3 business concern.

Targeted Section 3 Worker: Is a Section 3 worker who:

- Is employed by a Section 3 Business Concern, or
- Currently fits, or when hired fit, as documented within the past five years, living within the service area or the neighborhood of the project.

Section 3 Business Concern: Meets at least one of the following criteria, documented within the last six-month period:

- At least 51% owned and controlled by low- or very low-income person(s); or
- Over 75 percent (75%) of the labor hours performed for the business over the prior three-month period were performed by Section 3 workers; or
- A business at least 51 percent (51%) owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

Service Area or Neighborhood of the Project (as defined in [24 CFR Subpart B § 75.15](#)): Means an area within one mile of the Section 3 project or, if fewer than 5,000 people live within one mile of a Section 3 project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.