

**SELF-CERTIFICATION:  
SECTION 3 WORKER/  
TARGETED SECTION 3  
WORKER**

**NEW YORK CITY HOUSING AUTHORITY  
VENDOR INTEGRITY AND SUPPLIER DIVERSITY DEPARTMENT**

The purpose of HUD's Section 3 program is to provide employment, training & contracting opportunities to low-income individuals, particularly those who are recipients of government assistance for housing or other public assistance programs. A Section 3 Worker seeking certification shall self-certify and submit this form to the recipient contractor or subcontractor.

I, \_\_\_\_\_, a legal resident of \_\_\_\_\_  
\_\_\_\_\_ (permanent address where you reside) hereby certify that I qualify as a:

**Section 3 Worker (please select ONE of the following):**

- A low or very low-income resident (the worker's individual income for the previous or annualized calendar year is below the income limit established by HUD as published on the HUD website, see link on page 2); **or**
- Employed by a Section 3 Business Concern (as defined on page 2); **or**
- A YouthBuild participant

**Targeted Section 3 Worker (please answer the following questions):**

Do you reside in a NYCHA public housing development?

Yes     No

If Yes, please list the name of the NYCHA public housing development \_\_\_\_\_  
\_\_\_\_\_

Are you a NYCHA Section 8 resident or a NYCHA Section 8-assisted housing voucher holder?

Yes     No

**EMPLOYEE STATEMENT OF CERTIFICATION**

I affirm that the above statements 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.

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date Hired*

**Employers must retain this form in their Section 3 Compliance file  
for five years for auditing review purposes.**



## **SECTION 3 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.
- The worker is employed by a Section 3 Business Concern.
- The worker is a YouthBuild participant.

### **TARGETED SECTION 3 WORKER**

A Targeted Section 3 Worker for public housing financial assistance means a Section 3 worker who is:

- A worker employed by a Section 3 Business Concern; or
- A worker who currently fits or when hired fit at least one of the following categories, as documented within the past 5 years:
  - A resident of public housing or Section-8 assisted housing; or
  - A resident of other public housing projects or Section 8-assisted housing managed by the PHA that is providing the assistance; or
  - A YouthBuild participant

### **YOUTHBUILD PARTICIPANT**

Refers to YouthBuild programs receiving assistance under the Workforce Innovation and Opportunity Act (29 U.S.C. 3226).

### **SECTION 3 BUSINESS CONCERNS (S3BCs)**

A Business Concern meeting at least one of the following criteria documented within the last six-month period:

- a. It is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing; or
- b. It is at least 51 percent owned and controlled by low-or very-low income persons; or
- c. Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers

If a business meets one of the criteria above, then the business can register as a Section 3 Business Concern with NYCHA by visiting the following link: <https://www1.nyc.gov/site/nycha/business/section3-business-concern-information.page>

Please visit <https://www.huduser.gov/portal/datasets/il.html> for most recent income limits established by HUD annually.

