

TOTAL				

Documentation Checklist

Contractors and subcontractors must maintain documentation to ensure the workers meet the definition of a Section 3 Worker or a Targeted Section 3 Worker, at the time of hire or the first reporting period. Please check off documents provided:

For a worker to qualify as a Section 3 Worker, ONE of the following must be maintained:

- A worker’s self-certification that their income is below the income limit for the prior calendar year;
- A worker’s self-certification of participation in a means-tested program such as public housing or Section 8-assisted housing;
- Certification from a PHA (Public Housing Authority), or the owner or property manager of project-based Section 8-assisted housing, or the administrator of tenant-based Section 8-assisted housing that the worker is a participant in one of their programs;
- An employer’s certification that the worker’s income from that employer is below the income limit when based on the employer’s calculation of what the worker’s wage rate would translate to if annualized on a full-time basis; or
- An employer’s certification that the worker is employed by a Section 3 business concern.

For a worker to qualify as a Targeted Section 3 Worker, ONE of the following must be maintained:

- An employer’s confirmation that a worker’s residence is within one mile of the work site, or if fewer than 5,000 people live within one mile of a work site, within a circle centered on the work site that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census;
- An employer’s certification that the worker is employed by a Section 3 business concern; or
- A worker’s self-certification that the worker is a YouthBuild participant.

A Section 3 business concern means meeting ONE of the following criteria, documented within the last six-month period:

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