

Section 3 Guide: Compliance and Reporting Summary

Table of Contents

Introduction.....	2
Section 3 Coordinator.....	2
What Is Section 3?.....	2
Who Are Section 3 Residents?.....	3
What Is a Section 3 Business Concern?.....	4
What Projects Are Applicable for Section 3?.....	5
What are the Section 3 Benchmarks (Safe Harbor Benchmarks).....	5
What Happens When Safe Harbor Benchmarks Aren't Met?.....	7
What Are the Outreach Efforts for Employment and Training?.....	7
What Are the Record Keeping Requirements?.....	8
What Are the Monthly Reporting Requirements?.....	10
What about Professional Services?.....	10
Assistance with Achieving Section 3 Goals?.....	11
How Does the City Report to HUD?.....	11
In Summary.....	12



Introduction

Congratulations! – The City of Columbus (the City) has awarded you a contract or subaward funded by the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG). As a recipient of federal funding, your contract or subaward requires you to comply with the Section 3 Clause. You will be expected to submit monthly reports to the City documenting labor hours, company and Section 3 employee information, and agency efforts to hire Section 3 and Section 3 targeted workers.

Successful compliance with Section 3 regulations by contractors or subrecipients may be a factor in determining future federally funded awards.

This document outlines how the City and its contractors, subcontractors, and subrecipients will comply with HUD’s Section 3 requirements in implementing federally funded programs/projects.

Section 3 Assistance

The City’s Grants Management Section serves as the central point of contact for Section 3 compliance for the City and its subrecipients, contractors, and subcontractors supporting the program. Subrecipients, contractors, subcontractors, and others are encouraged to reach out to the City’s Grants Management Section with questions regarding Section 3 compliance:

Grants Management Section

grantsmgmt@columbus.gov

What Is Section 3?

Section 3 is a provision of the Housing and Urban Development Act of 1968. Section 3 regulations ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.



Working on a Section 3 applicable project involves obligatory responsibilities for the contractor or subrecipient. In summary, the obligations of Section 3 for contractors and subrecipients are:

- 1) Provide outreach/training for Section 3 residents, and report on the outreach and training undertaken.
- 2) To the greatest extent feasible, hire and train Section 3 residents, and report on employees and new hires.
- 3) To the greatest extent feasible, contract with Section 3 Business Concerns, and report on contracts and subcontracts.

Who Are Section 3 Residents?

Section 3 Workers and Targeted Section 3 Workers

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

- 1) The worker's income for the previous or annualized calendar year is below the income limit established by HUD; and/or
- 2) The worker is employed by a Section 3 business concern; and/or
- 3) The worker is a YouthBuild participant.

A Targeted Section 3 worker for Public Housing Financial Assistance projects is a Section 3 worker who:

- 1) Is employed by a Section 3 business concern; or
- 2) Currently fits or when hired fit at least one of the following categories, as documented within the past five years:
 - a. A resident of public housing or Section 8-assisted housing;
 - b. A resident of other public housing projects or Section 8-assisted housing managed by the PHA that is providing the assistance; or
 - c. A YouthBuild participant.



The graphic above shows three concentric circles. The smallest internal circle illustrates Targeted Section 3 workers, the mid-sized circle illustrates all Section 3 workers, and the largest external circle

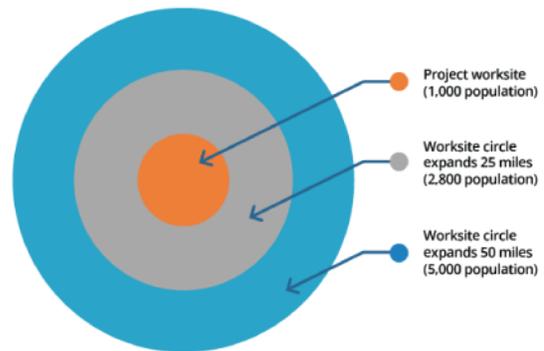
<https://www.hudexchange.info/sites/onecpd/assets/Image/Section-3-Targeted-Workers.png>



A Targeted Section 3 worker for Housing and Community Development Financial Assistance projects is a Section 3 worker who:

- 1) Is employed by a Section 3 business concern; or
- 2) Currently fits or when hired fit at least one of the following categories, as documented within the past five years:
 - a. Living within the service area or neighborhood of the project; or
 - b. A YouthBuild participant.

Section 3 workers and Targeted Section 3 workers who are seeking preference in training and employment must fill out and submit the attached **Section 3 Worker and Targeted Section 3 Worker Certification Form** at the time of hire (contractors may also fill out on behalf of workers). Established Section 3 Workers or Targeted Section 3 Workers may count their labor hours for five-years from the date used to establish their status.



<https://www.hudexchange.info/programs/section-3/section-3-guidebook/key-regulatory-provisions/>

For the purposes of Section 3 worker eligibility, the City will use individual income rather than family/household income to determine eligibility. The income limits will be determined annually using the guidelines published at: <https://www.huduser.org/portal/datasets/il.html>.

What Is a Section 3 Business Concern?

A Section 3 business concern is a business that meets at least one of the following criteria, documented within the last six-month period:

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



Contactors and subcontractors should give Section 3 business concerns priority when awarding contracts and subcontracts, and can find available Section 3 business concerns in the Columbus metropolitan area here: <http://www.hud.gov/Sec3Biz>. Businesses that believe they meet the Section 3 Business Concern requirements can self-register in the HUD Business registry, here: <http://www.hud.gov/Sec3Biz>.

Businesses that seek Section 3 preference shall also certify, or demonstrate to the City, contractors, or subcontractors, that they meet the definitions provided in the criteria above. Businesses may demonstrate eligibility by submitting the attached **Section 3 Business Concern Certification Form** at the time of bid/proposal or during the contracting process. Once verified, a Section 3 business concern maintains its Section 3 status for as long as it continues to meet the definition.

What Projects Are Applicable for Section 3?

Section 3 obligations apply to:

- 1) All construction project funded with HUD-sourced assistance to the project or program above \$200,000; and
- 2) All contractors or subcontractors with an individual construction contract or subcontract above \$100,000 on a HUD-assisted project.

For housing and community development financial assistance, the Section 3 program applies to housing rehabilitation, housing construction, and other public construction projects that exceed \$200,000 or more of housing and community development financial assistance from one or more HUD programs. Applicability is determined at the project level.

For projects funded with Lead and Hazard Control and Healthy Homes Programs, this plan applies to projects that exceed \$100,000.

This plan also applies to project that include multiple funding sources. Multiple funding source projects include public housing financial assistance, housing and community development financial assistance for single or multiple recipients, and the Lead Hazard Control and Healthy Homes Program (LHC&HH assistance is not included in calculating whether the assistance exceeds the \$200,000 threshold).



What Are the Section 3 Benchmarks (Safe Harbor Benchmarks)?

The City has established employment and training goals that subrecipients, contractors, and subcontractors should meet in order to comply with Section 3 requirements for housing and community development financial assistance. The Safe Harbor benchmark goals are as follows:

- 1) Twenty five (25) percent or more of the total number of labor hours on a Section 3 project are from Section 3 workers;
- 2) Five (5) percent or more of the total number of labor hours on a Section 3 project are from Targeted Section 3 workers

$$\frac{\text{Section 3 worker labor hours}}{\text{Total Section 3 project labor hours}^*} \geq 25\%$$

MUST INCLUDE WITHIN THE TOTAL ("AND")

$$\frac{\text{Targeted Section 3 worker labor hours}}{\text{Total Section 3 project labor hours}^*} \geq 5\%$$

HUD establishes and updates Section 3 benchmarks for Section 3 workers and/or Targeted Section 3 workers through a document published in the Federal Register, not less frequently than once every three years. Given that the Section 3 benchmarks are subject to change every three years or sooner, the City will review and update the Section 3 Plan every year, as needed.

It is the responsibility of contractors to implement efforts to achieve Section 3 compliance. Any contractor that does not meet the Section 3 benchmarks must demonstrate why meeting the benchmarks was not feasible. All contractors submitting bids or proposals to the City are required to certify that they will comply with the requirements of Section 3.



What Happens When Safe Harbor Benchmarks Aren't Met?

Additional reporting is required if benchmarks are not met. Agencies who do not meet benchmarks must report on qualitative nature of its activities by using the attached Section 3 Monthly Reporting form. Such qualitative efforts may, for example, include but are not limited to the following:

- 1) Engaged in outreach efforts to generate job applicants who are Targeted Section 3 workers.
- 2) Provided training or apprenticeship opportunities.
- 3) Provided technical assistance to help Section 3 workers compete for jobs (e.g. resume assistance, coaching)
- 4) Provided or connected Section 3 workers with assistance in seeking employment including: drafting resumes, preparing for interviews, and finding job opportunities connecting residents to job placement services.
- 5) Held one or more job fairs.
- 6) Provided or referred Section 3 workers to services supporting work readiness and retention (e.g. work readiness activities, interview clothing, test fees, transportation, childcare)
- 7) Provided assistance to apply for/or attend community college, a four-year educational institution, or vocational/technical training.
- 8) Assisted Section 3 workers to obtain financial literacy training and/or coaching.
- 9) Engaged in outreach efforts to identify and secure bids from Section 3 business concerns.
- 10) Provided technical assistance to help Section 3 business concerns understand and bid on contracts.
- 11) Divided contracts into smaller jobs to facilitate participation by Section 3 business concerns.
- 12) Provided bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
- 13) Promoted use of business registries designed to create opportunities for disadvantaged and small businesses.
- 14) Outreach, engagement, or referrals with the state one-stop system as defined in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.

What Are the Outreach Efforts for Employment and Training?

In order to educate and inform workers and contractors, the City's Section 3 Coordinator will be prepared to provide training and technical assistance on a regular basis per program guidelines. When training opportunities are available, contractors and subcontractors should, to the greatest extent feasible:

- 1) Notify the Section 3 Coordinator when training opportunities are available
- 2) Provide information/handouts about Section 3 training opportunities to potential Section 3 workers and Targeted Section 3 workers



- 3) Conduct an annual training for Section 3 workers and Section 3 businesses

Contractors and subcontractors should employ several active strategies to notify Section 3 workers and Targeted Section 3 workers of Section 3 job opportunities, including:

- 1) Clearly indicating Section 3 eligibility on all job postings with the following statement: “This job is a Section 3 eligible job opportunity. We encourage applications from individuals that are low-income and/or live in Public Housing and/or receive a Section 8 voucher
- 2) Including the Section 3 Worker and Targeted Section 3 Worker Self-Certification Form in all job postings
- 3) Working with the Grants Management Section to connect Section 3 workers and Targeted Section 3 workers in the City’s database with opportunities and/or utilize the Section 3 Opportunity Portal to find qualified candidates
- 4) Establishing a current list of Section 3 eligible applicants
- 5) Contacting local community organizations and providing them with job postings for Section 3 eligible applicants
- 6) Coordinating a programmatic ad campaign, which results in widespread job postings across diverse ad networks, including:
 - a. Advertising job opportunities via social media, including LinkedIn and Facebook;
 - b. Advertising job opportunities via flyer distribution, mass mailings, and posting ads in common areas of housing developments and in public housing management offices;
 - c. Contacting resident councils, resident management corporations, and neighborhood community organizations to request their assistance in notifying residents of available training and employment opportunities

What Are the Recordkeeping Requirements?

The City must maintain documentation, or ensure that a subrecipient, contractor, or subcontractor that employs the worker maintains documentation, to ensure that workers meet the definition of a Section 3 worker or Targeted Section 3 worker, at the time of hire or the first reporting period, as follows:

- (1) For a worker to qualify as a Section 3 worker, **one** of the following must be maintained:
 - (i) A worker's self-certification that their income is below the income limit from the prior calendar year;
 - (ii) A worker's self-certification of participation in a means-tested program such as public housing or Section 8-assisted housing;



(iii) Certification from a PHA, 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;

(iv) An employer's certification that the worker's income from that employer is below the income limit when based on an employer's calculation of what the worker's wage rate would translate to if annualized on a full-time basis; or

(v) An employer's certification that the worker is employed by a Section 3 business concern.

(2) For a worker to qualify as a Targeted Section 3 worker, **one** of the following must be maintained:

(i) For a worker to qualify as a Targeted Section 3 worker under Public Housing Financial Assistance projects:

(A) A worker's self-certification of participation in public housing or Section 8-assisted housing programs;

(B) Certification from a PHA, 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;

(C) An employer's certification that the worker is employed by a Section 3 business concern; or

(D) A worker's certification that the worker is a YouthBuild participant.

(ii) For a worker to qualify as a Targeted Section 3 worker under Housing and Community Development Financial Assistance projects:

(A) 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;

(B) An employer's certification that the worker is employed by a Section 3 business concern; or

(C) A worker's self-certification that the worker is a YouthBuild participant.



What Are Monthly Reporting Requirements?

Monthly reporting is a requirement when Section 3 is applicable. Contractors working on Section 3 applicable projects are required to submit monthly reports to the City. Monthly reports are due by the end of the first full business week of the subsequent month by using the attached **Section 3 Monthly Reporting** excel form. For example, a monthly report documenting labor hours for April will be due by the end of the first full business week of May.

Reports will be submitted to Grants Management at grantsmgmt@columbus.gov.

Monthly reports shall include:

- 1) Reporting of labor hours
 - a. Total number of labor hours worked on the project;
 - b. Total number of labor hours worked by Section 3 workers; and
 - c. Total number of labor hours worked by Targeted Section 3 workers.
- 2) Company information
 - a. Name of project
 - b. Funding source(s)
 - c. Reporting period (month and year)
 - d. Contractor name
 - e. Contractor address
 - f. Contractor phone number
 - g. Contractor email
 - h. Type of business
- 3) Employee information
 - a. Employee name
 - b. Section 3 status (Section 3 Worker or Targeted Section 3 Worker)
 - c. Employee phone number
 - d. Job classification
 - e. Hire date
 - f. Last day of work
 - g. Hourly rate including fringes
 - h. Number of hours worked during reporting period

The labor hours reported must include the total number of labor hours worked on a Section 3 project, including labor hours worked by subrecipients, contractors, and subcontractors

What about Professional Services?

Professional service contracts for non-construction services that require an advanced degree or professional licensing (including but not limited to contracts for legal services, financial consulting, accounting services, environmental assessments, architectural services, and civil engineering services) are not required to be reported as a part of total Section 3 labor hours.



While HUD does not require reporting Section 3 labor hours for professional service contracts for non-construction services, the City may require a professional service contract or subcontract to report Section 3 labor hours.

Assistance with Achieving Section 3 Goals?

In an effort to assist contractors with meeting or exceeding the Section 3 goals, the City will do the following:

- 1) Share City of Columbus Section 3 Guide with contractors and subcontractors and explain policies, procedures, and compliance requirements
- 2) Require contractors wishing to submit a bid/offer/proposal to attend pre-bid meeting
- 3) Review Section 3 benchmarks and prioritization of effort with contractors and subcontractors to ensure that the goals are understood. It is not intended for contractors and subcontractors to terminate existing employees, but to make every effort feasible to meet Section 3 benchmark goals by utilizing existing qualified workforce and by considering qualified eligible Section 3 workers and Targeted Section 3 workers before any other person, when hiring additional employees is needed to complete proposed work to be performed with HUD funded project.
- 4) At the time of bid, require the contractor to present a list, of the number of total labor hours, Section 3 worker labor hours, and Targeted Section 3 worker labor hours expected to be generated from the initial contract and a list of projected number of available positions, to include job descriptions and wage rates.

How Does the City Report to HUD?

As of July 2021, the City must annually report to HUD the Section 3 labor hours worked on all applicable Section 3 projects. Prior to this change, HUD used the number of Section 3 workers as a benchmark for Section 3 compliance. Through this annual report, HUD measures the City's efforts to comply with the statutory and regulatory requirements of Section 3 and its own operations and those of covered contractors, subcontractors, and subrecipients.



In Summary

Contractors must comply with Section 3 requirements. This responsibility includes:

- 1) Notifying subcontractors of their responsibilities under Section 3 including, but not limited to, incorporation of the Section 3 Clause in subcontract documents;
- 2) Refraining from contracting with subcontractors as to whom they have received notice or have knowledge that the subcontractors have been found in violation of the requirements of 24 CFR Part 135;
- 3) Submitting monthly Section 3 reports using the Section 3 Monthly Reporting excel form to grantsmgmt@columbus.gov;
- 4) Maintaining records that document a good faith effort to utilize Section 3 residents and business concerns. This is required of both the contractor and subcontractor;
- 5) Maintaining records of employee Section 3 worker or Targeted Section 3 worker status.



KATHY A OWENS
Director



DEPARTMENT OF FINANCE
AND MANAGEMENT

City of Columbus
Department of Finance and Management

Section 3 Business Certification Form

The Section 3 Business Certification Form should be completed and submitted to grantsmgmt@columbus.gov for a business seeking Section 3 status and preference for contracting opportunities. Supporting documents may be requested to confirm Section 3 business status according to the definitions described in the U.S. Department of Housing and Urban Development Section 3 regulations codified at 24 CFR Part 75.

Business Name					
Business Address					
City		State		Zip Code	
Telephone Number		Federal Tax ID Number			
Website Address					

Corporation Partnership Sole Proprietorship Joint Venture Non-Profit

Contact Name	Authorized Representative
Email Address	

Select one of the Section 3 business qualifying definitions below as documented by company records within the last six-month period

At least 51 percent owned and controlled by low- or very low-income persons

The following supporting documents may be required to confirm status:

- List of all low- to very low-income owners on company letterhead signed by a company officer.
- Signed letter from each low- to very low-income owner confirming low- or very low-income status according to HUD income limits.

Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers

The following supporting documents may be required to confirm status:

- List of all workers on company letterhead to include the identification of Section 3 Workers.
- Completed Section 3 Worker Certification Forms for all Section 3 Workers.
- Letter signed by a company officer on company letterhead that includes the following documentation:
 - labor hours performed by all workers over the prior three-month period
 - labor hours performed by all Section 3 Workers over the prior three-month period
 - calculation that over 75 percent of the labor hours performed over the prior three-month period were performed by the company's Section 3 Workers

At least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing

The following supporting documents may be required to confirm status:

- List of all current public housing or Section 8-assisted housing residents on company letterhead signed by a company officer.
- Signed letter from each public housing or Section 8-assisted housing resident confirming current resident status.

I affirm and certify that information submitted within this form is true and correct to the best of my knowledge and according to company records. I understand that businesses that misrepresent themselves as a Section 3 business may have the contract terminated as default and be barred from ongoing and future contracting considerations.

Authorized Representative's Signature	Date
---------------------------------------	------

KATHY A OWENS
Director



DEPARTMENT OF FINANCE
AND MANAGEMENT

City of Columbus
Department of Finance and Management

Section 3 Worker Certification Form

The City of Columbus is committed to compliance with the U.S. Department of Housing and Urban Development Section 3 requirements (24 CFR Part 75). The Section 3 Worker Certification Form is used to determine an individual's Section 3 status. Please review instructions that provide details on how to complete this form and properly identify a Section 3 Worker and Targeted Section 3 Worker. Submit document to grantsmgmt@columbus.gov

Name							
Address							
City		County		State		Zip Code	
Telephone Number				Email			
Contractor Name		_____ Section 3 Business					
Worker's Hire Date							

ANNUAL INCOME

Place an X next to the amount that represents the individual income for the previous or annualized calendar year as verified by Federal Income Tax Returns, pay stubs, public assistance documents or other income-related documents.

<input type="checkbox"/>	Less than \$10,000	<input type="checkbox"/>	\$10,001 - \$20,000	<input type="checkbox"/>	\$20,001 - \$30,000
<input type="checkbox"/>	\$30,001 - \$40,000	<input type="checkbox"/>	\$40,001 - \$50,000	<input type="checkbox"/>	\$50,001 - \$60,000
<input type="checkbox"/>	More than \$60,000				

RESIDENT STATUS

Place an X next to the line item that is true and complete the entry as needed.

<input type="checkbox"/>	Current or former YouthBuild participant	If former, what month and year were you last a participant?	_____
<input type="checkbox"/>	Current or former City of Columbus public housing resident	If former, what month and year were you last a resident?	_____
<input type="checkbox"/>	Current or former City of Columbus Section 8 resident	What is the name of City of Columbus property?	_____
<input type="checkbox"/>		If former, what month and year were you last a resident?	_____

SECTION 3 STATUS

Refer to the instructions and place an X next to the appropriate selection(s) representing Section 3 qualification status.

<input type="checkbox"/>	Not Section 3	<input type="checkbox"/>	Section 3 Worker	<input type="checkbox"/>	Targeted Section 3 Worker
--------------------------	---------------	--------------------------	------------------	--------------------------	---------------------------

This form was completed by the Resident/Worker Business/Contractor Representative

I affirm and hereby certify, under penalty of law, that the information completed within this document is true and accurate to the best of my knowledge and belief.

Name	
Signature	
Date	

Section 3 Worker Certification Form Instructions

Who should complete this form?

- Residents seeking status as Section 3 and preference for employment and training opportunities on City of Columbus projects
- Workers (or contractors on behalf of workers) working on City of Columbus projects to determine Section 3 status
- Workers employed by a business seeking Section 3 business certification

**The Section 3 Worker Certification Form is not to be required as a condition of employment and may be completed by the contractor or a worker.*

NAME

Enter the individual's first and last name. *The contractor or the worker may complete this entry.*

ADDRESS

Enter the individual's street address. *The contractor or the worker may complete this entry.*

CITY, COUNTY, STATE, ZIP CODE, TELEPHONE NUMBER, EMAIL

Enter the individual's city, county, state, zip code, telephone number, and email. *The contractor or the worker may complete this entry.*

CONTRACTOR NAME

Enter the name of the contractor (the worker's employer). *The contractor should complete this entry.*

Is the contractor a Section 3 business? If yes, place a check next to Section 3 Business.

If the contractor is a Section 3 business (must be certified by the City of Columbus), all workers employed by the contractor are Section 3 Workers AND Targeted Section 3 Workers.

HIRE DATE

Enter the date the worker was hired by the contractor. *The contractor should complete this entry.*

ANNUAL INCOME

Enter the individual's annual income. *The contractor or the worker may complete this entry. If completed by the contractor, the contractor certifies that the worker's income is based on the calculation of what the worker's wage rate would translate to if annualized on a full-time basis [§ 75.31 (1)(iv)].*

The individual is a Section 3 Worker if the selected income is below the income limits established by HUD (see Determining Section 3 Worker Status).

YOUTHBUILD PARTICIPANT

The worker should complete this entry. *The contractor may complete this entry if YouthBuild participant status is known.*

If the individual is a current participant or was within five years of the hire date*, the individual is a Section 3 Worker AND a Targeted Section 3 Worker.

CITY OF COLUMBUS PUBLIC HOUSING RESIDENT

The individual may complete this entry, or the contractor may request certification of resident status from the City.

If the worker is a current public housing resident or was within five years* of his or her hire date AND the worker is a Section 3 Worker, the worker is also a Targeted Section 3 Worker.

CITY OF COLUMBUS SECTION 8 RESIDENT

The individual may complete this entry, or the contractor may request certification of resident status from the City or from the owner/property manager of the Section 8 property.

If the worker is a current City of Columbus Section 8 resident or was within five years* of his or her hire date AND the worker is a Section 3 Worker, the worker is also a Targeted Section 3 Worker.

SECTION 3 STATUS

This entry may be completed by the City staff, the contractor, or the individual.

FORM COMPLETED BY, NAME, SIGNATURE, DATE

These are required entries.

**HUD Section 3 implementing regulations found at 24 CFR Part 75 became effective November 30, 2020; as such, the five-year look-back period begins on this date and not before.*

NOTE: The employer must retain the Section 3 Worker Certification Form for five years from the date of signature. As such, this completed form may be supplied by contractors on future City of Columbus projects for up to five years from the date of signature.

Determining Section 3 Worker Status

DEFINITIONS	
Section 3 Worker	Targeted Section 3 Worker
<p>Any worker who currently fits or when hired within the past five years* fit at least one of the following categories, as documented:</p> <ul style="list-style-type: none"> ▪ A low- or very low-income resident (the worker's income for the previous or annualized calendar year is below the income limits established by HUD); ▪ Employed by a Section 3 business concern; or ▪ A YouthBuild participant 	<p>A Section 3 Worker:</p> <ul style="list-style-type: none"> ▪ Employed by a Section 3 business concern; or <p>Currently fits or when hired fit at least one of the following categories, as documented within the past five years*:</p> <ul style="list-style-type: none"> ▪ A resident of City of Columbus public housing or City of Columbus Section 8- assisted housing for which the public housing financial assistance is expended; ▪ A resident of other City of Columbus public housing projects or Section 8-assisted housing managed by the City; or ▪ A YouthBuild Participant

INDIVIDUAL INCOME LIMIT ELIGIBILITY

The individual or contractor may complete the annual income entry. If completed by the contractor, the contractor certifies that the worker's income is based on the calculation of what the worker's wage rate would translate to if annualized on a full-time basis [§ 75.31 (1)(iv)].

An individual's income must be at or below limits established by HUD for an individual household size of one regardless of actual household size to be considered a Section 3 Worker based on income. To access HUD income limits, visit the link below and follow the steps to locate the limits **based on where the individual resides**.

<https://www.huduser.gov/portal/datasets/il.html>

- Select the most current year available.
- Click the link under Access Individual Income Limits Areas.
- Locate the state where the individual resides.
- Locate the county where the individual resides.
- Select View County Calculations.
- View income limits based on the household size of one.

Individual Income Limits for City of Columbus Fiscal Year 2022

Income Limits Category	FY 22 Income Limits
Extremely Low Income Limits (30%)	\$19,700
Very Low Income Limits (50%)	\$32,800
Low Income Limits (80%)	\$52,500