

**Section 3 and MBE/WBE Certification  
Idaho Housing and Finance Association  
Employee Labor Hour Certification**

Business Name: \_\_\_\_\_ Project: \_\_\_\_\_

Date range of hours: \_\_\_\_\_

**Requirements**

Any activity that uses HUD funds for development that provides training, employment, contracting and/or economic opportunities shall provide the following information on all employees with exception to professional non-construction services contracts for fields requiring an advanced degree or professional licensing. Contact IHFA for verification.

HUD has set the required benchmark of project labor hours worked by Section 3 Workers at 25% or more of the total labor hours with 5% or more being Targeted Section 3 Workers.

**Eligibility for Section 3 Worker or Targeted Section 3 Worker Status**

**Section 3 Worker**

Any worker\* who meets at least one of the following criteria

- Low- or Very low-income, making \_\_\_\_\_ (80% area median income) or less annually. Based on individual gross income limits. See <https://www.huduser.gov/portal/datasets/il.html>
- Employed by a Section 3 business concern; or

**Targeted Section 3 Worker**

A Targeted Section 3 Worker is a Section 3 Worker\* who is also

- A worker employed by a Section 3 business concern
- A worker who is currently or who was when hired by the worker's current employer, a resident in a public housing project or Section 8-assisted housing
- A resident within a one-mile radius of the project. If fewer than 5,000 people live within that one-mile radius, the circle may be expanded outward until that population is reached
- A resident of other projects managed by IHFA that is expending assistance
- A current YouthBuild participant

\*A Section 3 worker who has been employed for 5 years may no longer be counted towards meeting the requirement. This encourages recipients to continue hiring Section 3 residents when employment opportunities are available.

**Authorized Signature**

I hereby certify, under penalty of law, that the attached employee labor hours are true, complete and correct to the best of my knowledge. Income documentation will be retained for 5 years and made available to IHFA upon request.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

