Housing Authority of Baltimore City
Section 3 Resident Certification FAQ

Housing Authority of Baltimore City
Fair Housing & Equal Opportunity Office
417 E. Fayette Street, Suite 922
Baltimore, MD 21202
www.baltimorehousing.org
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1. **Overview**

1.1 **What is Section 3?**
Section 3 is a federally mandated program of the U.S. Department of Housing and Urban Development (HUD). Under Section 3 of the HUD Act of 1968, 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.

1.2 **What laws and regulations govern the Section 3 program?**
Section 3 was established by the HUD Act of 1968 (12 U.S.C. 1701u) (Section 3). It is implemented by Part 135 of Title 24 of the Code of Federal Regulations (24CFR135).

1.3 **Who is a Section 3 Resident?**
A Section 3 Resident is a person who is a resident of public housing who resides in the City of Baltimore; or a low- or very low-income person who resides in the City of Baltimore.

1.4 **What is considered low- and very low-income, and how is income calculated?**
The terms low-income and very low-income mean families (including single persons) whose incomes do not exceed 80 percent or 50 percent, respectively, of the area median income (AMI), as determined by HUD, with adjustments based on family size. Income calculations are based on the annual total family income for the preceding calendar year. See Exhibit 1 for Family Income Limits, or contact the Housing Authority of Baltimore City (HABC) Fair Housing & Equal Opportunity office to obtain the current income limits.

1.5 **What are the job categories under which Section 3 Residents are classified?**
Employment opportunities for Section 3 Residents fall under one of the following categories:
- Officials and Management
- Professionals
- Technicians
- Office and Clerical
- Sales
- Service Workers
- Craft Workers (Skilled)
- Operatives (Semi-skilled)
- Laborers (Unskilled)
- Other

1.6 **Who addresses Section 3 programmatic and policy issues?**
The Equal Opportunity Specialist in the HABC Fair Housing & Equal Opportunity office addresses Section 3 programmatic and policy-related issues.
2. **Filing Complaints**

2.1 **Who can file a complaint?**
Any Section 3 Resident or Section 3 Business Concern (or authorized representative) seeking employment, training or contracting opportunities generated by Section 3 covered assistance may file a complaint using form HUD 958.

2.2 **To whom should complaints be submitted?**
Section 3 complaints must be filed at the appropriate HUD Fair Housing and Equal Opportunity (FHEO) Regional Office for the area where the alleged violation occurred. Please visit [www.hud.gov/offices/fheo](http://www.hud.gov/offices/fheo) to obtain the address and telephone number for FHEO regional offices.

2.3 **Where can I get form HUD 958?**
Form HUD 958, filing instructions and mailing addresses are available on HUD’s website, [www.hud.gov/section3](http://www.hud.gov/section3).

2.4 **Is there a time limit for filing a Section 3 complaint?**
Yes, Section 3 complaints must be filed no later than 180 days from the date of the action or omission upon which the complaint is based. Where a complaint alleges noncompliance with Section 3 that is continuing, the complaint will be considered timely if it is filed within 180 days of the last alleged occurrence of noncompliance.

2.5 **What happens during an investigation?**
Once a timely complaint has been filed with the appropriate HUD FHEO Regional Office, HUD will determine if the complaint has jurisdiction or is covered by Section 3 regulations. HUD assigns an investigator and notifies HABC about the complaint. HABC has the option of resolving the complaint or contesting it. If HABC denies the allegations of noncompliance contained in the complaint, the investigator prepares a letter of findings. The investigator either makes a determination of noncompliance or dismisses the complaint.

2.6 **Can complainants appeal the initial decision made in a Section 3 complaint?**
A complainant can submit a written appeal to the HUD Assistant Secretary for Fair Housing and Equal Opportunity in Washington, D.C. within 15 days after the FHEO Regional Office makes its determination. Requests should be sent to:

U.S. Department of Housing and Urban Development  
Office of Fair Housing and Equal Opportunity  
451 Seventh Street, SW  
Room 5100  
Washington, D.C. 20410
# Exhibit 1: Family Income Limits

**HUD’s FY 2016 INCOME LIMITS SUMMARY**

*Please check the box that applies*

<table>
<thead>
<tr>
<th>Income Limits</th>
<th>1 Person</th>
<th>2 Persons</th>
<th>3 Persons</th>
<th>4 Persons</th>
<th>5 Persons</th>
<th>6 Persons</th>
<th>7 Persons</th>
<th>8 Persons</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Very Low (50%)</strong></td>
<td>$30,350</td>
<td>$34,700</td>
<td>$39,050</td>
<td><strong>$43,350</strong></td>
<td>$46,850</td>
<td>$50,300</td>
<td>$53,800</td>
<td>$57,250</td>
</tr>
<tr>
<td><strong>Extremely Low (30%)</strong></td>
<td>$18,200</td>
<td>$20,800</td>
<td>$23,400</td>
<td><strong>$26,000</strong></td>
<td>$28,440</td>
<td>$32,580</td>
<td>$36,730</td>
<td>$40,890</td>
</tr>
<tr>
<td><strong>Low (80%)</strong></td>
<td>$46,000</td>
<td>$52,600</td>
<td>$59,150</td>
<td><strong>$65,700</strong></td>
<td>$71,000</td>
<td>$76,250</td>
<td>$81,500</td>
<td>$86,750</td>
</tr>
</tbody>
</table>
Dear Baltimore City Resident:

The Housing Authority of Baltimore City (HABC) invites you to self-certify as a Section 3 Resident, which will provide you with additional job-seeking benefits, such as placement on a registry used by HABC partners and notification of employment opportunities with HABC.

Section 3 of the Housing and Urban Development Act of 1968 was established to foster local economic development. It requires that recipients of certain U.S. Department of Housing and Urban Development (HUD) financial assistance, to the greatest extent feasible, provide job training, employment, contracting, and other economic opportunities to low- and very low-income persons and to business concerns which provide economic opportunities to low- and very low-income persons. Section 3 regulations are implemented in Title 24 of the Code of Federal Regulations Part 135.

Who is a Section 3 Resident?

☐ Resident of public housing who resides in the City of Baltimore; or
☐ Resident of the City of Baltimore who is low- or very-low income:

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<tr>
<th>Income Limits</th>
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<td>$71,000</td>
<td>$76,250</td>
<td>$81,500</td>
<td>$86,750</td>
</tr>
</tbody>
</table>

Please complete the enclosed application. If you have any questions or concerns, please contact the Fair Housing & Equal Opportunity office at (410) 396-1969. Submit the completed application to either of the following:

Attn: Equal Opportunity Specialist
Section3@habc.org

Housing Authority of Baltimore City
Fair Housing & Equal Opportunity Office
417 E. Fayette Street, Suite 922
Baltimore, MD 21202

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SECTION 3 PROGRAM

SECTION 3 EMPLOYEE CERTIFICATION FORM

This form is to be used by contractors or a subcontractor, working on HUD-funded projects, to certify that an employee is an eligible Section 3 resident. The contractor/subcontractor and Section 3 employee must sign this certification.

**PART I**

TO BE COMPLETED BY EMPLOYER

<table>
<thead>
<tr>
<th>Project Name or Contract No. (if applicable):</th>
<th>Date Completed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>Person Completing This Form:</td>
<td>Office #:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PART II**

TO BE COMPLETED BY EMPLOYEE

I am an employee of the business listed above, AND
(Please answer by placing a check in the appropriate box)
I am a HABC resident. If yes, skip to Part III.
I am a low-income resident as defined by HUD, residing in the covered metropolitan area. My Total Household Income is not greater than the amount listed below based on the number of persons in my family.

**HUD's FY 2016 INCOME LIMITS SUMMARY**

Please check the box that applies

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<tr>
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<th>6 Persons</th>
<th>7 Persons</th>
<th>8 Persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Low 50%</td>
<td>$30,350</td>
<td>$34,700</td>
<td>$39,050</td>
<td><strong>43,350</strong></td>
<td>$46,850</td>
<td>$50,300</td>
<td>$53,800</td>
<td><strong>57,250</strong></td>
</tr>
<tr>
<td>Extremely Low 30%</td>
<td>$18,200</td>
<td>$20,800</td>
<td>$23,400</td>
<td><strong>26,000</strong></td>
<td>$28,000</td>
<td>$32,580</td>
<td>$36,730</td>
<td><strong>40,890</strong></td>
</tr>
<tr>
<td>Low 80%</td>
<td>$46,000</td>
<td>$52,600</td>
<td>$59,150</td>
<td><strong>65,700</strong></td>
<td>$71,000</td>
<td>$76,250</td>
<td>$81,500</td>
<td><strong>86,750</strong></td>
</tr>
</tbody>
</table>

Under penalty of perjury, I certify that my personal information provided on this form is true and accurate. I agree to provide any documentation (if requested) that confirms the accuracy of my Residency, Family Size and Total Household Income for the stated calendar year.

**PART III**

TO BE COMPLETED BY EMPLOYEE

<table>
<thead>
<tr>
<th>Employee Name (printed):</th>
<th>Date Hired:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>State:</td>
<td></td>
</tr>
<tr>
<td>Zip:</td>
<td></td>
</tr>
<tr>
<td>HABC Development</td>
<td></td>
</tr>
</tbody>
</table>

Employee Signature:

Date: Account No.:

The goal of the HUD-Section 3 requirement is to provide self-sufficiency opportunities to residents and businesses of neighborhoods receiving HUD funding for fair housing and community development activities. This certification is subject to all rules and regulations developed by the HUD Fraud, Waste and Abuse Office.