

## **SECTION 3 INFORMATION FOR CONTRACTORS AND SUBCONTRACTORS**

The following information has been developed to give to contractors and subcontractors to explain CHA's Section 3 program. The attached forms are for the purpose of administering this Section 3 program and shall be used by bidders/proposers and by CHA monitors in their efforts to comply with certification and administrative requirements of Section 3. Additional copies of any Section 3 forms referenced within this Section 3 program may be obtained by contacting the Authority's Section 3 Coordinator

Also included are income limits for use in determining Section 3 employee eligibility.

**“THE SECTION 3 CLAUSE”**

A. The work to be performed under this contract is on a project assisted under a program providing direct Federal Financial assistance from the Department and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended. 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the area of the Section 3 covered project, and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the Section 3 covered project.

B. The parties to this contract shall comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.

C. The contractor shall send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers’ representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

D. The contractor shall include this Section 3 clause in every subcontract for work in connection with the project and shall, at the direction of the applicant for or recipient of Federal Financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135. The contractor shall not subcontract with any subcontractor where it has notice or knowledge the latter has been found in violation of regulations under 24 CFR Part 135 and shall not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

E. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient, its contractors and subcontractors, its successors, and assigns to those sanctions specified by the grant or loan agreement or contract through which Federal assistance is provided, and to such sanctions as are specified by the grant or loan agreement or contract through which Federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

I hereby certify that (company name) \_\_\_\_\_, as Contractor on Section 3 covered project, shall comply with the Section 3 requirements as set forth above.

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Chattanooga Housing Authority

# SECTION 3 HIRING AND CONTRACTING

## POLICY

Chattanooga Housing Authority (CHA) and its Contractors have an obligation to implement positive or “best effort” steps to recruit, employ, and utilize CHA Residents and other eligible Section 3 persons and businesses in connection with HUD-funded work. Therefore, the Authority’s Board of Commissioners has established employment and contracting goals, along with incentives, policies and sanctions intended to facilitate the attainment of those goals. The Section 3 policy and required forms and documentations are as referenced in this clause and shall be available upon request at the office of CHA from the Section 3 Coordinator. All requests for Section 3 consideration of incentives shall be made a minimum of one week prior to bid opening or proposal deadline.

### A. Definitions:

A Section 3 Business is:

- A business concern that is 51% or more owned by Section 3 residents; or
- A business concern whose permanent, full-time employees include persons, at least 30% of whom are currently Section 3 residents or who were Section 3 residents within three years before the business sought certification; or
- A business that meets the definition of “resident-owned” business in 24 CFR 963.5; or
- A business that demonstrates that at least 20% of its permanent full-time employees are Section 3 residents AND that the business either: sponsored a minimum of 10% of its current Section 3 employees to attend a Department of Labor (DOL) or DOL-recognized State Apprenticeship Agency-approved, registered apprenticeship, or a pre-apprenticeship training program that meets the requirements outlined in DOL/ETA Training and Employment Notice 13-12; or that 10% of its employees are participants or graduates of a DOL Youthbuild program.

A Section 3 Resident is:

- A CHA public housing resident; or
- A participant in a DOL Youthbuild program; or
- A member of a family that receives federal housing assistance; or
- An individual who meets the HUD income limits for determining the eligibility of low and very low income persons for HUD assisted housing programs within the metropolitan area or non-metropolitan county.

### B. Contractor/Subcontractor Goal for Hiring Section 3 Residents:

CHA requires that Contractors performing work pursuant to construction and related professional service contracts make a good faith effort to ensure *that 30% of all new hires for*

**Section 3 contracts are Section 3 residents.** Contractors must give first priority for new hires to Category 1 and Category 2 Residents. If the Contractor makes a good faith effort, but is unable to hire Category 1 and 2 Residents, then the Contractor shall achieve compliance by hiring, or making a good faith effort to hire, Category 3 and 4 Residents.

### **C. Section 3 Business Contracting:**

CHA requires that Primary Contractors award, or make a good faith effort to **award, at least 10% of the total dollar amount of all subcontracts to Section 3 Businesses** for building trades work for maintenance, repair, modernization or development of public housing, or for building trades work arising in connection with housing rehabilitation, housing construction, and other public construction.

Contractors are to give first, but equal, consideration to Category 1 and Category 2 Businesses. If unable to secure the services of businesses in those categories, the Contractor may endeavor to subcontract with Category 3 and Category 4 Businesses.

- Category 1 Section 3 Business  
A business concern that is 51% or more owned by Section 3 residents.
- Category 2 Section 3 Business  
A business concern whose permanent, full-time employees include persons, at least 30% of whom are currently Section 3 residents or who were Section 3 residents within three years before the business sought certification.
- Category 3 Section 3 Business  
A business that meets the definition of “resident-owned” business in 24 CFR 963.5.
- Category 4 Section Business  
A business that demonstrates that at least 20% of its permanent full-time employees are Section 3 residents AND that the business either: sponsored a minimum of 10% of its current Section 3 employees to attend a DOL or DOL-recognized State Apprenticeship Agency-approved, registered apprenticeship, or a pre-apprenticeship training program that meets the requirements outlined in DOL/ETA Training and Employment Notice 13-12; or that 10% of its employees are participants or graduates of a DOL Youthbuild program.

## **ACHIEVING COMPLIANCE IN HIRING SECTION 3 RESIDENTS**

A Contractor must employ certified Section 3 Residents if they wish to claim credit toward the attainment of Section 3 employment targets. A clearinghouse for the certification and placement of bona fide Section 3 residents is maintained by CHA. CHA keeps a current list of certified Category 1 and 2 residents who are interested in Section 3 employment.

At a minimum, Contractors must take the following steps in an effort to meet the goals for hiring Section 3 Residents:

- Give priority to Category 1 and 2 Residents by first obtaining a list of Certified Section 3 (Category 1 and 2) Residents from CHA Section 3 Coordinator.
- Review this list of Section 3 Residents and contact those with the appropriate skills and qualifications to be interviewed.
- Interview the Section 3 Residents and hire those that meet the qualifications for the job, and notify the Section 3 Coordinator of your selections.
- Should there be an insufficient number of qualified Category 1 and 2 Residents, the Contractor may utilize other means to secure the employment of Category 3 and 4 Residents.

In the event the above steps are unsuccessful in meeting the Section 3 targets, the Contractor is urged to take one or more of the following steps to show a good faith effort:

- Advertise employment and training positions to dwelling units occupied by Category 1 and 2 residents.
- Contact resident councils and other resident organizations in the affected housing developments to request assistance in notifying residents of the training and employment positions to be filled.
- Conduct outreach in areas occupied by Category 3 and 4 Residents.
- Arrange and conduct interviews on the job site or at other locations convenient to the Section 3 residents.
- Enter into “first source” hiring agreements with organizations representing Section 3 residents.
- Establish training programs, which are consistent with the requirements of the Department of Labor, specifically for Section 3 Residents in the building trades.
- Undertake such continued job training efforts as may be necessary to ensure the continued employment of Section 3 residents previously hired for employment opportunities.

If the Contractor is only able to meet the Section 3 resident hiring targets through the employment of Category 3 or 4 Residents, the Contractor must present documentation of the employee’s eligibility as a Section 3 Resident at submission of the first payroll report. Proof of residency in Hamilton, Marion or Sequatchie counties in TN or Catoosa, Dade or Walker counties in GA and certification as a low or very-low income person residing in these counties must be documented. CHA shall verify the eligibility of the Category 3 or 4 Section 3 employee prior to authorizing payment of the project invoice to which the payroll report applies.

## **ACHIEVING COMPLIANCE IN CONTRACTING WITH SECTION 3 BUSINESSES**

CHA maintains a current listing of Certified Section 3 businesses. The City of Chattanooga's Office of Multicultural Affairs maintains a list of local Minority/Women/Disadvantaged (M/W/D) business concerns. All bidders shall be given a copy of CHA's list of Section 3 business concerns and contact information for the Office of Multicultural Affairs.

At a minimum, Contractors must take the following steps in an effort to meet the goals for contracting with Section 3 Businesses:

- Inform the appropriate Section 3 businesses of contracting opportunities in connection with the bid or contract, and invite them to submit bids/quotations, or to enter into contract negotiations. If the Contractor is not aware of the appropriate qualified Section 3 businesses the current list of Certified Section 3 Businesses should be obtained from CHA.
- First provide opportunities to Category 1 and Category 2 Section 3 businesses to submit quotes, bids, or enter into negotiated subcontracts before extending such offers to Category 3 and Category 4 Section 3 businesses.

In the event the above steps do not result in meeting the targets for contracting with Section 3 businesses, the Contractor is urged to take one or more of the following steps, sufficient to meet the goals or to show a good faith effort to do so:

- Contact business assistance agencies, minority contractors' associations and community organizations to inform them of the contracting opportunities and request their assistance in identifying Section 3 businesses which may submit bids for a portion of the work.
- Advertise contracting opportunities by posting notices in the common areas of the applicable development(s) owned and managed by CHA. Such notices are to provide general information about the work to be contracted and where to obtain additional information.
- Provide written notice of contracting opportunities to all known Section 3 business concerns. This notice should be provided in sufficient time to allow the Section 3 business concerns to respond to bid invitations.
- Follow up with Section 3 business concerns that have expressed interest in the contracting opportunities.
- Coordinate meetings at which Section 3 business concerns could be informed of specific elements of the work for which subcontract bids are being sought.
- Where appropriate, break out contract work into economically feasible units to facilitate participation by Section 3 businesses.
- Support and undertake joint ventures with Section 3 businesses.

## **CERTIFICATION AS A SECTION 3 BUSINESS**

CHA certifies businesses seeking recognition as Section 3 business concern. Any business concern seeking Section 3 preferences in the awarding of contracts or purchase agreements must complete the appropriate certification request forms and provide proof of eligibility for the Section 3 Certification. In order to receive a bidding preference, the certification as a Section 3 Business Concern must have been granted one week prior to the deadline for bids or proposals.

- Contractors may pick up *certification packets* from the Section 3 Coordinator's office. Packets are also distributed at the pre-bid conferences and are included or referenced in the solicitation package.
- Upon request, the Section 3 Coordinator shall provide information and assistance to interested parties in completing the forms required for certification.
- Contractors must return all required forms and documentation for certification as a Section 3 business to the Section 3 Coordinator **not less than one week** before the closing date and time for the bid/proposal if the business wishes to receive certification for that bid.
- CHA shall review the documentation and determine whether the Contractor meets the requirements for a Section 3 Business. If it does, the Contractor shall receive a letter of Certification.
- Contractors who are denied certification may file an appeal with the Section 3 Coordinator within 10 days of the denial.

## **ACKNOWLEDGMENT OF SECTION 3 REQUIREMENTS**

All Contractors submitting bids/proposals to CHA shall be required to complete a Statement of Efforts to Fully Comply with Employment and Training Provisions of Section 3. Such Statement must be accompanied by adequate evidence to support representations made. Such evidence shall include completed copies of the appropriate CHA forms pertaining to the Contractor's estimates of Section 3 hiring and contracting.

## **SANCTIONS**

CHA, in its own operations, shall endeavor to achieve the goals of Section 3 and shall provide equal responsibility to its contractors/subcontractors to implement progressive efforts to also attain compliance. In doing so, CHA shall evaluate contractors'/subcontractors' compliance or, in the absence of numerical compliance, good faith efforts towards achieving the goals of Section 3 and ensure a system of leveling sanctions against contractor/subcontractor for noncompliance and lack of good faith efforts. Appropriate sanctions for noncompliance may include: Requiring additional certifications or assurances of compliance; termination or cancelation of the contract, subcontract, memorandum of understanding cooperative agreement, or similar legally binding arrangement for default; refraining from entering into subsequent contracts, subcontracts, memorandum of understanding, cooperative agreements, or similar

legally binding arrangement; repayment of funds, and withholding a portion of contract awards, subcontracts, memoranda of understanding, cooperative agreements, or similar legally binding arrangements.

## **GREIVANCE PROCEEDURE**

CHA desires to offer to concerned parties a procedure whereby complaints alleging noncompliance with the Section 3 statute can receive prompt and equitable hearing and resolution. Grievances surrounding CHA's Section 3 program may be submitted in writing to the Section 3 Coordinator. Contact the Section 3 Coordinator for requirements.



**INCOME LIMITS  
FOR CHATTANOOGA, TENNESSEE-GEORGIA MSA  
FY 2020**

SIZE OF HOUSEHOLD	1 PERSON	2 PERSONS	3 PERSONS	4 PERSONS	5 PERSONS	6 PERSONS	7 PERSONS	8 PERSONS
EXTREMELY LOW INCOME	\$15,300	\$17,450	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
VERY LOW-INCOME	\$25,450	\$29,050	\$32,700	\$36,300	\$39,250	\$42,150	\$45,050	\$47,950
LOW-INCOME	\$40,700	\$46,500	\$52,300	\$58,100	\$62,750	\$67,400	\$72,050	\$76,700

FY 2020 MEDIAN FAMILY INCOME FOR **CHATTANOOGA, TN-GA MSA**: \$72,600

NOTE: Hamilton County is part of the **Chattanooga, TN-GA MSA**, so all information presented here applies to all of the **Chattanooga, TN-GA MSA**. The **Chattanooga, TN-GA MSA** contains the following areas: Catoosa County, GA; Dade County, GA; Walker, GA; Hamilton County, TN; Marion County, TN; and Sequatchie County, TN.

The FY 2014 Consolidated Appropriations Act changed the definition of Extremely Low-Income to be 30/50ths (60%) of the Section 8 Very Low-Income limit or the poverty guideline as established by the Department of Health and Human Services (HHS), provided that this amount is not greater than the Section 8 50% Very Low-Income limit. Consequently, the Extremely Low-Income limits may equal the (50%) Very Low-Income limits. (Prorated by family size)

For details on the calculation steps for each of the various parameters, go to <https://www.huduser.gov/portal/datasets/il.html>. Income Limit areas are based on FY 2020 Fair Market (FMR) areas. For a detailed account of how this area is derived, please see HUD's associated FY 2020 Fair Market Rent documentation system.



## ESTIMATED PROJECT WORK FORCE BREAKDOWN

Contractor/Subcontractor: \_\_\_\_\_

Project Name: \_\_\_\_\_ Project #: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_ Date: \_\_\_\_\_

Job Category	Total Estimated Positions Needed for Project	No. Positions Occupied by Permanent Employees	Number of Positions Not Occupied	No. of Positions to be Filled with Section 3 Residents
Officer/Supervisors				
Professionals				
Technical				
Hsg. Sales/Rental Mgmt.				
Office/Clerical				
Service Workers				
Others				
<b>TRADE:</b>				
Journeyman				
Helpers				
Apprentices				
Trainees				
Others				
<b>TRADE:</b>				
Journeyman				
Helpers				
Apprentices				
Trainees				
Others				
<i>To list manpower requirements for additional trades, please use an additional form</i>				

**PROPOSED CONTRACTS/SUBCONTRACTS BREAKDOWN**

Contractor: \_\_\_\_\_ Project Name: \_\_\_\_\_ Project #: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Type of Contract (Business or Professional)</b>	<b>Total #</b>	<b>Total Approximate Dollar Amount</b>	<b>Est. # of Contracts to Sec. 3 Businesses</b>	<b>Estimated Dollar Amt. To Section 3 Businesses</b>

## ACTUAL PROJECT WORK FORCE BREAKDOWN

Contractor/Subcontractor: \_\_\_\_\_

Project Name: \_\_\_\_\_ Project #: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_ Date: \_\_\_\_\_

Job Category	Total Positions Utilized for Project	No. Positions Occupied by Permanent Employees	Number of Positions Hired	# Sec 3 Residents Newly Hired	Total # of Sec. 3 Residents <sup>1</sup>
Officer/Supervisors					
Professionals					
Technical					
Hsg. Sales/Rental Mgmt.					
Office/Clerical					
Service Workers					
Others					
<b>TRADE:</b>					
Journeyman					
Helpers					
Apprentices					
Trainees					
Others					
<b>TRADE:</b>					
Journeyman					
Helpers					
Apprentices					
Trainees					
Others					
<b>TOTALS</b>					

<sup>1</sup> Includes Section 3 Residents assigned to this project that were already working for Contractor

### SECTION 3 BUSINESS UTILIZATION

Project Number: \_\_\_\_\_ Total Dollar Amount of Contract: \$ \_\_\_\_\_

Name of Prime Contractor: \_\_\_\_\_ Address: \_\_\_\_\_ Federal Identification No: \_\_\_\_\_

<b>SUBCONTRACTOR</b>	<b>S3 ?<sup>2</sup></b>	<b>ADDRESS/PHONE</b>	<b>TRADE OR SERVICE</b>	<b>CONTRACT AMOUNT</b>	<b>AWARD DATE</b>	<b>FEDERAL ID #</b>

**TOTAL DOLLAR AMOUNT AWARDED TO SECTION 3 BUSINESSES: \$ \_\_\_\_\_**

<sup>2</sup> Check if Subcontractor is a Section 3 Business Concern

# CHATTANOOGA HOUSING AUTHORITY

## Certification for Business Concerns Seeking Section 3 Preference

Name of Business: \_\_\_\_\_

Address of Business: \_\_\_\_\_  
\_\_\_\_\_

Type of Section 3 Business:

- Corporation                       Partnership  
 Sole Proprietorship               Joint Venture

Name & Address of Section 3 Resident(s) in 51% ownership position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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*ATTACHED IS THE FOLLOWING DOCUMENTATION AS EVIDENCE OF SECTION 3 STATUS (1/2 AS APPROPRIATE):*

### **For business claiming status as a Section 3 resident-owned enterprise:**

- Copy of resident lease with Chattanooga Housing Authority  
 Copy of receipt of public assistance  
 Copy of evidence of participation in a public assistance program  
 Other evidence as appropriate

### **For the business entity as applicable as applicable:**

- Copy of Articles of Incorporation  
 Assumed business Name Certificate  
 List of owners/stockholders and % ownership of each owner  
 Organizational chart w/names, titles & brief functional statement  
 Certificate of Good Standings  
 Partnership Agreement  
 Corporation Annual Report  
 Latest Board minutes appointing officers  
 Additional documentation

### **For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business**

- List of all current full-time employees  
 List of all employees claiming Section 3 status  
 PHA residential lease (less than 3 years from day of employment)  
 Other evidence of Section 3 status (less than 3 years from date of employment)

### **Evidence of ability to perform successfully under the terms and conditions of the proposed**

**contract:**

- Current financial statement
  - List of owned equipment
  - Statement of ability to comply with public policy
  - List of all contracts for the past two years
- 

Attested by: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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Authorizing Name & Signature

***For CHA Use Only:***

Certified as Section 3 Business?     Yes             No

Type of Section 3 Business:

Category 1             Category 2             Category 3             Category 4

Verification Status:

- Ownership by 51% Category 1 Residents
- 30% Employees are Category 1 Residents
- Youthbuild Program
- Ownership by 51% Category 4 Residents
- 30% Employees are Category 4 Residents
- Excess of 25% of Subcontracts to Section 3 Businesses
- Ownership by 51% Category 2 Residents
- 30% Employees are Category 2 Residents



**CHATTANOOGA HOUSING AUTHORITY SECTION 3 PROGRAM**

*Contractor Certification of Efforts to Fully Comply With  
Employment and Training Provisions of Section 3*

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Principle: \_\_\_\_\_

The bidder represents and certifies as part of its bid/offer that it:

- Is a Section 3 Business concern.** *A Section 3 Business concern means a business concern:*
  1. That is 51% or more owned by Section 3 Resident(s); or
  2. Whose permanent, full-time employees include persons, at least 30% of whom are currently Section 3 residents, or within the last three years of the date of first employment with the business concern were Section 3 residents; or
  3. That provides evidence of a commitment to subcontract in excess of 25% of the dollar value of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs 1 or 2 herein.
  
- Is Not a Section 3 Business concern but has and will continue to seek compliance with Section 3 by certifying to the following efforts to be undertaken.**

**EFFORTS TO AWARD SUBCONTRACT TO SECTION 3 CONCERNS:**

*(Check ALL that apply)*

\_\_\_\_\_ By contacting business assistance agencies, minority contractors associations and community organizations to inform them of the contracting opportunities and requesting their assistance in identifying Section 3 businesses which may solicit bids for a portion of the work.

\_\_\_\_\_ By advertising contracting opportunities by posting notices, which provide general information about the work to be contracted and where to obtain additional information in the common areas of the applicable development(s) owned and managed by the Housing Authority.

\_\_\_\_\_ By providing written notice to all known Section 3 business concerns of contracting opportunities. This notice should be in sufficient time to allow the Section 3 business concerns to respond to bid invitations.

\_\_\_\_\_ By following up with Section 3 business concerns that have expressed interest in the contracting opportunities.

- \_\_\_\_\_ By coordinating meetings at which Section 3 business concerns could be informed of specific elements of the work for which subcontract bids are being sought.
- \_\_\_\_\_ By conducting workshops on contracting procedures and specific contracting opportunities in a timely manner so that Section 3 business concerns can take advantage of contracting opportunities.
- \_\_\_\_\_ By advising Section 3 business concerns as to where they may seek assistance to overcome barriers such as inability to obtain bonding, lines of credit, financing, or insurance, and aiding Section 3 businesses in qualifying for such bonding, financing, insurance, etc.
- \_\_\_\_\_ Where appropriate, by breaking out contract work into economically feasible units to facilitate participation by Section 3 businesses.
- \_\_\_\_\_ By developing and utilizing a list of eligible Section 3 business concerns.
- \_\_\_\_\_ By actively supporting and undertaking joint ventures with Section 3 businesses.

**EFFORTS TO PROVIDE TRAINING AND EMPLOYMENT TO SECTION 3 RESIDENTS**

*(Check ALL that apply)*

- \_\_\_\_\_ By entering into a "first source" hiring agreements with organizations representing Section 3 residents.
- \_\_\_\_\_ By establishing training programs, which are consistent with the requirements of the Department of Labor, specifically for Section 3 residents in the building trades.
- \_\_\_\_\_ By advertising employment and training positions to dwelling units occupied by Category 1 and 2 residents.
- \_\_\_\_\_ By contacting resident councils and other resident organizations in the affected housing development to request assistance in notifying residents of the training and employment positions to be filled.
- \_\_\_\_\_ By arranging and conducting interviews on the job site.
- \_\_\_\_\_ By undertaking such continued job training efforts as may be necessary to ensure the continued employment of Section 3 residents previously hired for employment opportunities.

I hereby certify that the above statements are true and correct representations of the bidder's efforts to comply with the training and employment provisions of Section 3.

Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

CHATTANOOGA HOUSING AUTHORITY

SECTION 3 PROGRAM

Request for Person Seeking Section 3 Certification for Training and Employment

I, \_\_\_\_\_, am/am not (circle one) a legal resident of the Chattanooga, TN-GA Metropolitan Statistical Area

My Permanent Address: \_\_\_\_\_

Number of Persons in Household: \_\_\_\_\_

Find the number of Persons in Household below, then see if your household income is at or below either figure underneath.

FAMILY INCOME LIMITS FOR HAMILTON COUNTY, TENNESSEE (Effective FY2020)

Table with 8 columns: 1 Person, 2 Persons, 3 Persons, 4 Persons, 5 Persons, 6 Persons, 7 Persons, 8 Persons. Rows show income limits for very low-income and low-income families.

Top figures represent very low-income families; bottom figures represent low-income families.

Based on the income limits for my household size I am a Section 3 Resident. Yes \_\_\_ No \_\_\_

I have attached the following documentation as evidence of my status:

- Copy of Lease, Copy of receipt of public assistance, Copy of evidence of participation in a public assistance program, Other evidence

SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

For CHA Use Only:

Verification Status:

- Public Housing Resident (Name of Development) \_\_\_\_\_, Low-Income Hamilton County/MSA Resident, YouthBuild Participant

Certified as Section 3 Resident? Yes No, Category 1 or 2, Category 3, Category 4