



## SECTION 3 RESIDENT CERTIFICATION

### Housing Authority of Rock Hill

Dear Resident:

The Housing Authority of Rock Hill (RHHA) 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 RHHA partners and notification of employment opportunities with RHHA.

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 County of York or Chester; or**
- **Resident of the Charlotte-Concord-Gastonia NC-SC MSA who is low- or very-low income:**

2016 FAMILY INCOME LIMITS								
FAMILY Size	1	2	3	4	5	6	7	8
Maximum Gross Annual Family Income	\$37,550	\$42,900	\$48,250	\$53,600	\$57,900	\$62,200	\$66,500	\$70,800

Please complete the enclosed application. If you have any questions or concerns, please contact the Section 3 Coordinator at (803) 324-3060. Submit the completed application to either of the following:

Section 3 Coordinator  
[bpatton@rhha.org](mailto:bpatton@rhha.org)

Housing Authority of Rock Hill  
Section 3 Coordinator  
P.O. Box 11579  
Rock Hill, SC 29731



## SECTION 3 RESIDENT CERTIFICATION FORM

**Instructions:** To certify as a Section 3 Resident and to be referred for employment and/or occupational training opportunities, complete the entire application. To certify as a Section 3 Resident only, complete sections 1 and 8. All applicants must sign and date the form.

### 1. CONTACT INFORMATION AND CERTIFICATION ELIGIBILITY

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

**You must identify under which criteria you qualify as a Section 3 Resident: (select only one)**

- A Public Housing Resident
- Low Income Resident of Charlotte-Concord-Gastonia NC-SC MSA
- Receive Section 8 Voucher from RHHA

Residential Address (no P.O. Box): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

*Note: to receive notification of employment and training opportunities, applicant must provide an email address.*

*If you are an individual who lacks a fixed, regular, and adequate nighttime residence, please check here*

### 2. EDUCATION (Check all that apply)

GED <input type="checkbox"/>	High School Diploma <input type="checkbox"/>	Post High School <input type="checkbox"/>	Associate Degree <input type="checkbox"/>	Trade/Training <input type="checkbox"/>
College Credits <input type="checkbox"/>	Professional License <input type="checkbox"/>	Higher Education <input type="checkbox"/>	Bachelor Degree <input type="checkbox"/>	Certificate <input type="checkbox"/>

Use this section to provide any additional information regarding your education:

### 3. WORK EXPERIENCE

Identify all work experience for the last 10 years AND the number of years of experience in each category.

	<u># of Years</u>		<u># of Years</u>		<u># of Years</u>		<u># of Years</u>		<u># of Years</u>
Management/Supervisor	_____	IT Support	_____	Administrative	_____	Sales Clerk	_____	Apprentice (construction)	_____
Accounting	_____	Computer Programming	_____	Construction Laborer	_____	Cashier	_____	Maintenance	_____
Education	_____	Medical Assistance	_____	Janitorial/Cleaning	_____	Insurance	_____	Mechanic	_____
Counseling	_____	Bookkeeping	_____	Warehouse/Facilities	_____	Real Estate	_____	Machine Operator	_____
Printing Trades	_____	Gardener/Landscaper	_____	Waiter/Waitress	_____	Electrician	_____	Carpenter	_____
				Truck/Tractor Driver	_____	Painter	_____	Metal Worker	_____
				Plumber	_____				



Use this section to provide any additional information regarding your work experience

**4. SKILLS**

List any skills with specialized equipment, machinery or tools:

**5. COMPUTER SKILLS**

Rate your computer skill level for each of the following. Write the letter “B” for beginner, “I” for intermediate, or “A” for advanced. Write “N/A” if not applicable.

Skill Level	Skill Level	Skill Level	Skill Level	Skill Level
Microsoft Word _____	Microsoft Publisher _____	PowerPoint _____	Microsoft Excel _____	Microsoft Outlook _____
Microsoft Access _____	Internet Research _____	Web Design _____	Web Programming _____	Network Admin. _____
				Typing (_____wpm)

**6. TRAINING**

Identify any training that you would like to receive.

Electrical <input type="checkbox"/>	Carpentry <input type="checkbox"/>	Cement/Masonry <input type="checkbox"/>	Flooring <input type="checkbox"/>	Building Maintenance <input type="checkbox"/>
Machining <input type="checkbox"/>	Fencing <input type="checkbox"/>	Plumbing <input type="checkbox"/>	Landscaping <input type="checkbox"/>	IT Support <input type="checkbox"/>
Bricklaying <input type="checkbox"/>	Plastering <input type="checkbox"/>	Demolition <input type="checkbox"/>	Computer <input type="checkbox"/>	Marketing <input type="checkbox"/>
Painting <input type="checkbox"/>	Glass/Glazing <input type="checkbox"/>	HVAC <input type="checkbox"/>	Accounting/ Bookkeeping <input type="checkbox"/>	Mechanical Repair <input type="checkbox"/>
Roofing <input type="checkbox"/>	Drywall <input type="checkbox"/>	Iron Works <input type="checkbox"/>	Payroll <input type="checkbox"/>	Janitorial <input type="checkbox"/>
		Solar Installation <input type="checkbox"/>		Administrative <input type="checkbox"/>

**7. PLEASE ANSWER THE FOLLOWING:**

	Yes	No
Are you currently a member of any union? If yes, please describe.	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently employed? If yes, please indicate whether part-time or full-time.	<input type="checkbox"/>	<input type="checkbox"/>
Are you a Youth Build participant?	<input type="checkbox"/>	<input type="checkbox"/>
Are you 18+ years of age?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a felony within the last 10 years?	<input type="checkbox"/>	<input type="checkbox"/>
Are you willing to take a drug screening?	<input type="checkbox"/>	<input type="checkbox"/>
Are you able to lift 50 lbs. at a time with frequent lifting or carrying of objects up to 25 lbs.?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have 10 years of verifiable employment or school history?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you bilingual? If yes, please indicate which languages you speak fluently.	<input type="checkbox"/>	<input type="checkbox"/>
Do you possess a valid driver’s license?	<input type="checkbox"/>	<input type="checkbox"/>
Do you possess a State ID?	<input type="checkbox"/>	<input type="checkbox"/>

