



KING COUNTY HOUSING AUTHORITY

SECTION 3 - INDIVIDUAL CERTIFICATION FORM

SIGN AND RETURN FORM

Section 3 of the Housing and Urban Development (HUD) Act of 1968, as amended, requires that Housing Authorities and agencies receiving HUD funding, to the greatest extent feasible, provide economic opportunities to low-income persons. **Information provided on this form shall remain confidential and be used for reporting purposes only.**

Please provide us with the following information if you are (filling) a **full time** regular, temporary or seasonal position (**Please print**):

Name: _____ Phone Number: _____

Address: _____ E-Mail Address: _____

Hire Date: _____ Position Title: _____

Employer / Company Name: _____

Project Name: _____

1. I am a resident in a KCHA Property. Yes No

(If Yes, please list the name of the property and skip Questions 2, 3, and 4 and sign at the bottom)

Property Name: _____

2. I am currently in KCHA's Section 8 Program. Yes No

(If Yes, Please skip question 3, and 4 and sign at the bottom)

3. I am a participant in a HUD Youthbuild Program Yes No

(If Yes, please skip question 4 and sign the bottom)

4. Based on the chart below, my total **household** income level, for the past **12 months**, was Yes No

at or below the incomes listed below. **Circle the income** that best applies to your household. (Income from unrelated persons, e.g., roommates, does not count).

REGION – AREA	1 PERSON	2 PERSONS	3 PERSONS	4 PERSONS	5 PERSONS	6 PERSONS	7 PERSONS	8 PERSONS
Seattle-Bellevue-Everett	\$ 44,950	\$ 51,400	\$ 57,800	\$ 64,200	\$ 69,350	\$ 74,500	\$ 79,650	\$ 84,750
Tacoma	\$ 39,700	\$ 45,350	\$ 51,000	\$ 56,650	\$ 61,200	\$ 65,750	\$ 70,250	\$ 74,800
Bremerton	\$ 41,750	\$ 47,700	\$ 53,650	\$ 59,600	\$ 64,400	\$ 69,150	\$ 73,950	\$ 78,700

I hereby certify under the **penalty of perjury** that the information above is true and correct and my total **household** income, for the last **12 months**, has been at or below the income limits designated above.

Signature

Date

If submitting for a new hire, attach completed forms to New Hire Status Report and submit to project manager. If submitting for Section 3 business qualification, attach to Section 3 Business Certification Form. If submitting for general Section 3 certification, send to Michael DeLaney, Section 3 Coordinator, 600 Andover Park W., Tukwila, WA 98188. For questions, please contact Michael DeLaney by email at michaeld@kcha.org or by phone 206-574-1259.

GUIDELINE TO COMPLETING THE SECTION 3 INDIVIDUAL CERTIFICATION FORM

GENERAL OVERVIEW OF THE SECTION 3 PROGRAM

Currently, the Section 3 program is mainly for work in construction/building. The purpose of Section 3 is to encourage contractors that work on King County Housing Authority building projects to hire low-income people. When we have a building project the contractors we hire will provide us with a list of their anticipated hiring needs. At that time we provide the contractor with a list of individuals that have been certified as Section 3. The contractors are encouraged to hire people on that list. However, there is no guarantee of a job.

STEP-BY-STEP WALK THROUGH OF THE SECTION 3 INDIVIDUAL CERTIFICATION FORM	
STEP ONE	Complete the first portion of the form including your Name, Email/Phone # (email is preferred), and Address. Unless you are on a current King County Housing Authority project leave the "hire date", "project", "position title", and "Employer" blank . These are for individuals who have already been hired by a company on one of our projects.
STEP TWO	Indicate if/how you qualify as a Section 3 resident. There are four categories to choose from. The first category requires you to indicate which KCHA property you are a resident of (if applicable). The fourth category requires you to circle the appropriate income limit for your household by size and geographic area.
STEP THREE	Check the form again to ensure everything has been filled out properly. The most common errors are not identifying which KCHA property you reside in (if applicable) and not circling your income limit on the table.
STEP FOUR	Sign and date the form certifying the information on the form to be correct.

THE NEXT STEP:

If you are not on a current King County Housing Authority project:

We will notify you of hiring opportunities as they become available, who to contact for more information, and how to apply.

If you have a **resume** please attach it to your individual certification form or email it to michaeld@kcha.org. The resume is useful in identifying your experience and the type of jobs you are qualified for.