Section 3 Opportunities

Applicant Instruction Manual

Revised 2/22/2017
The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, be directed toward low and very low income persons.

Under CHA’s Section 3 program, there are multiple requirements for every contract. Hiring and Contracting are both required under Section 3, and vendors cannot choose between the two.

Section 3 does not apply to Supply & Delivery contracts. CHA’s Section 3 requirements are outlined in HUD’s 24 CFR 135.
DEFINITION OF A SECTION 3 RESIDENT:

- A public housing resident (*ex. CHA resident*) or Housing Choice Voucher Residents (HCV)
- Low-Income persons with incomes that do not exceed 80% of the median income for the area (Chicago Metropolitan Area);
- Very Low-Income persons with incomes that do not exceed 50% of the median income for the area (Chicago Metropolitan Area)


### FY 2016 Income Limits Summary

<table>
<thead>
<tr>
<th>FY 2016 Income Limit Area</th>
<th>Medal Income</th>
<th>FY 2016 Income Limit Category</th>
<th>Persons in Family</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Explanation</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>$76,900</td>
<td>Very Low (50%) Income Limits ($)</td>
<td>26,950</td>
</tr>
<tr>
<td>Chicago-Joliet-Naperville, IL HUD Metro FMR Area</td>
<td></td>
<td>Extremely Low Income Limits ($)</td>
<td>16,150</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Low (80%) Income Limits ($)</td>
<td>43,050</td>
</tr>
</tbody>
</table>

Disclaimer: Income is subject to change per HUD.
To ensure fair hiring practices, each applicant qualified must be interviewed and/or hired in accordance to the tier system.

The tier system is as follows:

1. CHA residents that live at the construction/project site
2. CHA residents at sites other than the construction/project site
3. HCV/Scattered Site Residents
4. *Youthbuild (HUD Program)
5. Low income persons in the Chicago metropolitan Area.

Example of Available Opportunities:

Administrative • Project Manager • Field Manager • Clerical Support
Construction • Janitorial • Security Services

* Youthbuild provides opportunity for low income youth from ages 16 to 24 to learn construction skills to help build affordable housing and other community assets.
SECTION 3 OPPORTUNITIES

APPLICANT REGISTRATION INSTRUCTIONS
Welcome to Chicago Housing Authority’s (CHA) Section 3 job website. This website has been created to make the job search and hiring process easier for our Section 3 community and Contractors.

CHA is a federally funded agency, and with the funding, we require contractors to follow HUD guidelines on every applicable contract. Any Prime Contractor who has a need for new hires under their CHA contract, is required to hire Section 3 employees to equal at least 30% of those new hires.

CHA worked with HUD to build this website for your use. You need to build your profile on here and you are responsible for applying to any positions you qualify for. If you are qualified, Contractors will contact you to set up an interview and hopefully hire you for the open position.

Let’s get started!
Please visit http://Section3jobs.thecha.org to begin the process.

• Select “Applicant Log-In”
If you do not have an account yet, click on the “Register” link and follow the instructions...

Once you register, you will sign-in with your email address and selected password.

Section 3 Opportunities

Welcome!
You have entered the Chicago Housing Authority’s (CHA) SECTION 3 JOB OPPORTUNITIES APPLICATION. The system is an employment search engine for qualified Section 3 residents seeking employment on CHA federally funded contracts.

SHORT OVERVIEW
In accordance with HUD regulation 24 CFR 135.5, new job opportunities created by federal financial assistance housing and community development programs should, if possible, be directed toward low and very low income persons, particularly those who are recipients of government assistance for housing.
Section 3 is a means by which HUD fosters local economic development, neighborhood economic improvement, and individual self-sufficiency. Section 3 is the legal basis for providing jobs for residents and awarding contracts to businesses in areas receiving certain types of HUD federal assistance.

WHO ARE SECTION 3 RESIDENTS?
Section 3 residents are public housing residents and low and very low income persons who live in the Chicago Metropolitan Area or non-metropolitan County. To view your local income limits click HERE where HUD assisted projects for housing or community development is located.
Before you start applying for new job openings, we need to make sure you qualify for Section 3 positions.

• In Step 1, select if you are a public housing resident or a low-income resident (both can be checked, but one must be checked)
  • Then select your County, within the Chicago Metropolitan Area
  • Read the privacy/terms of use and check the box once you read it
  • Click on “Continue”

If you are in fact a Section 3 resident, you will be able to move on to the next step. This is a self-certification and you are stating that this information is accurate and true to CHA and HUD.

If you are not sure of your status, click on the “HERE” link and look up your income status through HUD’s website.
STEP 2: Enter the information for each blank space on the screen, creating a new password for you to use each time you login to the system. Pick something you will remember!

Do not check the “Opt Out” box unless you do not want to receive notifications when there are new job openings!

Click on the “Continue” button…
STEP 3: Some of the information from the first two pages will carry over to Step 3, but you will need to fill in each blank space on this page and then click “Continue”.

If you check off that you are a CHA Resident or a Housing Choice Voucher Participant, you will need to use the client ID linked to your name and social security number.
STEP 3: In the Summary text box, you can enter some information about your work experience, knowledge, skills, and abilities. Keep this brief, because you get to enter your experience on future pages...

Click “Save & Continue” to move on to the next page
Do you want to add your **Experience**? If so, click on the “Add Experience” link and then click “Save & Continue” once you are done. You can add as much job experience as you want…
Click “Save & Continue” as you go. You will see that the Experience you add will start showing on this screen

- You can add as much experience that you feel is necessary - a description of each past position is not required, but always nice to add
Add your **Education**! Click on “Add Education” and fill in the blanks

- You will want to add as much detail as possible and add each level you have completed (some jobs require certain education levels)
- Click “Save & Continue” each time you add more Education
Do you have any special **Certifications**? Add them here.

- Click on “Add Certification”
Are you a Union member? Enter your Local # and Union Type on this page

- Then click “Save & Continue”
If you have a resume you would like to add, in addition to the profile you are building for this system, you can add that on this screen.

- Click on “Upload Resumes” and then click the “Browse” button so you can find it on your computer to upload.
- You are able to upload multiple resumes and designate one as your primary resume
- Click “Save & Continue”
This is the final step!

Review your profile

Make any edits you need to by clicking on “edit” to the right of that section

- You will have to “Save & Continue” through each page again until you get to your profile page again

- Once it looks okay to you, click on “Submit” to complete your profile
USER REGISTRATION

You should get this confirmation that you have completed your profile. It will say “Finished!”

Now what?
- You should look for the open jobs and apply to those you are qualified for!
This page is your “Dashboard” and it will take you everywhere you need to go in this system!

“My Profile” allows you to edit your profile…
Edit my Profile: Update parts of your profile
Resumes: Add or edit your resumes in the system
Self Certification: Update your Section 3 status
Notification Settings: You can choose to receive emails with job opportunities each week or not
Account Settings: Update your email or password to the Section 3 Opportunities website

Click “Jobs” to look for open positions!

“About Section 3” will provide a brief overview of Section 3
• When you see a job you are interested in, you can easily apply by clicking the “Apply Now!” link at the bottom of the job description.
• If you are qualified and meet the requirements for this position, the Employer will contact you to schedule an interview.
• The Employer is responsible for the interview process.
• You are responsible for making sure your email address and phone number are up to date; if an Employer cannot reach you, they will move on to the next qualified Applicant.
In order to make this system a success for you and the Employers, we need you to:

- Keep your profile updated
- Make sure the Employers can reach you by phone and email
- Check the job postings every week
- **NOTE:** New jobs will be posted for ten days, before they are removed from the website and closed for any more applications
- If you are interested in a position, you must apply through the system- no referrals will be accepted through phone calls or emails
- Applicants are responsible for their own job search, so use these tools to help yourself
- Make sure you represent your Section 3 status, knowledge, skills, and abilities accurately
- HUD and CHA could audit your self-certification if deemed necessary
Several ways to call for assistance!

**General Questions**
Section 3 Hotline
- (312)542-8802
- Section3@thecha.org

**Technical Questions**
Michael Ricketts, Applicants Trainer
- (312)786-3336
- mricketts@thecha.org