



Shelby County Government

Department of Housing

6465 MULLINS STATION RD, MEMPHIS, TENNESSEE 38134-7795

Tel: (901) 222-7600 Fax: (901) 222-7622

Lee Harris, Mayor

July 5, 2022

SUBJECT: TRAINING AND CERTIFICATION REIMBURSEMENT OPPORTUNITY

Dear Contractor:

The Shelby County Department of Housing (SCDH) is offering, on a first-come/first-served basis, reimbursement to Section 3 contractors in good standing on SCDH's approved contractor list for certain fees associated with lead abatement training and certification as required by the Tennessee Department of Environment and Conservation (TDEC).

Reimbursement for Section 3 contractors is being offered on a first-come first-served basis as budgeted funds permit and will include the following:

- 1a. Reimbursement for Initial Supervisor Training for up to two (2) Targeted Section 3 certified workers by a TDEC certified and accredited trainer (or \$560, whichever is less).
- 1b. Reimbursement for Initial Worker Training for up to four (4) Targeted Section 3 certified workers by a TDEC certified and accredited trainer (or \$200, whichever is less).
- 1c. TDEC Initial Supervisor Certification for up to two (2) Targeted Section 3 certified Supervisors (up to \$200 per Supervisor).
- 1d. TDEC Initial Worker Certification for up to four (4) Targeted Section 3 certified Workers (up to \$60 per worker).

To be considered for reimbursement for any of the training and certification described above, Contractors must provide the following:

- 2a. An itemized invoice, including an invoice number as well as the Contractor's EOC number issued by Shelby County, from the Contractor to SCDH for the amount(s) being requested for reimbursement,
- 2b. A copy of the training completion certificate(s) provided and receipt for paid training cost(s) issued by the training provider (for reimbursement of training costs),
- 2c. A copy of the TDEC certification and receipt for certification cost(s) (for Worker or Supervisor certification reimbursement),

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- 2d. Self-certification and documentation as a **Section 3 Contractor** in accordance with HUD requirements using the attached Section 3 Business Concern form.
- 2e. Worker or Supervisor **Section 3 self-certification** and documentation using the attached Section 3 Resident Certification Form.

Information on HUD Section 3 requirements can be found at the following link:

<https://www.huduser.gov/portal/datasets/il.html>

SCDH reserves the right to cancel any of these reimbursement opportunities at any time. If you have any questions regarding this offer, please contact Anita Tate at (901) 222-7604.

Sincerely,

Anita Tate
Program Manager, Lead Hazard Reduction Program