SECTION 3 WORKER APPLICATION
A 1968 HOUSING AND URBAN DEVELOPMENT ACT

CITY OF HOUSTON HOUSING AND COMMUNITY DEVELOPMENT

Incomplete applications will not be processed. Allow 5-10 business days for processing.

ALL FIELDS REQUIRED EXCEPT WHERE NOTED

	DATE
Applicant Name:	
Current Home Address:	
Phone Number:	Email Address:
Job Skills/Trades: Select one	Other:
Referred By:	

ALL PAGES OF THIS APPLICATION MUST BE SUBMITTED

2022 HUD Income Limits for Houston and Surrounding Areas

Household Size	30% of Median Extremely Low-Income		50% of Median Very Low-Income		80% of Median Low Income	
	Annual Income	Monthly Income	Annual Income	Monthly Income	Annual Income	Monthly Income
1-person	$17,650	$1,471	$29,400	$2,450	$47,050	$3,921
2-person	$20,200	$1,683	$33,600	$2,800	$53,800	$4,483
3-person	$22,700	$1,892	$37,800	$3,150	$60,500	$5,042
4-person	$25,250	$2,104	$42,000	$3,500	$67,250	$5,604
5-person	$27,250	$2,271	$45,400	$3,783	$72,650	$6,054
6-person	$29,250	$2,438	$48,750	$4,063	$78,000	$6,500
7-person	$31,300	$2,608	$51,100	$4,342	$83,400	$6,950
8-person	$33,300	$2,775	$55,450	$4,621	$88,750	$7,396

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CITY OF HOUSTON HOUSING AND COMMUNITY DEVELOPMENT

PART 1. SECTION 3 WORKER QUALIFYING STATEMENT

You must qualify under one of the following statements to qualify as a Section 3 Worker. Please select only **ONE.**

◯ **Q1**	Income for the previous or current calendar year is below HUD income limits. See above for HUD Income Limit Chart. Follow and complete instructions under Parts 2 and 3 below and Page 3.
◯ **Q2**	Employed by a Section 3 Business Concern. Follow and complete instructions under Parts 2 and 4 below and Page 3.
◯ **Q3**	Participant in YouthBuild program. Follow and complete instructions under Parts 2 and 5 below and Page 3.
◯ **Q4**	At any time during the last five years my annual household income was zero or did NOT exceed the 80% Median HUD Income Limit. See above for HUD Income Limit Chart. Follow and complete instructions under Parts 2 and 6 below and Page 3.

PART 2. SUPPORTING DOCUMENTATION FOR ALL APPLICANTS

Each applicant must submit the following documents:

Proof of Identification
Provide one (1) of the following:

◯ Driver's License ◯ State Identification Card ◯ Passport

Proof of Residency
Provide one (1) of the following:

◯ Lease Agreement/ Utility Bill ◯ Reference Letter from Head of Household ◯ Other

◯ **Supplement to Income Certification Form** (required)

PART 3. SUPPORTING DOCUMENTATION FOR Q1

If you selected Q1 qualifying statement under Part 1, you must submit the following documents if you receive either public housing and/or participate in public assistance program:

Public Housing Resident ◯ Lease Agreement

Federal, State or Local Public Assistance Program ◯ Voucher or Award Letter

PART 4. SUPPORTING DOCUMENTATION FOR Q2

If you selected Q2 qualifying statement under Part 1, you must submit the following documents:

1. 2022 Household Income Self-Certification Form
2. 2022 Zero Household Income Self-Certification Form
3. Section 3 Business Concern Name and Date of Employment:

PART 5. SUPPORTING DOCUMENTATION FOR Q3

If you selected Q3 qualifying statement under Part 1, you must submit the following documents:

1. 2022 Household Income Self-Certification Form
2. YouthBuild Participant Letter

PART 6. SUPPORTING DOCUMENTATION FOR Q4

If you selected Q4 qualifying statement under Part 1, you must submit the following documents:

1. 2022 Household Income Self-Certification Form
2. 2016-2020 Household Income Self-Certification Form

SECTION 3 WORKER APPLICATION
2022 HOUSEHOLD INCOME SELF-CERTIFICATION

CITY OF HOUSTON HOUSING AND COMMUNITY DEVELOPMENT

2022 Annual HUD Income Limits – 80% Median

Household Size	1	2	3	4	5	6	7	8
Low Income	$47,050	$53,800	$60,500	$67,250	$72,650	$78,000	$83,400	$88,750

LIST ALL MEMBERS OF HOUSEHOLD, REGARDLESS OF INCOME OR AGE.

PART 1. HOUSEHOLD COMPOSITION

	Last Name	First Name M.I.	Relationship to Head of Household	Date of Birth	Last 4-digits of SSN
1					
2					
3					
4					
5					

PART 2. GROSS (BEFORE TAXES) HOUSEHOLD ANNUAL INCOME

	Employment & Wages	Social Security/Pensions	Public Assistance	Other Income
1				
2				
3				
4				
5				
			Total Gross Household Annual Income	$

PART 3. HOUSEHOLD CERTIFICATION & SIGNATURE

- The information on this form will be used to determine maximum income eligibility. I/we have provided for each person(s) set forth in Part I acceptable verification of current anticipated annual income.
- Under penalties of perjury, I/we certify that the information presented in this Certification is true and accurate to the best of my/our knowledge and belief.
- The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of certification.

Print Name _____ Signature _____ Date _____

SECTION 3 WORKER APPLICATION
2022 ZERO HOUSEHOLD INCOME SELF-CERTIFICATION

I hereby certify that I currently do not individually, nor does any member of my household, receive income from any of the following sources:

- ◯ Wages from employment (including commissions, tips, bonuses, fees, etc.);
- ◯ Income from operation of a business;
- ◯ Rental income from real or personal properties;
- ◯ Interest or dividends from assets;
- ◯ Social Security payments, annuities, insurance policies, retirement funds, pensions, or death benefits;
- ◯ Unemployment or disability payments;
- ◯ Public assistance income;
- ◯ Periodic allowances such as alimony, child support, or gifts received from persons not living in household;
- ◯ Sales revenue from self-employed resources (Avon, Mary Kay, Shaklee, etc.);
- ◯ Any other source not named above.

Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of my Section 3 certification.

Print Name	Signature	Date

SECTION 3 WORKER APPLICATION
2022 HOUSEHOLD INCOME SELF-CERTIFICATION

If you are qualifying as a Section 3 Worker based on your household income from the past five years, check all boxes that applied to you and your household during 2017-2021.

◯ 2017	◯ 2018	◯ 2019	◯ 2020	◯ 2021

◯ At one point in the past five, my household income was zero.

◯ At one point in the past five years, I was a public housing resident and/or participated in Federal, state or local public assistance programs.

◯ At one point in the past five years, my household income did NOT exceed the 80% Median HUD Income Limit.

◯ At one point in the past five years, I was unemployed.

◯ At one point in the past five years, I was homeless.

Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of my Section 3 certification.

Print Name	Signature	Date

SECTION 3 WORKER APPLICATION
QUESTIONNAIRE

CITY OF HOUSTON
HOUSING AND COMMUNITY DEVELOPMENT

1. What is your age?

- ◯ 18-24 years old
- ◯ 25-34 years old
- ◯ 35-44 years old
- ◯ 45-54 years old
- ◯ Over 55

2. What is your gender?

- ◯ Male
- ◯ Female
- ◯ Prefer not to say

3. What is your ethnicity?

- ◯ White
- ◯ Hispanic or Latino
- ◯ Black or African American
- ◯ Native American or American Indian
- ◯ Asian/Pacific Islander
- ◯ Other (specify) _____

4. What is the highest degree or level of school you have completed?

- ◯ Less than a high school diploma
- ◯ High school degree or equivalent
- ◯ Associate's degree (e.g. AA, AS)
- ◯ Bachelor's degree (e.g. BA, BS)
- ◯ Master's degree (e.g. MA, MS, MEd)
- ◯ Doctorate (e.g. PhD, EdD)
- ◯ Other (specify) _____

5. What is your current employment status?

- ◯ Full time
- ◯ Part time
- ◯ Unemployed
- ◯ Student
- ◯ Retired
- ◯ Other (specify) _____

6. Are you a Veteran?

- ◯ Yes
- ◯ No

7. Do you have disability?

- ◯ Yes
- ◯ No

8. I agree to having my information published in the City of Houston's Section 3 Worker online directory.

- ◯ Yes
- ◯ No

_____	_____	_____
Print Name	Signature	Date