



# SECTION 3

## RESIDENT APPLICATION CHECKLIST

### Required from all applicants:

#### One (1) proof of identification

- Driver's License; OR
- State Identification Card; OR
- Passport; OR
- Permanent Resident Card; OR
- Employment Authorization Document; OR
- TWIC Card; OR
- SENTRI Card

#### One (1) proof of residency

- Residential Lease; OR
- Utility Bill; OR
- Notarized affidavit of Residency from Head of Household; OR
- Car Registration; OR
- Bank Statement; OR
- Letter from the government/court (E.g. government aid, child support, etc.).

\* Documents must be current, valid, and contain the applicant's name and/or photograph that establishes the applicant's identity and residency.

### Additional requirements based on qualifying statement selected in application:

#### Category (1)

- Public Housing Resident Lease Agreement; OR
- Public Assistance Voucher/Award Letter; AND
- Household Income Self-Certification form; AND
- Household Income from 2016-2018 Self-Certification form; AND
- Supplement to Income Certificate form

#### Category (2)

- Household Income Self-Certification form; AND
- Zero Household Income Self-Certification form; AND
- Household Income from 2016-2018 Self-Certification form; AND
- Supplement to Income Certificate form

#### Category (3)

- Household Income Self-Certification form; AND
- Supplement to Income Certificate form.

#### Category (4)

- Household Income Self-Certification form; AND
- Household Income from 2016-2018 Self-Certification form; AND
- Supplement to Income Certificate form



# SECTION 3 RESIDENT FAQ'S

Section 3 is a program implemented by the U.S. Department of Housing and Urban Development (HUD) that generates new employment and training opportunities to low and very-low income residents in Houston, TX and the surrounding counties.

## WHO IS A SECTION 3 RESIDENT?

A Section 3 Resident is an individual who fits into one of the following categories:

1. A public housing resident and/or participant in a federal, state, or local public assistance program (E.g. TANF, SNAP, Section 8 Lease Agreement, Youthbuild, etc.);
2. Individuals with a current household income of zero; and
3. Low-income individuals with incomes that do not exceed 80% of the HUD Median Income Limit who reside in the Houston Metropolitan and Non-Metropolitan areas where Section 3 covered assistance is expended

If you fit one of the categories outlined above, and would like to apply as a Section 3 Resident and/or have question, please contact our office at: [HCDSection3@houstontx.gov](mailto:HCDSection3@houstontx.gov) or by phone at 832-394-6200

## WHO SHOULD APPLY?

Residents who are returning veterans, homeless, apprentices, skilled and unskilled workers, re-entry individuals, and recent college or vocational school graduates.

## HOW DO I VERIFY IF MY INCOME MEETS THE HUD MEDIAN INCOME LIMITS?

You should verify your income through HUD's income guidelines, located at the following web link: <https://www.huduser.gov/portal/datasets/il.html>

## WHAT IS A SECTION 3 COVERED PROJECT?

A Section 3 covered project is a contract or subcontract awarded by a recipient or contractor for work generated by Section 3 covered assistance, or from work arising in connection with a Section 3 Project.

## WHAT TYPE OF ECONOMIC OPPORTUNITIES ARE AVAILABLE TO SECTION 3 RESIDENTS?

Administrative, Accounting, Bookkeeping, Security, Carpentry, Laborer, Drywall, Engineering, Architecture, Electrical, Plumbing, Clerical, Landscaping, Janitorial, Bricklaying, etc.