

# SECTION 3 WORKER APPLICATION

## A 1968 HOUSING AND URBAN DEVELOPMENT ACT



|                       |  |            |  |                |  |
|-----------------------|--|------------|--|----------------|--|
|                       |  |            |  | 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**

### 2023 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       | \$19,600                           | \$1,633        | \$32,650                      | \$2,721        | \$52,200                 | \$4,350        |
| 2-person       | \$22,400                           | \$1,867        | \$37,300                      | \$3,108        | \$59,650                 | \$4,971        |
| 3-person       | \$25,200                           | \$2,100        | \$41,950                      | \$3,496        | \$67,100                 | \$5,592        |
| 4-person       | \$30,000                           | \$2,500        | \$46,600                      | \$3,883        | \$74,550                 | \$6,213        |
| 5-person       | \$35,140                           | \$2,928        | \$50,350                      | \$4,196        | \$80,550                 | \$6,713        |
| 6-person       | \$40,280                           | \$3,357        | \$54,100                      | \$4,508        | \$86,500                 | \$7,208        |
| 7-person       | \$45,420                           | \$3,785        | \$57,800                      | \$4,817        | \$92,450                 | \$7,704        |
| 8-person       | \$50,560                           | \$4,213        | \$61,550                      | \$5,192        | \$98,450                 | \$8,204        |

**ALLOW 5-10 BUSINESS DAYS FOR PROCESSING.**

# SECTION 3 WORKER APPLICATION

## A 1968 HOUSING AND URBAN DEVELOPMENT ACT



### 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. 2023 Household Income Self-Certification Form
- 2. 2023 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. 2023 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. 2023 Household Income Self-Certification Form
- 2. 2018-2022 Household Income Self-Certification Form

# SECTION 3 WORKER APPLICATION

## 2023 ZERO HOUSEHOLD INCOME SELF-CERTIFICATION



### 2023 Annual HUD Income Limits – 80% Median

| Household Size | 1        | 2        | 3        | 4        | 5        | 6        | 7        | 8        |
|----------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Low Income     | \$52,200 | \$59,650 | \$67,100 | \$74,550 | \$80,550 | \$86,500 | \$92,450 | \$98,450 |

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

## 2023 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

## 2023 ZERO 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 2018-2022.

2018       2019       2020       2021       2022

- 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



## 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