

Certification Procedures for Section 3 Residents

Orientation

- Individual walks in or is referred to the HCDD Section 3 office located at 601 Sawyer Suite 400, Houston TX 77007.
- Individuals can obtain a copy of the Section 3 Resident application from the General Contractor on the work site. All Contractors must have residents complete application and submit to HCDD. Additionally, electronic copies will be available at the department's website.
- Individual states that they are interested in Section 3 employment.
- Individuals are provided a Section 3 application form and orientation on eligibility requirements.

Eligibility

- Individual supplies all required documentation and completes the Section 3 resident application.
- Grievance Procedure.
- ID (driver's license and social security card) or valid Texas ID.
- Income eligibility documentation of household (must be at or below 80% AMI Section 8 Income Guidelines). (See attached limit income limits chart.)
- Proof of address.

Qualifications

- Previous Work Experience
- Listed Trade Skills

As a Section 3 Resident

- Once an individual is deemed job ready, and has completed all eligibility requirements, they will be issued a letter stating that they are Section 3 certified resident.
- A list of all the Section 3 certified residents will be forwarded to Developers and subcontractors on active Section 3 projects.
- Residents will also be provided with a list of Developers and active projects along with their contact information.
- Residents will also be given information on upcoming job fairs, information sessions, and access to job training and postings.
- Re-certification is required after 3 years.