SECTION 3 RESIDENT CERTIFICATION

San Diego Housing Commission

Dear San Diego Resident:

The San Diego Housing Commission (SDHC) invites you to self-certify as a Section 3 Resident, which will provide you with additional job-seeking benefits, such as placement on a registry used by SDHC partners and notification of employment opportunities with SDHC.

Section 3 of the Housing and Urban Development Act of 1968 was established to foster local economic development. It requires that recipients of certain U.S. Department of Housing and Urban Development (HUD) financial assistance, to the greatest extent feasible, provide job training, employment, contracting, and other economic opportunities to low- and very low-income persons and to business concerns which provide economic opportunities to low- and very low-income persons. Section 3 regulations are implemented in Title 24 of the Code of Federal Regulations Part 135.

Who is a Section 3 Resident?

- **Resident of public housing who resides in the County of San Diego; or**
- **Resident of the County of San Diego who is low- or very-low income:**

2017 FAMILY INCOME LIMITS								
FAMILY Size	1	2	3	4	5	6	7	8
Maximum Gross Annual Family Income	$50,950	$58,200	$65,500	$72,750	$78,600	$84,400	$90,250	$96,050

Please complete the enclosed application. If you have any questions or concerns, please contact the Section 3/EOC Unit at (619) 578-7513. Submit the completed application to either of the following:

Program Analyst
section3@sdhc.org

San Diego Housing Commission
Section 3/EOC Unit
1122 Broadway, Ste. 300
San Diego, CA 92101

SECTION 3 RESIDENT CERTIFICATION FORM

Instructions: To certify as a Section 3 Resident and to be referred for employment and/or occupational training opportunities, complete the entire application. To certify as a Section 3 Resident only, complete sections 1 and 8. All applicants must sign and date the form.

1. CONTACT INFORMATION AND CERTIFICATION ELIGIBILITY	
	Name:
You must identify under which criteria you qualify as a Section 3 Resident: *(select only one)* • A Public Housing Resident ☐ • Low Income Resident of San Diego County ☐ • Receive Section 8 Voucher from SDHC ☐	Residential Address (no P.O. Box):_____ City:_____State:_____Zip:_____ Telephone Number:_____ Email:_____ *Note: to receive notification of employment and training opportunities, applicant must provide an email address.* ***If you are an individual who lacks a fixed, regular, and adequate nighttime residence, please check here*** ☐

2. EDUCATION (*Check all that apply*)									
GED	☐	High School Diploma	☐	Post High School	☐	Associate Degree	☐	Trade/Training	
College Credits	☐	Professional License	☐	Higher Education	☐	Bachelor Degree	☐	Certificate	☐

Use this section to provide any additional information regarding your education:

3. WORK EXPERIENCE

Identify all work experience for the last 10 years AND the number of years of experience in each category.

# of Years	**# of Years**	**# of Years**	**# of Years**	**# of Years**
Management/ Supervisor _____ Accounting _____ Education _____ Counseling _____ Printing Trades _____	IT Support _____ Computer Programming _____ Medical Assistance _____ Bookkeeping _____ Gardener/	Administrative _____ Construction Laborer _____ Janitorial/Cleaning _____ Warehouse/Facilities _____ Waiter/Waitress _____ Truck/Tractor Driver _____	Sales Clerk _____ Cashier _____ Insurance _____ Real Estate _____ Electrician _____ Painter _____	Apprentice (construction) _____ Maintenance Mechanic _____ Machine Operator _____

	Landscaper _____	Plumber _____		Carpenter _____ Metal Worker _____

Use this section to provide any additional information regarding your work experience:

4. SKILLS

List any skills with specialized equipment, machinery or tools:

5. COMPUTER SKILLS

Rate your computer skill level for each of the following. Write the letter "B" for beginner, "I" for intermediate, or "A" for advanced. Write "N/A" if not applicable.

	Skill Level		Skill Level		Skill Level		Skill Level		Skill Level
Microsoft Word _____ Microsoft Access _____		Microsoft Publisher _____ Internet Research _____		PowerPoint _____ Web Design _____		Microsoft Excel _____ Web Programming _____		Microsoft Outlook _____ Network Admin. _____ Typing (_____wpm)	

6. TRAINING

Identify any training that you would like to receive.

Electrical ☐	Carpentry ☐	Cement/Masonry ☐	Flooring ☐	Building Maintenance ☐
Machining ☐	Fencing ☐	Plumbing ☐	Landscaping ☐	IT Support ☐
Bricklaying ☐	Plastering ☐	Demolition ☐	Computer ☐	Marketing ☐
Painting ☐	Glass/Glazing ☐	HVAC ☐	Accounting/ Bookkeeping ☐	Mechanical Repair ☐
Roofing ☐	Drywall ☐	Iron Works ☐	Payroll ☐	Janitorial ☐
		Solar Installation ☐		Administrative ☐

7. PLEASE ANSWER THE FOLLOWING:	Yes	No
Have you ever received any type of assistance from SDHC's Achievement Academy?	☐	☐
Are you currently a member of any union? If yes, please describe.	☐	☐
Are you currently employed? If yes, please indicate whether part-time or full-time.	☐	☐
Are you a Youth Build participant?	☐	☐
Are you 18+ years of age?	☐	☐

Have you ever been convicted of a felony within the last 10 years?	☐	☐
Are you willing to take a drug screening?	☐	☐
Are you able to lift 50 lbs. at a time with frequent lifting or carrying of objects up to 25 lbs.?	☐	☐
Do you have 10 years of verifiable employment or school history?	Yes ☐	No ☐
Are you bilingual? If yes, please indicate which languages you speak fluently.	☐	☐
Do you possess a valid driver's license?	☐	☐
Do you possess a State ID?	☐	☐
How did you learn about the Section 3 certification program?		
8. RELEASE OF INFORMATION: Do you authorize the San Diego Housing Commission to release this information to businesses that are seeking certified Section 3 Residents for employment and/or training opportunities?	Yes ☐	No ☐

I,_____ ,agree to provide the San Diego Housing Commission with documentation verifying my Section 3 eligibility, if requested.

I, _____ am a resident of the County of San Diego and qualify as a low or very low income person as defined in the Section 3 Regulations. I hereby certify and declare under penalty of perjury under the laws of the United States and the State of California that the statements made in this Section 3 Resident Certification Form and any and all documents attached hereto, are true and correct.

Signature:_____

Date:_____

The following information is optional and will only be used for statistical purposes:

Gender: ☐ Male   ☐ Female

Race/Ethnicity: ☐ Caucasian   ☐ African American   ☐ Hispanic/Latino   ☐ Asian/Pacific Islander

☐ Native American   ☐ Other, please identify:_____