





**HACA FORM S3-5  
EXISTING EMPLOYEE LIST**

Contract/Solicitation Name or Number: \_\_\_\_\_

Contractor    Subcontractor    Name of Business: \_\_\_\_\_

Total No. of Employees: \_\_\_\_\_    Total No. of Section 3 Residents: \_\_\_\_\_    \_\_\_\_\_ % of Employees are Section 3 Residents

List all current employees, specifically those who will work on the above listed HACA project. If the contractor has claimed Section 3 status due to its staff, at least 30% of the existing employees must be Section 3 residents. A list or spreadsheet may be attached in lieu of this form; however please indicate which employees are Section 3 residents.

Employee Name & Address	Hire Date	Job Classification/Title	Section 3 Resident	
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No

Contractor must collect [HACA Form S3-6: Section 3 Resident Certification](#) for each Section 3 eligible employee.

The undersigned company official does swear or affirm that the information on this form is true and correct to the best of his/her knowledge and there is no willful intent to mislead or commit fraud.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



**HACA FORM S3-6  
SECTION 3 RESIDENT CERTIFICATION**

The purpose of HUD’s Section 3 program is to provide employment, training and contract opportunities to low-income individuals whose household income is less than 80% of the area median income. Section 3 requires that, to the greatest extent feasible, employment and other economic opportunities generated by HUD funds be directed to low-income residents, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low-income persons.

All residents of HACA public housing developments and HACA’s Housing Choice Voucher holders (Section 8) qualify as Section 3 residents. Additionally, individuals residing in the [Austin-Round Rock-San Marcos MSA](#) whose household income falls below HUD’s income limits set forth below can qualify as Section 3 residents.

Income Eligibility Guideline (FY 2016 HUD Income Limits)		
Number in Household	Low Income (80%)	Select Eligibility
1	\$43,600 or less	
2	\$49,800 or less	
3	\$56,050 or less	
4	\$62,250 or less	
5	\$67,250 or less	
6	\$72,250 or less	
7	\$77,200 or less	
8	\$82,200 or less	
I have not met the above criteria for Section 3 Resident status.		

Select County of Residence	
Bastrop	
Caldwell	
Hays	
Travis	
Williamson	
N/A	
Are you a resident of:	
Public Housing	
HCV (S8) Housing	
N/A	

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Physical Address City State Zip

Mailing Address (if different): \_\_\_\_\_  
Mailing Address City State Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Check all that apply:

I am interested in training and employment opportunities:

Please complete page 2 or attach resume.

*Release of information:* I hereby authorize the Housing Authority of the City of Austin to release this information to Section 3 Contractors/Vendors for employment and training opportunities. I understand that the Housing Authority staff will regard this information as personal and confidential and will use said information for the sole purpose of assisting me with obtaining employment and/or training opportunities.

I am applying for an employment opportunity with the Housing Authority of the City of Austin:

Position/Title: \_\_\_\_\_ Job No: \_\_\_\_\_

*HACA’s Section 3 Program provides Section 3 residents preference in the hiring process so long as they are qualified for the position for which they are applying. Any applicant falsely claiming a Section 3 preference will immediately be removed from consideration of employment and may be ground for termination of any employment or contract that has resulted from a false certification.*

I am an employee of a  HACA Contractor  HACA Subcontractor. Are you a new hire? Yes  No

Contract/Solicitation Name or Number: \_\_\_\_\_

Employer: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Registered Apprentice Yes  No

I certify that I have voluntarily provided the above information. I understand that false statements or information is punishable under federal law.

Signature

Print Name

Date