

# WANT A JOB MAKING A MINIMUM OF: \$17.14 with no fringe benefits POST YOUR RESUME ON HUD.GOV HERE IS HOW!

## TO POST YOUR RESUME OR LOOK FOR A SECTION 3 JOB POSTING

Go to <https://hudapps.hud.gov/OpportunityPortal/>

This will guide you through the creation of a Login.Gov account, logging into the Opportunity Portal application, and exercising the features that are available to the he Section 3 Employers and Residents such as updating contact information, posting an employment profile, posting opportunities and searching for job/contract opportunities.

### **Create a Login.gov ID**

To access certain features in the Opportunity Portal such as creating a Resident profile so that businesses can search for you, you must create a Login.gov account. **If you only wish to search for open Job and Contract opportunities, you do not need a Login.gov account.**

To create an account:

- a. Open a web browser such as Internet Explorer, Chrome, Firefox or Safari.
- b. [Enter] <https://hudapps.hud.gov/OpportunityPortal/> in the URL box.
- c. (Click) the Create an account button.
- d. Enter your email address in the Email address field
- e. You can now close the tab or window you are currently working in.
- f. Go to your email account and look for a new email from [no-reply@login.gov](mailto:no-reply@login.gov) with the Subject: Confirm your email and open it.
- g. In the email, (click) the Confirm your email address button. (Note: this will open in your default browser; if you wish to use a different browser, simply copy the URL and past it into the browser you wish to use)
- h. Create a new password. It must be at least 9 characters long and not be a commonly used password. Type the password into the Password field and (click) Continue: Note you will not be able to move forward unless your pass word is "strong enough)
- i. Login.gov requires "two factor authentication", meaning you need to provide an additional way to prove you are the owner of your account when logging in (this adds an additional layer of security to your account. Choose one of the 3 options presented (the simplest is usually Text Message/SMS if you have a cell phone; otherwise, the next simplest is to get a phone call). Then (Click) the Continue button.
- j. If you chose Txt Message/SMS then enter your mobile phone number in the Mobile phone number field, then (Click) the send code button.

- k. If you chose Text Message/SMS then enter your security code that you received via text message SMS in the One-time security code field, then [click] Submit. (Note: you must do this within 10 minutes of receiving the code, or you will need to generate a new one).
- l. Write down, print out, or take a screen shot of your personal key; you may need this to log in later to regain access to your account if you lose your phone, for example.
- m. [Click] Continue.
- n. Type the personal key that you just saved in the field that appears. You do not need to enter dashes, just the numbers and letters from your key. [Click] Continue.

### **Log in with Login.gov**

To log in to the Section 3 Opportunity Portal, do the following.

Once you have an account, you can go to <https://hudapps.hud.gov/OpportunityPortal> in your web browser, then [Click] the Sign in button.

[Enter] your **Email Address** and **Password** that you used when signing up for Login.gov and [Click] Next.

You will then be logged into the application and the Section 3 Opportunity Portal home page will appear.

If you need assistance, posting your resume on Hud.gov please contact either your Ross Coordinator, Service Coordinator or Manager in your Development

#### **Ms. Shelia Good - 724 993 3186**

Morado Dwellings  
Midcrest Homes  
Brighton Homes

#### **Ms. Hope Kuhn - 724 912 3693**

Economy/Crestview Village

#### **Ms. Karla Myers - 724 503 9845**

Linmar Terrace/Linmar Terrace Extension  
Pleasantview Homes

#### **Ms. Brianne Kovacs - 724 912 3706**

Mt. Washington Apartments  
Harmony Dwellings  
Joseph Edwards and Gordon Camp Family  
Stephen Phillips Homes

IF YOU CHOOSE TO POST YOUR RESUME ON HUD.GOV, PLEASE RETURN THIS FORM TO YOUR MANAGER AFTER DOING SO. IF YOU NEED ASSISTANCE WITH A DRIVER'S LICENSE OR GED PLEASE COMPLETE THE FORM ON THE OTHER SIDE AND RETURN IT TO YOUR MANAGER

## SECTION 3 INDIVIDUAL VERIFICATION FORM

### Tenant Information

Full Name: (Last, First M.I.)		
Legal Address:		
City	State	ZIP Code
Home Phone:		

**(Please complete and sign this form)**

*The Section 3 Program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide employment, training or education opportunities for low- and very-low income in connection with projects and activities in their neighborhoods.*

- I am a Section 3 Individual.  
 (Complete questions below)  
 Are you a resident of public housing Yes\_\_\_\_ No\_\_\_\_

1. The number of persons in my household claimed on tax returns is \_\_\_\_\_. (circle below)
2. From the chart below, locate the number of persons in your household and enter the dollar amount from that box here \$\_\_\_\_\_.

#of persons in Household	1	2	3	4	5	6	7
(FY 2022 Income Limits)							
LOW AND VERY LOW	\$53,100 \$33,200	\$60,700 \$37,950	\$68,300 \$42,700	\$75,850 \$47,400	\$81,950 \$51,200	\$88,000 \$55,000	\$94,150 \$58,800
Write in Box your approx. income							

**Section 3 Verification Eligibility Test?**

<input type="checkbox"/> Yes <input type="checkbox"/> No I am a resident of public housing, Section 8 or a low-income resident of the metropolitan area or non-metropolitan county where the project is located.	
<input type="checkbox"/> Yes <input type="checkbox"/> No My household income last year was equal to or less than chart guidelines	
If the answer to both questions are YES, you qualify for Section 3 Certification	
By Signing, affirm that the information on this form is to the best of my knowledge and belief true, correct, and complete.	
<b>Signature:</b>	<b>Date:</b>

THE HOUSING AUTHORITY OF THE COUNTY OF BEAVER  
300 State Avenue, Beaver, PA 15009  
724-772-1220

## PUBLIC HOUSING RESIDENT EMPLOYMENT OPPORTUNITY DATA QUESTIONNAIRE

### Eligibility for Preference

A section 3 resident seeking the preference in training, employment and other opportunities provided by the New Section 3 Rule, must submit evidence to the HACB the person is a Section 3 resident, as defined in Section 135.5, new job opportunities created by federal financial assistance housing and community development programs should, if possible, be directed toward low and very-low income persons, particularly those who are recipients of government assistance for housing.

### Certification for Resident Seeking Section 3 Preference in Training & Employment

I, \_\_\_\_\_, am a legal resident of the United States

*Name*

and meet the income eligibility guidelines for a low- or very-low-income persons as published (other side).

My permanent address is:

Address & Apt. # \_\_\_\_\_  
\_\_\_\_\_

Town State & Zip code \_\_\_\_\_

Do you have a driver's license? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If not, are you interested in driver's education to obtain a license? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do have a high school diploma? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If not, are you interested in obtaining your GED? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have your own business? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If so what kind of business? \_\_\_\_\_

Are you interested in learning a trade or go to a business school? \_\_\_\_\_ Yes \_\_\_\_\_ No

Signature \_\_\_\_\_

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

\_\_\_\_\_ Date

### SECTION 3 INCOME LIMITS

All residents of public housing developments of the Housing Authority of the County of Beaver qualify as Section 3 residents. Additionally, individuals residing in the County of Beaver who meet the income limits set forth below, can also qualify for Section 3 status.

A picture identification card and proof of current residency is required.

#### Eligibility Guideline

Number in Household	Very Low Income	Low Income
1 individual	\$53,100	\$33,200
2 individuals	\$60,700	\$37,950
3 individuals	\$68,300	\$42,700
4 individuals	\$75,850	\$47,400
5 individuals	\$81,950	\$51,200
6 individuals	\$88,000	\$55,000
7 individuals	\$94,100	\$58,800
8 individuals	\$100,150	\$62,600

IF YOU ARE INTERESTED IN TRAINING, CLASSES OR JOB OPPORTUNITIES, PLEASE SEE THE ATTACHED CAREER LINK INFORMATION