

**Bastrop Housing Authority
Program Director
Cutoff: Until Filled**

The Bastrop Housing Authority (BHA) is seeking qualified individual for the position of Program Director. This position serves as administrative support to the Executive Director and is responsible for overseeing the daily administration and operation of BHA's Public Housing Program (50 Units), Section 8 Housing Choice Voucher Program (45 Vouchers), Multifamily Housing Program (30 Units). The Program Director serves as the liaison between the Executive Director and the employees, the clients and the public.

Applicant must possess outstanding and proven financial and operational management skills and experience within the affordable, multi-family property management industry. Requires knowledge of accounting, financial management, budgeting, investments, Fair Housing knowledge and sound business practices. A minimum of five years of direct, verifiable, and successful experience in a management role in the affordable housing industry required with prior experience in HUD Public Housing and Section 8 highly preferred.

SALARY: Commensurate with qualifications, skills, and experience. Full Benefit package including retirement, health, dental, life insurance.

Requires applicant to pass a credit check, Federal/National criminal background investigation, and must have a valid driver's license with an acceptable driving record.

Bastrop Housing Authority is an equal opportunity employer. Section 3 residents encouraged to apply.

To Apply: Access application/and job description online at <http://bastropha.org> or call 512-321-3398 to request an application. Applications and resumes may be submitted to electronically to b_spencer@austin.rr.com (use subject: Program Director Position) or sent by regular mail to: Bastrop Housing Authority, Attn: Brandy Spencer, Executive Director, PO Box 707, Bastrop, TX 78602. Offer is open until filled.

Position Description

Title: Program Director
Responsible to: Executive Director
Job Hours: Monday thru Friday, 8:00 am to 5:00pm

Job Summary:

This is a general administrative position with wide supervisory and management responsibilities. Employee provides administrative support to the Executive Director (ED) for all standard, routine and delegable administrative tasks and serves as the liaison between the ED and employees, clients and the public.

The position requires knowledge of accounting, financial management, budgeting, investments and sound business practices. Under direction of the ED and independently, employee plans, organizes, coordinates and carries out day-to-day operations with administrative and maintenance personnel. In the discharge of these responsibilities, the Program Director's duties and responsibilities shall include, but are not limited to, the following:

Administrative Support to the Executive Director

- Handles all telephone inquiries and monitors emails for the ED, relaying those that should be handled by the ED or by other employees. Prepares correspondence, reports, and other documents and initiates follow-up to unanswered memoranda. Establishes and maintains files for the ED and assists with assembling agenda packages and accurately recording the Minutes of the Board Meetings.
- Assists ED with procuring goods and services by soliciting quotes or bids in accordance with the Procurement Policy.
- Ensures safekeeping of all confidential records and privacy information and ensuring that only employees with approved access are authorized in areas where such records are stored.
- During the absence of the ED, determines the disposition of problems that arise and determines whether contact with the Executive Director is essential.

Personnel

- Works with the Executive Director to plan an organization appropriate to carry out housing programs within budgetary limits, coordinates the activities of the organization. Makes continuous reviews of the development, management and maintenance activities of the Authority and directs a continuous review of methods and procedures to simplify and improve operations. Keeps abreast of the programs, policies, and methods of similar organizations to secure ideas for improving the Authority's operations. Assists staff members in resolving new or unusual problems.
- Expresses policies and procedures explicitly in oral and written form and monitors employee's compliance with the Authority's policies and procedures and HUD standards and coordinates responsibilities with employees and makes recommendations in areas requiring improvement.
- Plans, assigns, directs employees and delegates responsibilities effectively while maintaining effective working relationships through clear channels of communication within the organization. Reviews employee's performance with the Executive Director and maintains employee attendance and leave records.

Policies and Procedures

- Subject to the approval of the Board of Commissioners and subject to the limitations of the By-laws of BHA and HUD rules and regulations, the Program Director assists the Executive Director in preparing, revising, and maintaining the policies and procedures which embodies the basic operating procedures of BHA.

- Monitors maintenance employee's work to ensure it is completed satisfactorily and in a timely manner and that buildings, grounds and equipment are properly maintained and kept in good repair and working order and in accordance with the Maintenance Policy.
- Monitors administrative employee's work to ensure it is completed satisfactorily and in a timely manner and in accordance with BHA's operating procedures and management practices.

Budgeting and Financials

- Assists the Executive Director in preparing operating budgets and budget revisions for all programs for Board approval and monitors expenditures in conformance with Board approved budgets and as may be required to administer the housing programs and requisitions funds.
- Prepares financial and occupancy reports as required by regulations and keeps books of account during management in accordance with standard principles and HUD procedures or arranges for others to do so
- Conducts annual inventory of all non-expendable equipment and property and oversees the investment of excess funds in accordance with BHA's Investment Policy.

Management Duties

- Oversees informal hearings involving applicants or residents and responds to issues and concerns that involve BHA management practices or other complaints that are generated by applicants, residents, employees and/or the general public. Mediates landlord/tenant disputes when specifically requested.
- Interprets and clarifies standards, policies and procedures for the authority's operations to ensure consistent compliance with state and federal regulations and assists the Executive Director in preparing the Annual and Five-year Agency Plans. Monitors the agency's performance with PHAS and SEMAP indicators, Management and Occupancy Reviews (MOR) ratings, REAC physical inspection scores.
- Conducts quality control reviews to randomly monitor application intake procedures, eligibility determinations, preference documentation that supports applicant ranking and order housed from the waiting list, accuracy of rent calculations based on verified sources of income and assets, and timely processing of annual and interim re-certifications. Conducts quality control inspections for the Section 8 Housing Choice Voucher Program for compliance with Housing Quality Standards.
- Evaluates rent conditions and market availability and updates the Rent Reasonableness Study at least annually or when market conditions change. Conducts outreach efforts to prospective owners/managers to increase participation in the HCV program and assists Section 8 HCV clients in finding suitable housing in the private market.
- Processes monthly HAP Payments to owners, utility allowance checks for tenants and other accounts payable. Maintains rent rolls and tenant ledgers.

General Duties

- Attends professional meetings, seminars and conferences to keep abreast of new Federal, State and local laws; HUD rules and regulations and other trends, activities and concepts being utilized in subsidized housing programs. Supports, assists and works with other PHAs and affiliated organizations in joint efforts which are mutually beneficial. Attends local and community meetings as required to provide or obtain information and to lend technical assistance.
- Responsible for maintaining proper relations with applicants, residents and the public requiring the exercise of tact and diplomacy and ensures BHA maintains proper relations with the city, county, state and federal officials. Evaluates the public relations aspect of all contacts with Bastrop Housing Authority and makes recommendations for improvement when in the best interest of the agency.

- Takes complaints from clients and the public, actively investigates and works to resolve issues or complaints and performs other investigative work to alleviate and prevent abuse of the Housing Authority programs. Pursues the appropriate course of action in such cases including termination procedures when warranted and represents BHA at meetings or grievance hearings and/or civil or criminal court proceedings.
- Works with the Executive Director, the employees and other groups to plan and implement activities and programs for the residents and attends resident meetings, staff meetings and training sessions as scheduled.
- Coordinates social media using Facebook, Instagram, Twitter and BHA's website and performs other clerical tasks such as answering multiple phone lines, greeting the public, answers inquiries either in person or over the phone and provides information regarding housing programs and answers questions, typing, filing and copying. Manages and processes travel accommodations, hotel, and conference registration for agency staff.
- Performs other duties as required.

At such times as the ED may be absent, the Program Director shall be designated to act for and on behalf of the ED and to exercise all of the powers, duties, and functions of the ED as prescribed herein or in accordance with the Personnel Policy and BHA's Bylaws, as follows:

Secretary to the Board

- Acts as the secretary to the Board of Commissioners and plans agendas and prepares materials helpful to the Commissioners in their consideration of items on the agenda and schedules Board Meetings with the approval of the Board Chairperson.
- Acts as the primary advisor to the Board of Commissioners and is responsible for representing the BHA in all contacts with the Board and the news media in the absence of the ED.
- Serves as contracting officer as designated by the Board of Commissioners.

Development Duties

- Directs the analysis of community needs and planning of development programs to meet such needs and works with official and unofficial groups to secure understanding of, and cooperation in, instituting such programs.
- Assists the Board in in the selection, acquisition and preparation of sites for development program (including modernization) and the employment of architects, appraisers and surveyors.
- Prepares development cost budget and limits expenditures in conformance thereto and prepares bid invitations to assist the Board in award of construction contracts and administers such contracts for conformance to specifications. Keeps the development books of account in accordance with standard accounting principles and HUD procedures or arranges for others to do so.
- Prepares all reports and other documents required during the development period or otherwise arranges for timely submission of such items.

Qualifications and Experience

- Applicant must possess outstanding and proven financial and operational management skills and experience within the affordable, multi-family property management industry. Requires knowledge of accounting, financial management, budgeting, investments, Fair Housing knowledge and sound business practices. A minimum of five years of direct, verifiable, and successful experience in a management role in the affordable housing industry required with prior experience in HUD Public Housing and Section 8 highly preferred.
- Certified Occupancy Specialist or Public Housing Manager's Certification preferred at the time hired or the ability to obtain within 12 months after start of employment.
- Housing Quality Standards Certification and UPCS Inspection Certification preferred at the time hired or within 12 months after start of employment.
- Knowledge of policies, procedures, bylaws, HUD rules and regulations and other controlling documents and extensive knowledge of the principles and practices of public administration, including labor laws, Texas Open Meetings/Open Records Act and Housing Authorities Law. General knowledge of federal and state laws, regulations and court decisions affecting Authority operations.
- Ability to write reports, complete forms, compose professional letters and effectively communicate both orally and in writing. Ability to read and interpret complex federal registers, HUD handbooks and notices and incorporate these into BHA's policies.
- Ability to review information and make unbiased and sound decisions based on the facts presented.
- Bondability, Valid Texas driver's license and reliable transportation.

Supervision, Received and Given

Program Director is responsible to the Executive Director and directs, organizes, plans and manages all aspects of the Housing Authority and the programs with which it is charged and by delegating duties and assignments to other employees and contractors as determined necessary. The Program Director plans and carries out work activities without supervision and must be able to independently resolve problems that arise.

The employee receives specific instructions when complaints are brought to the attention of the Executive Director and when the Executive Director is contacted by the employee for direction. The employee's work is reviewed for conformity to organizational policies and attainment of objectives.

Part 2

Guidelines and Complexity

The employee performs routine duties following established and specific HUD and Authority guidelines which are usually routine in nature. The employee is expected to adhere to all existing guidelines and compliance is monitored intermittently. Occasionally, problems may arise that involve unusual circumstances, conflicting data or other non-routine circumstances and employee must be able to adapt procedures or develop new approaches to the work using personal judgement based on prior experience. The employee routinely makes decisions regarding sensitive situations.

Personal Contacts

The employee has contact with Authority employees at all levels and with various categories of persons including applicants, residents, landlords, employers, public officials, representatives of various social service, educational and other agencies and the general public. The primary purpose of contacts are to gain, clarify or give information; plan, coordinate and advise on work efforts; motivate, influence or direct persons or groups; and to justify defend, negotiate or resolve controversial matters or issues.

Equipment/Materials Used

Must be competent with personal computer including Internet, Email, word processing (Microsoft Office Word), spreadsheets (Excel), publishing software, housing software. Must be able to operate office equipment including multi-line telephone system, 10-key adding machine, copier, etc.

Physical Demands

Work is performed in-office and on-site and may involve physical exertion during visits and inspections of units. Sufficient mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to conduct unit inspections, operate a keyboard (computer and/or typewriter), calculator and other office equipment, to read and/or write and use computer screen for an extended periods of time and to accommodate and greet persons coming into the office or calling on the telephone. Must be able to understand and give instructions and communicate effectively with other employees and the public. Ability to operate a motor vehicle. BHA requires pre-employment physical, drug screen and criminal background check.

Working Environment

Must possess mature judgement, neat personal appearance, tact and discretion. Work involves the normal risks or discomforts with office environment and visits to projects, sites, dwellings, or facilities, inspections of structures. Verbal abuse from applicants, residents and citizens is possible. Must have the ability to cope with stressful circumstances and cordially interact with clients and with coworkers to accomplish common tasks.

Work may entail travel to meetings, conferences and workshops in other cities. The employee may be subject to call after normal working hours in the event of illness, accident, disturbance, police-related activity or death. Attendance at recreational activities or resident council meetings after normal working hours is sometimes necessary.

Scope and Effect

The Program Director is a key employee in the management and operation of housing programs and their work effects the residents, other Authority employees, community groups and support agencies on a continuing basis. Successful accomplishment of duties by the employee enhances greatly the Authority's ability to meet its overall mission and ability to provide housing that is decent, safe and sanitary and provide adequate services to residents.

Ethics

BHA is committed to maintaining the highest of ethical standards. Applicants selected for employment are expected to perform work responsibilities with the highest degree of integrity, professionalism and honesty, to merit the respect of co-workers, clients, partners, vendors and the general public. Applicants selected for employment are also expected to serve the public with dedication, concern, courtesy and responsiveness.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the job description for the position I am being offered:

Position: Program Coordinator

Effective Date: 09/30/2020

I have read this job description (or had it read to me) and I completely understand the job duties and responsibilities. I acknowledge that I am able to perform these essential functions as outlined with or without reasonable accommodation. I understand that my duties may change on a temporary or regular basis according to the needs of the agency without being specifically included in the job description. If I have any questions about duties not specified in the job description that I am asked to perform, I agree to discuss them with the Executive Director.

I understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of the Executive Director.

I further understand that my signature on this document does not constitute an employment contract with the Bastrop Housing Authority and that my employment is "at-will" and will remain as such for the duration of my employment with the Bastrop Housing Authority.

I have discussed any questions I may have had about this job description prior to my signing of this form.

Employee's Signature

Date

Employee's Printed Name

Salary and Employee Benefits

Negotiable based on education, experience and interview. Paid Holidays, Vacation and Sick Leave. For positions working 30 or more hours per week: Health, dental, vision, life insurance and retirement package provided after successful completion of (90) day probationary period. Regular attendance is required.

Please return Resume and completed Application to Bastrop Housing Authority via email at Bastropha@austin.rr.com, fax at 512-303-0568 or in person at 502 Farm Street, Bastrop, Texas 78602. For questions, please contact Brandy Spencer, Executive Director at 512-321-3398.

Salary: _____

Effective Date: _____

Executive Director

Employee

APPLICATION FOR EMPLOYMENT
HOUSING AUTHORITY OF THE CITY OF BASTROP
“An Equal Opportunity Employer”

Please read the following before filling out this application

The Housing Authority of the City of Bastrop (BHA) is an equal opportunity employer and does not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religious creed, national origin, sex or on the basis of age. BHA also does not discriminate against Vietnam Veterans or the handicapped. No question on this application is intended to secure information to be used in a discriminatory manner. Your replies to the questions in this application will be held in the strictest confidence.

Name: _____

Address: _____

Home Phone: _____ Social Security Number: _____

Date of Birth: _____ Driver's License: _____

What position are you applying for? _____ Desired Salary? _____

Date Available? _____

Are you presently employed? ()Yes ()No If yes, may we contact your employer? ()Yes ()No

Are you a citizen of the United States? ()Yes ()No If no, do you possess a valid alien reg. card?

()Yes ()No If yes, Alien Registration Number: _____

Are you between the ages of 19 and 70? ()Yes ()No If no, state your age: _____

Have you ever been convicted of a felony? ()Yes ()No If yes, please explain:

(conviction of a crime is not an automatic bar to employment. BHA will consider the nature of the offense, the date, and the relationship between the offense and the position applied for.)

Would you be willing to take a physical examination at BHA's expense? ()Yes ()No

Would be willing to participate in random drug screening at BHA's expense? ()Yes ()No

Were you previously employed by us? ()Yes ()No If yes, when? _____

How were you referred to us? ()Walk-in ()Ad ()Friend ()Other? _____

List any family member or relative you have working for BHA: _____

Are you a relative of or kin to any member of the BHA Board or staff? ()Yes ()No

EMPLOYMENT EXPERIENCE

Please complete your work experience starting with your present or last employer

Employment Dates:	Company Name	Phone Number
From: To:	Address	City State Zip
Salary:	Job Title:	Supervisor:
Job Duties & Responsibilities:		
Reason for Leaving:		

Employment Dates:	Company Name	Phone Number
From: To:	Address	City State Zip
Salary:	Job Title:	Supervisor:
Job Duties & Responsibilities:		
Reason for Leaving:		

Employment Dates:	Company Name	Phone Number
From: To:	Address	City State Zip
Salary:	Job Title:	Supervisor:
Job Duties & Responsibilities:		
Reason for Leaving:		

MILITARY TRAINING

Branch of Service:	From: To:
Military Duties and Training Received:	

EDUCATION

	Name & Location	From	To	Grade completed	Dipoloma?
Jr. High					
High School					
College					
Vocational or Business					

List any current licenses, certifications or registrations you may have : _____

PERSONAL REFERENCES

Name	Phone
Address	Occupation

Name	Phone
Address	Occupation

Name	Phone
Address	Occupation

List any experiences, skills, training, or qualifications which you feel would be especially helpful in the job you are applying for: _____

EEO DATA SHEET

To enable BHA to meet federal government reporting regulations, applicants are requested (but not required) to complete this personal data sheet. This information will be used solely for reporting purposes. It will not be used in any manner for screening or selection purposes for the position you have applied for. This information is kept strictly confidential. Your voluntary cooperation in providing us with this information will be greatly appreciated.

Name: _____

First Middle Last

Address: _____

Street City State Zip

What position are you applying for? _____ Date Available? _____

Date applied: _____ Date of Birth: _____ Sex: ()M ()F

Ethnic Category:

() **Amer Indian or Alaskan Native American:** All persons having origin in any of the original peoples of North America

() **Asian or Pacific Islander.** All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa. Also persons from the Indian subcontinent, including peoples with national origins from Bangladesh, Bhutan, India, Nepal, Pakistan, Sukkim and Sri Lanka.

() **Black** (not of Hispanic origin). All persons having origins in any of the Black racial groups.

() **Hispanic.** All persons of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture, regardless of race.

() **White** (not of Hispanic origin). All persons having origins in any of the peoples of Europe and the Middle East.

Other:

() **A Qualified Disabled Veteran.** A person entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30% or more; a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty; and is capable (qualified) of performing a particular job with reasonable accommodation to his/her disability.

() **A Vietnam Era Veteran.** A person who actively served for more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975 and was released with a honorable discharge or released from active duty for a service connected injury or disability.

() **A Qualified Handicapped Individual.** A person who has a physical or mental impairment which substantially limits one or more of that person’s major life activities, or has a record of such impairment, and is capable (qualified) of performing a particular job with reasonable accommodation to his/her handicap

DRIVING RECORD

Driver's License No. _____ State _____ Class/Type _____

Have you had any traffic accidents within the past 3 years? ()Yes ()No If yes, please list below:

Date of Accident	Nature of Accident (head-on, rear-end, etc)	Injuries?	Fatalities?
_____	_____	()Yes ()No	()Yes ()No
_____	_____	()Yes ()No	()Yes ()No
_____	_____	()Yes ()No	()Yes ()No

List any traffic violations you have been convicted of for the past 3 years other than parking:

Location (City, State)	Date	Charge
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever had your driver's license suspended or revoked?()Yes ()No If yes, please explain

List any vehicles or equipment you have driven: _____

CRIMINAL RECORD

Have you ever been convicted for any type of criminal activity (felony or misdemeanor)?

() Yes () No

If yes, please complete the following:

For what?	Year	Felony or Misdemeanor?	Disposition

Comments:

PLEASE READ AND SIGN THIS AGREEMENT BEFORE SUBMITTING THIS APPLICATION

In submitting this application, I understand and agree that the statements set forth in my applications are true and that any misrepresentation or omission of fact herein may result in the rejection of my application or my dismissal if hired. I also understand that any offer of employment is conditioned upon successful completion of a physical examination and/or any other test or exam at BHA's expense. I also authorize BHA the right to make a thorough investigation of my past employment, military service, educational background, personal references, driving record, criminal record and any other statement contained in this application as may be necessary in arriving at an employment decision and release from liability all persons, companies, corporations, or agencies supplying such information. Furthermore, I understand and agree that this employment application, *by itself or together with other BHA documents or policies, does not create a contract of employment.* I also understand that I may voluntarily leave or be terminated at any time, with or without cause.

Signature

Date

Bastrop Housing Authority does not discriminate against persons on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

WARNING: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for the unauthorized disclosures or improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5000.00. Any applicant or participant affected by negligent disclosure or information may bring civil action for damages, and seek other relief as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the "Social Security Act at 208 (a) (6), U.S.C. 408 (a) (6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).

Section 3 Act

Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (as amended), requires that economic opportunities generated by certain HUD financial assistance for housing (including Public and Indian Housing) and community development programs shall, to the greatest extent feasible, be given to low and very low-income persons, particularly those who are recipients of government assistance for housing, and to businesses that provide economic opportunities for these persons.

Other HUD programs covered by Section 3 (to distinguish between HUD Public and Indian housing programs) are those that provide housing or community development assistance for housing rehabilitation, housing construction, or other public construction project.

Who are Section 3 residents?

Public housing residents including persons with disabilities.
Low and very low income persons who live in the area where a HUD assisted project is located.

What is a Section 3 business?

A section 3 business is one:

That is owned by Section 3 residents
Employs Section 3 residents or;
Subcontracts with businesses that provide opportunities to low and very low income persons.

What types of Economic Opportunities are available under Section 3?

- ✓ Jobs and Employment opportunities
- ✓ Training and Educational opportunities
- ✓ Contracts and Business opportunities

Who will provide the Economic Opportunities?

Recipients of HUD financial assistance and their contractors and subcontractors are expected to develop a Section 3 Plan to assure that economic opportunities to the greatest extent feasible, are provided to low and very low-income persons and to qualified Section 3 businesses. One element of that Plan is the use of a Section 3 clause which indicates that all work performed under the contract are subject to the requirements of Section 3.

Who receives Economic Opportunities under Section 3?

For training and employment:

- ✓ persons in public and assisted housing;
- ✓ persons in the affected project neighborhood;
- ✓ participants in HUD Youth-build programs;
- ✓ homeless persons.

For contracting:

- ✓ businesses which fit the definition of a Section 3 business.

How can individuals and businesses find out more about Section 3?

Contact the Fair Housing and Equal Opportunity representative at your nearest HUD Office.



FY 2020 INCOME LIMITS DOCUMENTATION SYSTEM

[HUD.gov](https://www.huduser.gov) [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

FY 2020 Income Limits Summary

Selecting any of the buttons labeled "Explanation" will display detailed calculation steps for each of the various parameters.

FY 2020 Income Limit Area	Median Family Income <input type="button" value="Explanation"/>	FY 2020 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Austin- Round Rock, TX MSA	\$97,600	Very Low (50%) Income Limits (\$) <input type="button" value="Explanation"/>	34,200	39,050	43,950	48,800	52,750	56,650	60,550	64,450
		Extremely Low Income Limits (\$)* <input type="button" value="Explanation"/>	20,550	23,450	26,400	29,300	31,650	35,160	39,640	44,120
		Low (80%) Income Limits (\$)	54,700	62,500	70,300	78,100	84,350	90,600	96,850	103,100

		Explanation
--	--	-------------

NOTE: Bastrop County is part of the **Austin-Round Rock, TX MSA**, so all information presented here applies to all of the **Austin-Round Rock, TX MSA**.

The **Austin-Round Rock, TX MSA** contains the following areas: Bastrop County, TX; Caldwell County, TX; Hays County, TX; Travis County, TX; and Williamson County, TX.

* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as [established by the Department of Health and Human Services \(HHS\)](#), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Income Limit areas are based on FY 2020 Fair Market Rent (FMR) areas. For information on FMRs, please see our associated FY 2020 [Fair Market Rent documentation system](#).

For last year's Median Family Income and Income Limits, please see here:

FY2019 Median Family Income and Income Limits for Austin-Round Rock, TX MSA

Select a different county or county equivalent in Texas:

Select any FY2020 HUD Metropolitan FMR Area's Income Limits:

Austin-Round Rock, TX MSA ▼

Select HMFA Income Limits Area

Armstrong County ▲
Atascosa County
Austin County
Bailey County
Bandera County
Bastrop County ▼

Select county or county equivalent

Or press below to start over and select a different state:

Select a new state

Update URL For bookmarking or E-Mailing

Prepared by the [Program Parameters and Research Division](#), HUD.

Section 3 Resident Certification

Section 3 of the Housing and Urban Development Act of 1968, as amended, requires recipients of community development funds to make a good faith effort to provide employment and training opportunities to low and very low-income persons.

In order to demonstrate that you meet the definition of a low-or very low-income person, please provide one of the following:

1. Proof of residency in a public housing development;
2. A copy of your section 8 voucher certificate or voucher;
3. Evidence of your eligibility or participation in a federally-assisted program for low- and very low-income persons (e.g. Jobs, JTPA, Job Corps, etc);
4. Evidence of your eligibility or participation in a State or Local Assistance Program for low- or very low-income persons or receipt of AFDC;
5. Income tax records.
6. Other.

I _____ (participant's name) certify that I meet the requirement stipulated in #____ above. I have provided the following document to demonstrate evidence of my Section 3 status:

Section 3 Resident Name

Section 3 Resident Signature

Date