



SECTION 3

**BUSINESS CERTIFICATION**

BUSINESS CONCERNS SEEKING SECTION 3  
PREFERENCE IN CONTRACTING AND  
DEMONSTRATION OF CAPABILITY

Name of Business \_\_\_\_\_

Address of Business \_\_\_\_\_

Type of Business:

- Corporation                       Partnership                       Sole Proprietorship  
 Joint Venture                       Non-Profit

**Attach the following documentation as evidence of Section 3 eligible status**

(Definition of "Section 3 Business Concern" in 24 CFR 135)

**For Business claiming status as a Section 3 resident-owned enterprise:**

- Copy of resident lease       Copy of receipt of public assistance       Other evidence  
 Copy of evidence of participation in a public assistance program

**For business entity as applicable:**

- Copy of Articles of Incorporation                       Copy of Certificate of Good Standing  
 Assumed Business Name Certificate                       Partnership Agreement  
 Corporation Annual Report                       Latest Board minutes  
 Additional documentation                        
 List of owners/stockholders and % ownership of each appointing officers  
 Organization chart with names and titles and brief function

**For business claiming Section 3 status by subcontracting 25 percent of the dollar awarded to qualified Section 3 business:**

- List of subcontracted Section 3 business(es) and subcontract amount

**For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:**

- List of all current full-time employees       List of employees claiming Section 3 status  
 PHA/IHA Residential lease less than 3years form day of employment  
 Other evidence of Section 3 status less than 3 years from date of employment

**Evidence of ability to perform successfully under the terms and conditions of the proposed contract:**

- Current Financial Statement                       Statement of ability to comply with public policy  
 List of owned equipment                       List of all contracts for the past two years

\_\_\_\_\_  
Authorizing Name and Signature

(Corporate Seal)

Attested by: \_\_\_\_\_