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

Name of Business _______________________________________________________________

Address of Business _____________________________________________________________

Type of Business:  ☐ Corporation       ☐ Partnership       ☐ LLC
☐ Sole Proprietorship       ☐ Joint Venture

Attached is the following documentation as evidence of status:

For Business claiming status as a Section 3 resident-owned enterprise:
☐ Copy of resident lease   ☐ Copy of receipt of public assistance
☐ Copy of evidence of participation in a public assistance program

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

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 3 years from day of employment   ☐ Other evidence of Section 3 status less than 3 years from date of employment

Signature: ___________________________________________  Date*: ____________________________

Print Name: ___________________________________________  Title: ________________________________

* This certification is valid for three years.