

Section 3 Business Concern Certification

Eligibility for Preference: A business concern seeking to qualify for a Section 3 contracting preference shall certify or submit evidence, if requested, that the business concern qualifies for Section 3 status, as defined in 24 CFR 135.5. Certification is valid for three years.

Basic Information:

Business Name: _____ Business Address: _____

Phone #: _____ Fax #: _____ Email: _____

Type of Business: Corporation Partnership Sole Proprietorship Joint Venture

Type of Services Provided:

Type of Section 3 Business:

Please answer the following questions and provide the indicated required documentation where applicable. The City of New Orleans' Office of Community Development reserves the right to request additional documentation (see page 2) to verify the information provided on this form.

1. Are you currently certified as a Section 3 business by the Department of Housing and Urban Development or other government entity or Housing Authority?

- No
 Yes (Attach a copy of certification letter)

2. Does 51% of your business ownership consist of Section 3 residents?

- No
 Yes (Attach proof of ownership and Section 3 Resident Certification(s))

3. Are at least 30% of all full time employees currently qualified as Section 3 residents, or were qualified as Section 3 residents within 3 years of the date of first employment with the business?

- No
 Yes (Attach a current employee roster and the qualified employees' Section 3 Resident Certifications)

4. Will at least 25% of the dollar amount you subcontract be awarded, under the proposed contract, to qualified Section 3 businesses that meet any of the above three criteria?

- No
 Yes (Attach a list of all expected subcontracting opportunities, evidence of commitment to certified Section 3 subcontractors (see page 2 for examples of acceptable evidence), and each proposed Section 3 subcontractor's Business Concern Certification form. Please note that if selecting this option as proof of Section 3 status, your certification is only valid under the proposed contract.)

Certification:

I hereby certify under penalty of perjury that all information presented herein is true and correct to the best of my knowledge. I understand that falsifying information and incomplete statements will disqualify certification status. I agree to allow this information to be shared with local and federal entities in an effort to increase my business' contracting potential.

Signature: _____ Date: _____

Title: _____ Print Name: _____

The following is a list of documentation (not all inclusive) that the City of Chattanooga's Office of Community Development may request to ascertain accuracy of the Section 3 Business Certification form.

For businesses claiming status as a Section 3 resident owned enterprise (at least 51% of ownership consists of Section 3 residents):

- Company documents outlining ownership structure: copy of articles of incorporation, operating agreement (LLC), list of shareholders and percentage of ownership interest (corporation), partnership agreement, certificate of good standing, corporation annual report, etc.
- Completed and signed Section 3 Resident Certifications for each resident/owner counted as a Section 3 resident
- Substantiating documentation for each Section 3 resident: copy of public housing lease, copy of household income tax return, etc.

For businesses claiming Section 3 status by claiming at least 30% of their workforce are currently Section 3 residents or were Section 3 eligible residents within three years of date of first employment with the business:

- Substantiating documentation to confirm total number of full-time employees such as employment roster with hire dates, payroll documentation, etc.
- Completed and signed Section 3 Resident Certifications for each full-time employee counted as a Section 3 resident
- Substantiating documentation for each Section 3 resident: copy of public housing lease, copy of household income tax return, etc.

For businesses claiming Section 3 status by subcontracting 25% of the dollar amount of all subcontracts under the proposed contract to qualified Section 3 businesses:

- Documentation to confirm total amount available for subcontracting
- Each subcontractor's name, scope of work to be performed, and amount of the subcontract
- Copy of subcontract (*if available)
- Section 3 business concern certification documents for each subcontractor including:
 - o Completed Section 3 Business Concern Certification; and
 - o Substantiating documentation depending on specific certification eligibility (30% of full-time employees are Section 3 residents or 51% of business is owned by Section 3 residents)