

Harris County Community Services Department

Section 3 Business Certification
Self-Certification Form

Project Name \_\_\_\_\_ Project No. \_\_\_\_\_

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

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

Type of Business: [ ] Corporation [ ] Partnership
[ ] Sole Proprietorship [ ] Joint Venture

The undersigned makes this affidavit with full knowledge that its contents will be used in the expenditure of funds provided by the United States Government. Under penalty of perjury he/ she hereby states:

I am the \_\_\_\_\_ of \_\_\_\_\_ and certify that
(owner, partner, officer, representative, agent) (Name of Business)

Please check the applicable criteria:

- (1) [ ] 51% or more of \_\_\_\_\_ is owned by Section 3 residents.
(Name of Business)
(2) [ ] 30% of the full-time workforce are currently qualified Section 3 residents, or were qualified as Section 3 residents within 3 years of the date of first employment with the business.
(3) [ ] \_\_\_\_\_ provides a commitment to subcontract at least 25% of the dollar amount
(Name of Business)
awarded to qualified Section 3 business that meet criteria 1 or 2 above.
(4) [ ] None of the above

NOTE: HCCSD reserves the right to request additional documentation (see attached) in addition to this self-certification form, to ascertain accuracy.

Please check the appropriate box below.

- [ ] I would like to self-certify my company as being Section 3 qualified, in accordance to the criteria indicated above.
[ ] \_\_\_\_\_ is not Section 3 qualified.
(Name of Business)

Signature

Print Name

Title

Date

FOR HCCSD USE ONLY

Threshold (amount exceeds \$100,000) [ ] Contract \$ \_\_\_\_\_ or [ ] Subcontract \$ \_\_\_\_\_

**HARRIS COUNTY COMMUNITY SERVICES DEPARTMENT**

*Section 3 Business Certification (Self-Certification Form)*

Following is a list of documentation (not all inclusive) HCCSD may request to ascertain accuracy of the Section 3 Business Certification (Self-Certification form):

**For Business claiming status as a Section 3 resident-owned (51% or more ownership) enterprise:**

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

**For Business entity as applicable:**

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

**For Business claiming Section 3 status by subcontracting 25% 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% of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of the date of first employment with the business:**

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