

**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 awarded to qualified Section 3 business that meet criteria 1 or 2 above.  
(Name of Business)
- (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 \$ \_\_\_\_\_

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