

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



**Instructions: Enter the following information and select the criteria that applies to certify your business' Section 3 Business Concern status**

**Business Information:**

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

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

Name of Business Owner: \_\_\_\_\_

Phone Number of Business \_\_\_\_\_

Owner: \_\_\_\_\_

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

Owner: \_\_\_\_\_

**Type of Business:**

- Corporation                       Partnership  
 Sole Proprietorship               Joint Venture

**Select from ONE of the following three options below that applies:**

At least 51% of the business is owned and controlled by low- or very low-income persons (refer to income guidelines below)

At least 51% of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

Over 75% of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers (refer to the definition below)

**Business Concern Affirmation**

I affirm that the above statements are true, complete, and correct to the best of my knowledge and belief. I understand that businesses who misrepresent themselves as Section 3 business concerns and report false information to the City of Charlottesville may have their contracts terminated as default and be barred from ongoing and future considerations from contracting opportunities. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Certification expires within six months of the date of signature

Information regarding Section 3 Business Concerns can be found at [24 CFR 75.5](#)

**For Administrative Use Only**

Is the business a Section 3 Business concern based upon their certification?

- Yes     No

Employers Must Retain this form in their Section 3 Compliance File for Five Years.

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**Register your Section 3 Business on HUD registry:**

<https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness>

**OR below is the following documentation as evidence of status:**

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

- |  |   |
|--|---|
| <input type="checkbox"/> Copy of resident lease  | <input type="checkbox"/> Copy of receipt of public assistance |
| <input type="checkbox"/> Copy of evidence of participation<br>in a public assistance program | <input type="checkbox"/> Other evidence                       |

**For business entity as applicable:**

- |   |   |
|---|---|
| <input type="checkbox"/> Copy of Articles of Incorporation  | <input type="checkbox"/> Certificate of Good Standing             |
| <input type="checkbox"/> Assumed Business Name Certificate  | <input type="checkbox"/> Partnership Agreement                    |
| <input type="checkbox"/> List of owners/stockholders and<br>% Ownership of each                   | <input type="checkbox"/> Corporation Annual Report                |
| <input type="checkbox"/> Organization chart with names and titles<br>and brief function statement | <input type="checkbox"/> Latest Board minutes appointing officers |
|   | <input type="checkbox"/> 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
- Public Housing Authority (PHA)/Indian Housing Authority (IHA) Residential lease less than 3 years from day of employment
- Other evidence of Section 3 status less than years from day 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

(Corporate Seal)

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

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

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

## **Eligibility Guidelines and Definitions**

### **Income Eligibility**

The worker's income must be at or below the amount provided below for an individual (household of 1) regardless of actual household size

See the City website for the income eligibility chart (updated early with HUD's guidelines):  
<https://www.charlottesville.gov/678/CDBG-HOME-Programs>

### **Definitions**

#### **Section 3 Worker:**

- A low or very low-income resident (the worker's income for the previous or annualized calendar year is below the income limit established by HUD); or
- Employed by a Section 3 business concern; or
- A YouthBuild Participant

#### **Targeted Section 3 Worker:**

- Employed by a Section 3 business concern or
- Currently meets or when hired met at least one of the following categories as documented within the past five years:
  - A resident of public housing
  - A resident of other public housing projects of Section 8-assisted housing; or
  - A YouthBuild participant