



Success through Business Certifications

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HOUSING AUTHORITY OF NEW ORLEANS
DBE/WBE AND SECTION 3 BUSINESS CERTIFICATION APPLICATION



Disadvantaged Business Enterprise Program Certification Application

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**Submit Applications & Supporting Documentation by Fax,
Regular Mail or Email to:**

Larry Barabino, Jr.

Section 3/DBE/WBE Coordinator

4100 Touro Street

New Orleans, LA 70122

(504) 670-3268 Office

(504) 286-1422 Fax

lbarabino@hano.org

www.hano.org

HOUSING AUTHORITY OF NEW ORLEANS DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

CERTIFICATION APPLICATION FORM

The undersigned does hereby swear and certify that the statements contained in the application and all attachments, which have been provided in support of this application, are true, accurate, and complete, and include all material information necessary to identify and explain the ownership and operation of:

(Insert Full Name of Business)

The undersigned agrees that, as part of the certification procedure, HANO may freely contact any person or organization named in the application to verify statements made in the application. Any material misrepresentations will be grounds for immediate rejection of the application for certification, termination of any contract which may be awarded, and for initiating action under Federal and State laws concerning fraudulent statements.

If after filing this application, and before work is completed on a contract covered by this program, there is any significant change in the information submitted; the undersigned agrees to inform HANO of the change either directly or through the prime contractor, as applicable.

Name: _____

Title: _____

Signature: _____

Date: _____

SECTION 1: GENERAL INFORMATION

Business Name: _____

Business Owner/President: _____

Contact Person: _____ Title: _____

Business Address: _____

Business Telephone: _____ Fax: _____

Email Address: _____ Fed Tax ID: _____

(Provide a copy of the Articles of Incorporation and proof of the business owners' identity)

SECTION 2: BUSINESS TYPE

Indicate the products and/or services that you provide. Check all applicable boxes.

- Construction
- Construction Management
- Demolition
- Electrical Work
- Electrical Supplies
- Plumbing Work/Sewer
- Plumbing Supplies
- Property Management
- Office Supplies
- Grass Cutting Services
- Technology Consulting
- Technology Supplies
- Human Resources
- Consulting
- Legal Services
- Brokerage Services
- Property Appraisals
- Messenger Services
- Janitorial Services
- Other, Please Describe:

SECTION 3: EVIDENCE OF CERTIFICATION (REQUIRED)

A current letter of certification from one of the Louisiana Unified Certification Program certifying agencies or SBA must be submitted with application. Indicate certifying agency below. If applying as a Section 3 Owned Business, Evidence of Certification is not required.

- Louisiana Department of Transportation
- Louis Armstrong International Airport
- England Airpark Authority
- SBA 8(a) Certification
- Harrah's
- Orleans Levee District
- City of Shreveport
- Other _____

SECTION 4: DBE/WBE MEMBERSHIP

It is the policy of the Housing Authority of New Orleans that Minority and Women Business Enterprises have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds. In order to monitor and report our success in this area, we ask you to answer the following questions. This information is for statistical purposes of ownership only, and has no effect on whether or not you will be awarded a contract with HANO.

Please check one of the following which best describes the person or person(s) possessing the certification(s) identified in Section 3 above:

- African American
- Native American
- Hispanic
- Woman
- Asian
- Other:

Company Name: _____
(Please Print)

(Non participation in the DBE/WBE or Section 3 Program does not preclude you from bidding on HANO jobs. Nor does it guarantee you an award or contract. Participation in the Program allows you to bid more competitively.)

SECTION 5: SECTION 3 BUSINESS CERTIFICATION REQUIREMENTS

SECTION 3 BUSINESS QUALIFICATIONS:

- 1) Business concerns that are 51% or more owned and controlled by residents of any HANO housing site or whose full-time permanent workforce includes 30% of HANO residents of any housing site; or**
- 2) HUD Youthbuild program in Orleans Parish; or**
- 3) Business concerns that are 51% or more owned and controlled by HANO residents or are low or very low-income Orleans Parish residents or whose full-time permanent work force includes 30% HANO residents or low/very low-income Orleans Parish residents.**
- 4) Businesses that subcontract in excess of 25% of the total amount of subcontracts to business concerns identified in the preferences above**

Business concerns seeking to certify as a Section 3 business must complete this section. If certifying as a Resident owned business, attach proof of residency.

- 1. Qualifying individual ownership percentage: _____
- 2. Qualifying individual's address: _____

- 3. Attach a list of persons employed by your businesses. Identify each employee by name and title, and list the date of employment, home address, and beginning and ending salary.
- 4. Identify percentage of current subcontracts awarded to Section 3 businesses.

Name of Qualifying Subcontractor	Percent of dollar award of total contract
_____	_____
_____	_____
_____	_____
_____	_____