



Success through Business Certifications

By **START SMART**
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HUD SECTION 3 BUSINESS CERTIFICATION APPLICATION

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

Name of Business _____
 Owner/Applicant _____
 Address of Business _____

 Telephone Number _____ Fax _____
 E-Mail Address _____

Type of Business:

- Corporation Limited Liability Company Partnership
 Sole Proprietorship Joint Venture

Attach the following documentation as evidence of status:

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

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

For a 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 % ownership of each | <input type="checkbox"/> Corporation Annual Report |
| <input type="checkbox"/> Organization chart with names and titles and brief function statement | <input type="checkbox"/> Latest Board minutes appointing officers |
| | <input type="checkbox"/> Additional documentation |

For a business claiming Section 3 status by subcontracting 25% of the dollar awarded to qualified Section 3 business:

List of subcontracted Section 3 businesses and subcontract amount(s)

Section 3 Subcontractor (Business Name)	Subcontract Amount

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For a 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
- PHA/IHA Residential lease less than 3 years from day of employment
- Other evidence of Section 3 status less than 3 years from date 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

Authorizing Signature

Print Name

____/____/____
Date

Witness: _____

Office Use Only