



Section 3 Business Concern Certification for Contracting

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

Business Name			
Business Address			
Authorized Representative			
Telephone Number	Contractor's License Number	Federal Employer Identification Number	DUNS Number

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

- At least 51 percent of the business is owned and controlled by low- or very low-income persons**

Number of Low- or Very Low-income Owners _____ ÷ Number of Owners _____ = _____ %

FOR BUSINESSES CLAIMING THAT 51 % OR MORE OF THE BUSINESS IS OWNED BY SECTION 3 RESIDENTS, SUPPLY THE: Names and addresses of Section 3 Resident(s) in 51% ownership position a [Attach proof of incorporation, proof of ownership and proof of income by the Section 3 Resident(s)]

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

(Attach Resident Certifications for all Section 3 owners claimed

• Number of Section 3 Resident Owners _____ • ÷ Number of Owners _____ • = _____ %



Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers

- a. Total Number of Labor Hours for the prior three-month period
- b. Number of Labor Hours for the prior three-month period performed by Section 3 Workers
- c. $b \div a =$ _____%

Attach "Section 3 Verification Form Current Employees" for each section 3 employee.

The undersigned declares that the above information is complete and correct.

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



**Section 3 Verification Form
Current Employees**

Employee Name: _____

Company Name: _____

Our company: _____ is a Section 3 Business Concern, or _____ is not a Section 3 Business Concern

The above-named employee was hired on: _____

The above-named employee's job title is: _____

SECTION 3 WORKER:

_____ The worker's income from our company meets the Section 3 guidelines income limit when based on a projection of the worker's wage rate annualized on a full-time basis;

TARGETED SECTION 3 WORKER:

The above specified employee lives within one mile of the location of the Section 3 project for which this certification is being submitted (or if fewer than 5,000 people live within one mile of the project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.)

Under the provisions of Title 18, Section 1001 of the U.S. Code, it is a felony for any person to knowingly and willingly make false or fraudulent statements to any department of the United States Government. I, the undersigned, hereby certify that all statements contained herein, are true and correct to the best of my knowledge and belief. I understand the information I provide in this certification is subject to verification, and I agree to provide necessary documentation if requested.

Employer Certification: _____

Printed _____



FOR OFFICE USE ONLY

To be determined eligible as a Section 3 Worker, the worker must currently fit or when hired after November 30, 2020 fit at least one of the following categories, as documented:

- a. The worker's income for the previous or annualized calendar year is below the income limit established by HUD.
- b. The worker is employed by a Section 3 business concern.
- c. The worker is a YouthBuild participant.

To be determined eligible as a Targeted Section 3 Worker, the worker must meet one the following criteria:

- a. Be employed by a Section 3 business concern; or
- b. Currently fits or when hired fit at least one of the following categories, as documented within the past five years:

- (i) Living within the service area or the neighborhood of the project [within one mile of the location of the Section 3 project for which this certification is being submitted (or if fewer than 5,000 people live within one mile of the project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.); or
- (ii) A YouthBuild participant.

Based on the information contained herein, the worker identified in this certification qualifies as:

- a. Section 3 Worker
- b. Targeted Section 3 Worker
- c. Does not qualify as either a Section 3 Worker or a Targeted Section 3 Worker

	Income Limits
FT 2023	45,950
FY 2022	43,900
FY 2021	39,300
FY 2020 <u>Hired after November 30, 2020</u>	39,400



1.

_____ Yes _____ No For employees hired after November 30, 2020, please specify if you met the applicable income requirement for the year in which you were hired
_____ I am a YouthBuild participant



Eligibility guidelines

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

Individual Income Limits (expires April 1, 2022)

FY 2023 Income Limit	\$45,950
FY 2022 Income Limit	43,900
FY 2021 Income Limit	39,300

See <https://www.huduser.gov/portal/datasets/il.html> for most recent income limits.