

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

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

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

Type of Business:      ☐ Corporation                      ☐ Partnership  
                                 ☐ Sole Proprietorship              ☐ Joint Venture

Attached is the following documentation as evidence of status:

**\_\_\_\_\_ 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 in 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 % ownership of each                   | <input type="checkbox"/> Corporation Annual Report    |
| <input type="checkbox"/> Latest Board minutes appointing officers                              |                                                       |
| <input type="checkbox"/> Organization chart with names and titles and brief function statement |                                                       |
| <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  
☐ 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

(Corporate Seal)

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

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