

**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:

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

For business entity as applicable:

- | | |
|---|---|
| ☐ Copy of Articles of Incorporation | ☐ Certificate of Good Standing |
| ☐ Assumed Business Name Certificate | ☐ Partnership Agreement |
| ☐ List of owners/stockholders and
% ownership of each | ☐ Corporation Annual Report |
| ☐ Organization chart with names and titles
and brief function statement | ☐ Latest Board minutes appointing officers |
| | ☐ 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

Authorizing Name and Signature

(Corporate Seal)

Attested by: _____