

E. Section 3 Business Concern Certification

Eligibility for Preference: A business concern seeking to qualify for a Section 3 contracting preference shall certify or submit evidence, if requested, that the business concern qualifies for Section 3 status, as defined in 24 CFR 135.5. Certification is valid for three years.

Basic Information:

Business Name:

Business Address:

Phone:

Fax:

Email:

Type of Business: Corporation Partnership Sole Proprietorship Joint Venture

Type of Services Provided:

Type of Section 3 Business:

Please answer the following questions and provide the indicated required documentation where applicable. The City of Chattanooga's Office of Community Development reserves the right to request additional documentation (see page 2) to verify the information provided on this form.

1. Are you currently certified as a Section 3 business by the Department of Housing and Urban Development or other government entity or Housing Authority?

No

Yes (Attach a copy of certification letter)

2. Does 51% of your business ownership consist of Section 3 residents?

No

Yes (Attach proof of ownership and Section 3 Resident Certification(s))

3. Are at least 30% of all full time employees currently qualified as Section 3 residents, or were qualified as Section 3 residents within 3 years of the date of first employment with the business?

No

Yes (Attach a current employee roster and the qualified employees' Section 3 Resident Certifications)

4. Will at least 25% of the dollar amount you subcontract be awarded, under the proposed contract, to qualified Section 3 businesses that meet any of the above three criteria?

No

Yes (Attach a list of all expected subcontracting opportunities, evidence of commitment to certified Section 3 subcontractors (see page 2 for examples of acceptable evidence), and each proposed Section 3 subcontractor's Business Concern Certification form. Please note that if selecting this option as proof of Section 3 status, your certification is only valid under the proposed contract.)

Certification:

I hereby certify under penalty of perjury that all information presented herein is true and correct to the best of my knowledge. I understand that falsifying information and incomplete statements will disqualify certification status. I agree to allow this information to be shared with local and federal entities in an effort to increase my business' contracting potential.

Signature: _____

Date: _____

Title: _____

Print Name: _____

The following is a list of documentation (not all inclusive) that the City of Chattanooga's Office of Community Development may request to ascertain accuracy of the Section 3 Business Certification form.

For businesses claiming status as a Section 3 resident owned enterprise (at least 51% of ownership consists of Section 3 residents):

- Company documents outlining ownership structure: copy of articles of incorporation, operating agreement (LLC), list of shareholders and percentage of ownership interest (corporation), partnership agreement, certificate of good standing, corporation annual report, etc.
- Completed and signed Section 3 Resident Certifications for each resident/owner counted as a Section 3 resident
- Substantiating documentation for each Section 3 resident: copy of public housing lease, copy of household income tax return, etc.

For businesses claiming Section 3 status by claiming at least 30% of their workforce are currently Section 3 residents or were Section 3 eligible residents within three years of date of first employment with the business:

- Substantiating documentation to confirm total number of full-time employees such as employment roster with hire dates, payroll documentation, etc.
- Completed and signed Section 3 Resident Certifications for each full-time employee counted as a Section 3 resident
- Substantiating documentation for each Section 3 resident: copy of public housing lease, copy of household income tax return, etc.

For businesses claiming Section 3 status by subcontracting 25% of the dollar amount of all subcontracts under the proposed contract to qualified Section 3 businesses:

- Documentation to confirm total amount available for subcontracting
- Each subcontractor's name, scope of work to be performed, and amount of the subcontract
- Copy of subcontract (*if available)
- Section 3 business concern certification documents for each subcontractor including:
 - o Completed Section 3 Business Concern Certification; and
 - o Substantiating documentation depending on specific certification eligibility (30% of full-time employees are Section 3 residents or 51% of business is owned by Section 3 residents)

F. Section 3 Resident Certification

Eligibility for Preference: A Section 3 resident seeking preference in training and employment shall certify, or submit evidence to the recipient, contractor, or agency, if requested, that the person qualifies as a Section 3 resident, as defined in 24 CFR 135.5.

Name: _____

Home Address: _____ City/State/Zip: _____

Phone # : _____ Alternate #: _____ Email: _____

Homeless: Yes No

1. I meet the following criteria to be a Section 3 Resident:

_____ I am a resident of public housing, **OR** _____ I meet the income limits for the City of Chattanooga listed below:

INCOME CERIFICATION

Please find your household size below and check the box that best corresponds to your annual household income amount. Individuals who meet the income limits set forth below can qualify for Section 3 status for three years from the most recent qualifying year.

INCOME CERIFICATION			
Please find your household size below and check the box that best corresponds to your annual household income amount. Individuals who meet the income limits set forth below can qualify for Section 3 status for three years from the most recent qualifying year.			
Household size	Year 2020	Year 2019	Year 2018
1 Person	<input type="checkbox"/> \$40,700 or below	<input type="checkbox"/> \$38,000 or below	<input type="checkbox"/> \$34,550 or below
2 People	<input type="checkbox"/> \$46,500 or below	<input type="checkbox"/> \$43,400 or below	<input type="checkbox"/> \$39,500 or below
3 People	<input type="checkbox"/> \$52,300 or below	<input type="checkbox"/> \$48,850 or below	<input type="checkbox"/> \$44,450 or below
4 People	<input type="checkbox"/> \$58,100 or below	<input type="checkbox"/> \$54,250 or below	<input type="checkbox"/> \$49,350 or below
5 People	<input type="checkbox"/> \$62,750 or below	<input type="checkbox"/> \$58,600 or below	<input type="checkbox"/> \$53,300 or below
6 People	<input type="checkbox"/> \$67,400 or below	<input type="checkbox"/> \$62,950 or below	<input type="checkbox"/> \$57,250 or below
7 People	<input type="checkbox"/> \$72,050 or below	<input type="checkbox"/> \$67,300 or below	<input type="checkbox"/> \$61,200 or below
8 People	<input type="checkbox"/> \$76,700 or below	<input type="checkbox"/> \$71,650 or below	<input type="checkbox"/> \$65,150 or below

2. If requested, I am able to provide the following documentation as evidence of my Section 3 eligibility:

___ Copy of a lease in a public housing program

___ Copy of household in come tax return(s)

___ Copy of receipt or other evidence of participation in a public assistance program (ex. SNAP, WIC, Medicaid/LaCHIP, SSI...)

___ Other evidence (ex. utility bill, W-2, 1099 form):

3. I have the following job skills, certifications, or training:

I hereby certify under penalty of perjury that all information presented herein is true and correct to the best of my knowledge. I agree to allow this information to be shared with local and federal entities in an effort to increase my hiring potential.

Signature: _____ Date: _____