



## COLUMBUS METROPOLITAN HOUSING AUTHORITY

### Section 3 Business Certification Form

The Section 3 Business Certification Form should be completed and submitted for a business seeking Section 3 status and preference for contracting opportunities. Supporting documents may be requested to confirm Section 3 business status according to the definitions described in the U.S. Department of Housing and Urban Development Section 3 regulations codified at 24 CFR Part 75.

Business Name					
Business Address					
City		State		Zip Code	
Telephone Number		Federal Tax ID Number			
Website Address					

Corporation
  Partnership
  Sole Proprietorship
  Joint Venture
  Non-Profit

Contact Name	Authorized Representative
Email Address	

Select one of the Section 3 business qualifying definitions below as documented by company records within the last six-month period

#### At least 51 percent owned and controlled by low- or very low-income persons

The following supporting documents may be required to confirm status:

- List of all low- to very low-income owners on company letterhead signed by a company officer.
- Signed letter from each low- to very low-income owner confirming low- or very low-income status according to HUD income limits.

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

The following supporting documents may be required to confirm status:

- List of all workers on company letterhead to include the identification of Section 3 workers.
- Completed Section 3 Worker Certification Forms for all Section 3 workers.
- Letter signed by a company officer on company letterhead that includes the following documentation:
  - labor hours performed by all construction workers over the prior three-month period
  - labor hours performed by all Section 3 construction workers over the prior three-month period
  - calculation that over 75 percent of the labor hours performed over the prior three-month period were performed by the company's Section 3 construction workers

#### At least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing

The following supporting documents may be required to confirm status:

- List of all current public housing or Section 8-assisted housing resident owners on company letterhead signed by a company officer.
- Signed letter from each public housing or Section 8-assisted housing resident owner confirming current resident status.

I affirm and certify that information submitted within this form is true and correct to the best of my knowledge and according to company records. I understand that businesses that misrepresent themselves as a Section 3 business may have the contract terminated as default and be barred from ongoing and future contracting considerations.

Authorized Representative's Signature	Date
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