

Required Section 3 Business Concern Certification
(This form is Mandatory of all Subrecipients, Contractors and Sub-Contractors)

Business Information

Name of Business _____

Address of Business _____

Owner Name _____

Phone Number _____ Email Address _____

Preferred Contact Information

Name of Preferred Contact _____

Title _____ Phone Number _____

Type of Business

(Check One): ☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Other

Business Activity:

Selected from ONE of the following three options below that applies:

- ☐ (i) At least 51 percent of the business is owned and controlled by low- or very low-income persons (80% or below the [Area Median Income](#));
- ☐ (ii) Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers (attach Self-Certification for Worker); or
- ☐ (iii) 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 Self-Certification for Worker).
- ☐ (iv) I am NOT certifying as a qualified Section 3 Business Concern but will commit to hiring and maintaining throughout the life of any contract awarded as part of this solicitation (Including and changes or modifications) to the greatest extent feasible at least _____ Targeted Section 3 Workers from the City of Richland, the Kennewick Housing Authority lease holders or housing choice voucher holders (HCV) administered by the Kennewick Housing Authority.

Check all methods you will employ to secure Section 3 Workers:

- ☐ Distribute Flyers door-to-door to ALL public housing apartments in the census tract of the project
- ☐ Run multiple advertisements in the local paper announcing the hiring opportunities
- ☐ Post signs at the entrance to the job site that it is a Section 3 covered project
- ☐ Notify residents and local community organizations including shelters and churches
- ☐ Refer to any list of Employment Readiness trained residents provided by the city
- ☐ Other: _____

I will commit to funding, from my contract, a qualified Section 3 training **in place of** Employment or Contracting. That training will be commenced within ten (10) days of my contract start. My training will be:

- ☐ Employment Readiness Related Training 40 hours Classroom for up to 50 people
- ☐ Employment Skills w/Readiness-Classroom Only 80 hours Classroom for up to 50 people
- ☐ Employment Skills w/Readiness-Classroom and Job Site for a minimum of five (5) people
(Contractor understands that if Job Site training is completed by having the trainee complete work comparable to HUD-defined employment categories, then the trainees must be paid Davis-Bacon wages and covered under their workers compensation insurance)

I affirm that the above statements are true, complete, and correct to the best of my knowledge and belief. I understand that businesses who misrepresent themselves as Section 3 business concerns and report false information may have their contracts terminated as default and be barred from ongoing and future considerations for contracting opportunities. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Signature

Date

Printed Name

Title

Certification expires within six months of the date of signature Information regarding Section 3 Business Concerns can be found at 24 CFR 75.5