

Section 3 Business Certification - to be completed by the business claiming Section 3 business status

All contract and subcontracts awarded on Section 3 covered projects must be reported in aggregate on the Section 3 Summary Report. For all businesses reported as being Section 3 businesses, documentation of their status must be retained in the project files. NCHFA considers this form adequate documentation of Section 3 status.

Recipients funded with HUD (HOME) funding, and any contractors or subcontractors with which they contract for more than \$100,000, are required to report on all contracts they make both with Section 3 business concerns and with businesses that are not Section 3 business concerns.

This form is a tool to determine and document the Section 3 business status. **Documentation of the status of Section 3 Businesses should be retained in the project files.**

Business being certified

Company: _____

Address: _____

Project information

Project Name: _____

Project Address: _____

Section 3 determination

- Is your business owned (51% or more) by individuals whose household incomes are NO GREATER THAN 80% of Area Median Income (AMI)? Use the median income listed on the following chart <http://www.nchfa.com/Forms/IncomeLmts/Median30-80Percent.pdf>

() Yes () No

- Do 30% (or more) of your full time, permanent employees have household incomes that are NO GREATER THAN 80% of Area Median Income (AMI), or within three years of the date of first employment with the business concern were Section 3 residents? Use the median income listed on the following chart <http://www.nchfa.com/Forms/IncomeLmts/Median30-80Percent.pdf>

() Yes () No

- Will you subcontract more than 25% of this contract with a qualified business that is either 51% owned by Section 3 residents or 30% or more of its employees are Section 3 residents?

() Yes () No

If any of the questions above are marked "yes", the business qualifies as a Section 3 business.

I certify that the above statements are true, complete, and correct to the best of my knowledge and belief.

Signature: _____

Print Name: _____ Date: _____