**[PROGRAM/PROJECT NAME]**

**SECTION 3 BUSINESS CONCERN CERTIFICATION FORM**

The [UGLG Name]’s current [CDBG Project/Program Name] project is funded by the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program and the funds were awarded to the [UGLG Name] **on or after November 30, 2020**. For the [UGLG Name] to demonstrate compliance with Section 3 of the Housing and Development Act (HDA) of 1968 and [24 CFR Part 75](https://www.ecfr.gov/cgi-bin/text-idx?SID=569b66a547528bf6c5c47f75b825cb94&mc=true&node=pt24.1.75&rgn=div5), the information requested below must be collected for contractors (including subcontractors) directly working on this project and may be requested of firms bidding to work on the project in order demonstrate prioritization of contracting with Section 3 Business Concerns in accordance with [24 CFR Part 75](https://www.ecfr.gov/cgi-bin/text-idx?SID=569b66a547528bf6c5c47f75b825cb94&mc=true&node=pt24.1.75&rgn=div5).

Businesses seeking a preference in contracting on applicable CDBG-funded projects may qualify as a Section 3 Business Concern if they meet *any* of the following criteria:

* At least 51% of the business is owned and controlled by low- or very low-income persons (based on the [HUD Income Limits](https://www.huduser.gov/portal/datasets/il.html) at <https://www.huduser.gov/portal/datasets/il.html> for the county in which the owner(s) live(s), ***or***
* At least 51% of the business is owned and controlled by one ore more current public housing residents or residents who currently lived in Section 8-assisted housing, ***or***
* Over 75% of the labor hours performed for the business over the prior three-month period were performed by Section 3 Workers *(records of labor hours and Section 3 Employee Income Certifications are required to verify)*.

The purpose of HUD’s Section 3 program is to provide employment, training, and contracting opportunities to low- and very low-income individuals, particularly those who are recipients of government assistance for housing or other public assistance programs. This document is intended to help grantees certify Section 3 Business Concerns and provide the appropriate records to support the business’ Section 3 status claims. This certification form helps CDBG grantees and their subrecipients, contractors, and subcontractors comply with the Section 3 requirements and achieve the Section 3 goals:

* Ensuring that at least 25% of all work hours performed on a CDBG-funded project are worked by Section 3 Workers,
* Ensuring that at least 5% of all work hours performed on a CDBG-funded project are worked by Targeted Section 3 Workers, and
* Prioritizing the contracting of Section 3 Business Concerns and retention/training/recruitment/hiring of Section 3 Workers that benefit from the economic opportunities provided through CDBG-funded projects (as required by HUD).

**Business’ information at the time of beginning work on the CDBG-funded project:**

**Instructions:** *Enter the following information and select the criteria that applies to certify your business’ Section 3 Business Concern status.*

**Business Information:**

|  |  |
| --- | --- |
| Name of Business: |  |

|  |  |
| --- | --- |
| Address of Business: |  |

|  |  |
| --- | --- |
| Name of Business Owner: |  |

|  |  |
| --- | --- |
| Phone Number of Business Owner: |  |

|  |  |
| --- | --- |
| Email Address of Business Owner: |  |

**Preferred Contact Information: [ ]**  Same as that listed above **[ ]**  Different from that listed above, please contact:

|  |  |
| --- | --- |
| Name of Preferred Contact: |  |

|  |  |
| --- | --- |
| Phone Number of Preferred Contact: |  |

**Type of Business (select from the following options):**

 **[ ]**  Corporation **[ ]**  Partnership **[ ]**  Sole Proprietorship **[ ]**  Joint Venture

**Select ONE of the following three (3) options below that applies:**

**[ ]**  At least fifty-one percent (51%) of the business is owned and controlled by person(s) with an individual income that is at or below the HUD “80% Low Income” income limit for the county in which the person lives, or

**[ ]**  At least fifty-one percent (51%) of the business is owned and controlled by one or more current public housing residents or residents who currently lived in Section 8-assisted housing, or

**[ ]**  Over seventy-five percent (75%) of the labor hours performed for the business over the prior three-month period were performed by Section 3 Workers.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Business Concern Certification**I affirm that the responses I entered in this form 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 to the \_UGLG Name\_\_may have their contracts terminated as default and be barred from on-going and future considerations for contracting opportunities. I hereby certify, under penalty of law, that the information I have provided is correct to the best of my knowledge.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date Signed: |  |
|  |  |  |  |
| Printed Name: |  | Title/Position: |  |

  Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\*Certification expires within six (6) months of the date of signature (above).**Additional information regarding Section 3 Business Concerns can be found at* [*24 CFR 75.5*](https://ecfr.federalregister.gov/current/title-24/subtitle-A/part-75?toc=1).*.* |

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| --- |
| **FOR ADMINISTRATIVE USE ONLY** |
| Is the business a **Section 3 Business Concern** based upon their completed certification form? | Yes **[ ]**  No **[ ]**  |
| **CDBG GRANTEES AND ALL CONTRACTORS MUST RETAIN THIS FORM IN THE CDBG PROJECT FILES** **FOR SECTION 3 COMPLIANCE.**  |