SECTION 3 BUSINESS CONCERN SELF-CERTIFICATION

Business Name:	**Business Principal Name:**	
Address:	**City:**	**Zip Code:**
Email:	**Phone:**	

Section 3 Business Concern Criteria: A business is eligible for Section 3 Business Concern status if it meets any following criteria. **All** contractors must evaluate if they meet the Section 3 Business criteria. Please use the Business Concern Supporting Document (obtained from Compliance Officer) to determine eligibility under the second criteria. **Check** all that apply:

- ☐ My business is 51 percent or more owned by a Section 3 worker or workers;
- ☐ Over 75 percent of the labor hours performed for the business referenced above over the prior three-month period are performed by Section 3 Workers; or
- ☐ My business is at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.
- ☐ Not a Section 3 Business Concern.

Appropriate documentation must be attached as evidence of Section 3 eligibility (As defined by 24 CFR 75)

Section 3 Business Concerns claiming status as a Section 3 Worker-owned enterprise must submit the following:

- ☐ Section 3 Worker Self-Certification Form verifying Section 3 Worker status of owner(s)
- ☐ Provide last year's Federal Tax Return as evidence that income below the eligibility guideline for the previous year.

Section 3 Business Concerns claiming Section 3 status by claiming at least 75 percent of labor hours performed for the business over the prior three-month period are performed by Section 3 Workers:

- ☐ Provide the Business Concern Supporting Document (provided by Compliance Officer) and identify the Section 3 Workers and Targeted Workers
- ☐ Evidence that 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 Workers

Section 3 Business Concerns claiming Section 3 status as a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing:

- ☐ List of all owners noting 51 percent of the ownership qualifies as public housing or Section 8-assisted housing
- ☐ Evidence of current public housing lease (HAP) or Section 8 –assisted housing award letter and or lease per owner noted as qualified

I understand that the information above may require verification and I agree to provide additional documents verifying this information if requested.

_____	_____	_____
Print Name	Signature	Date

For City Use Only

Contract / Project: _____ **Department:** _____ **Date**: _____

Pursuant to 24 CFR75, a Section 3 business concern seeking a contract shall submit to the City of Pasadena, TX , its contractors and/or subcontractors (as applicable), if requested, sufficient evidence to demonstrate that the Business Concern is responsible and has the ability to perform successfully under the terms and conditions of the proposed contract. The ability to perform successfully under the terms and conditions of the proposed contract is required of all contractors subject to the procurement standards of 2 CFR 200.318(b)

WARNING: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)