

Section 3 Business Certification

This certification must be completed by any business claiming Section 3 business status. As a Section 3 business, your firm must retain documentation of your Section 3 status in a project file for each HABC awarded project. The Housing Authority of Bexar County considers this form adequate documentation of Section 3 status; however additional documentation verifying Section 3 compliance may be requested by the Authority at a later date.

HABC projects funded with HUD dollars are "Section 3 covered projects" and contractors are required to report compliance with the Section 3 guidelines. However if the contractor has tried to the greatest extent feasible to hire Section 3 Residents or subcontract with Section 3 vendors but has been unsuccessful in meeting the Section 3 employment/contracting requirements, that contractor must contribute at least 5% of the actual contract amount to HABC's education and training fund to be considered Section 3 compliant.

In addition, Section 3 regulation sanctions may be imposed on recipients that fail to comply with the regulations of this part and include debarment, suspension, and limited denial of participation in HUD programs

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)? Please reference <http://www.houstontx.gov/housing/sec3.html> to determine if employee is less than 80% of the current area median income.

() 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?

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: _____

Subscribed and sworn before me this _____ day of _____, _____

Date: _____

Notary Public: _____

My Commission Expires: _____