



**Certification for Business Concern Seeking Section 3 Preference  
in Contracting and Demonstration of Capacity**

**Name of Business:** \_\_\_\_\_

**Address of Business:** \_\_\_\_\_

**Type of Business:**  Corporation  Partnership  Sole Proprietorship  Other  
Type of Business Activity: \_\_\_\_\_

Attached is the following documentation as evidence of status:

**For Business claiming status as a Section 3 resident-owned enterprise:**

- Copy of resident lease
- Copy of receipt of public assistance
- Copy of evidence of participation in a public assistance program
- Other evidence

**For all business entity (as applicable):**

- Copy of Articles of Incorporation
- Certificate of Good Standing
- Assumed Business Name Certificate
- Partnership Agreement
- List of owners/stockholders and % ownership of each
- Corporation Annual Report
- Organization chart with names and titles and brief function statement
- Latest Board minutes appointing officers
- Additional documentation

**For Business claiming Section 3 status by subcontracting 25% of the dollar awarded to qualified Section 3 Business:**

- List of subcontracted Section 3 business(es) and subcontract amount

**For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:**

- List of all current full time employees
- List of employees claiming Section 3 status
- PHA/IHA Residential lease less than 3 years from date of employment
- Other evidence of Section 3 status less than 3 years from date of employment

**Evidence of ability to perform successfully under the terms and conditions of the proposed contract:**

- Current financial statement
- Statement of ability to comply with public policy
- List of owned equipment
- List of all contracts for the past two years

\_\_\_\_\_  
Authorized Name, Title and Signature

(Corporate Seal if applicable)

Attested By: \_\_\_\_\_ Date \_\_\_\_\_