

**SECTION 3  
BUSINESS CERTIFICATION PACKET**

Your contract is funded either in whole or in part by the United States Department of Housing and Urban Development (HUD). HUD requires the City to collect work staff information on every developer, contractor, subcontractor, etc. that receives a HUD funded, construction-related contract in excess of \$100,000, to ensure the City's compliance with Section 3 of the U.S. Housing & Urban Development Act of 1968. Section 3 requires recipients of HUD financial assistance to provide training, employment and contracting opportunities to Section 3 residents and businesses to the greatest extent feasible, consistent with existing federal, state, and local laws and regulations.

You can utilize this form to pre-certify that you are a Section 3 business concern

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

City Agency Overseeing Contract: \_\_\_\_\_

Please answer the following questions:

1. Is your company currently certified as a Section 3 business by the New York City Housing Authority (NYCHA)?

YES       NO

2. Is your business owned (51% or more) by residents of New York City Housing Authority (NYCHA)?

YES       NO

3. Is your business owned (51% or more) by individuals whose household incomes are BELOW 80% of Area Median Income (AMI)? *See chart below.*

YES       NO

# of People in Household	Gross Income Is No Greater Than 80% AMI
1	\$48,100
2	\$55,000
3	\$61,850
4	\$68,700
5	\$74,200
6	\$79,700
7	\$85,200
8	\$90,700

4. Do 30% (or more) of your full time, permanent employees have household incomes that are BELOW 80% of Area Median Income (AMI)? *See chart above.*

YES       NO

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5. Are 30% (or more) of your full-time, permanent employees residents of New York City Housing Authority (NYCHA)?

YES                       NO

6. Will you sub-contract more than 25% of this contract with any business that has any of the characteristics noted in the Questions 1, 2, 3, 4 or 5?

YES                       NO

If you plan to subcontract for any of the work on this project, please complete the chart below for each subcontracting firm and return the form to the funding City agency.

Subcontractor Name	Address	Type of Contract <i>(i.e. specified building trade, professional services, etc.)</i>	Amount of Subcontract	Is this business a Section 3 business?*
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	

\*If YES, a Section 3 Business Questionnaire should be completed by the business and must be attached.

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

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**COPY THIS FORM AS NEEDED**