# SECTION 3 Business Concern | Certification Form

*The purpose of HUD’s Section 3 program is to provide employment, training, and contracting opportunities to low-income individuals, particularly those who are recipients of government assistance for housing or other public assistance programs.*

Businesses may qualify as a Section 3 business concern if they meet the following criteria:

1. At least 51% of the business is owned and controlled by low- or very low-income persons;
2. At least 51% of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing; or
3. Over 75% of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers.

**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 |  |
| Type of Business | ☐ Corporation☐ Limited Liability Company☐ Partnership☐ Sole Proprietorship☐ Other:  |

**Preferred Contact Information**  ☐ Same as above

|  |  |
| --- | --- |
| Name of Preferred Contact |  |
| Phone Number of Preferred Contact |  |

**Select from ONE of the following three options below that applies:**

☐ At least 51% of the business is owned and controlled by low- or very low-income persons. **If selecting this option, please provide:**

1. Proof of ownership showing all owners and their percentage ownership; and
2. Completed Section 3 Worker Self Certification form for all low- and very low-income owners.

☐ At least 51% of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing. **If selecting this option, please provide:**

1. Proof of ownership showing all owners and their percentage ownership; and
2. Completed Section 3 Worker Self Certification form for all public housing and/or Section 8 owners.

☐ Over 75% of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers.[[1]](#footnote-1) **If selecting this option, please provide:**

1. For the last 90 days full payrolls for the entire company, make a list of the names from the payrolls of the Section 3 workers (include County of Residence); and
2. Documentation demonstrating that such persons qualify as Section 3 workers.

**Business Concern Affirmation**

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| I affirm that the above statements (on the frontside of 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 Nebraska Department of Economic Development and its subrecipients and/or awardees may have their contracts terminated as default and be barred from ongoing and future considerations for contracting opportunities. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.Authorized Official Name (Printed):  |
| Authorized Official Signature: |
| Authorized Official Title:  |
| Company Name:  |
| Date: |

1. Section 3 Worker means any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented: (1) the worker’s income for the previous or annualized calendar year is below the income limit established by HUD; (2) the worker is employed by a Section 3 business concern; (3) the worker is a YouthBuild participant. [↑](#footnote-ref-1)