

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	<input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> 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 **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

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.