



SECTION 3 BUSINESS CONCERN SELF-CERTIFICATION APPLICATION

Name of Business _____

Address of Business _____

Contact Person & Title _____

Phone & Fax _____ Email/website _____

Type of Business _____ Date Established _____

I am applying for certification as the following type of Section 3 Business Concern (check A, B, or C and provide documentation):

A. Section 3 resident-owned enterprise (51% or more owned by Section 3 resident*)

Proof of residency of owner(s) Other evidence _____

Proof of income of owner(s)

B. Full-time workforce at least 30% current Section 3 residents (or were Section 3 residents within 3 years of date of first employment with the business)

List all current full-time employees Proof of residency for Sec. 3 employees

Section 3 Affidavits for 30%+employees Other evidence

C. Subcontracting at least 25% of dollar value of contracts to qualified Section 3 business(es)

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

Other evidence

I am attaching the following additional evidence of business status:

(1) List of at least 3 business references (required)

(2) Proof of ownership of business (required)

(3) Evidence of ability to perform under the terms and conditions of proposed contracts

Current financial statement List of all contracts for the past two years

List of owned equipment

I certify under the penalties of perjury that the information provided is true and accurate and agree to provide, upon request, documents verifying the information submitted to qualify as a Section 3 business concern. I understand that designation as a Section 3 Business Concern does not guarantee selection for contract opportunities.

Authorizing Name and Title

(Corporate Seal, if available)

Signature

Date

*A “Section 3 resident” is an individual who is 18 years of age and lawfully resides at any of the public housing developments operated by the PHA or is a low- or very-low income resident of non-PHA housing in the Portsmouth area (see “Section 3 Resident Affidavit” for current income limits).