

Am I a Section 3 Business?

If you qualify based on at least one basis below then your organization is considered a Section 3 business.

1. Is 51% of Your Business Owned By Section 3 Residents? **Yes/No**

a. Percent Owned by Section 3 Residents: _____

b. Percent Owned by All Others: _____

2. Does 30% of Your Current Full-Time Staff Meet the Definition of a Section 3 Resident? **Yes/No**

a. Total Number of Full-Time Employees: _____

b. Number of Full-Time Employees That Currently Meet the Definition of a Section 3 Resident: _____

Or the business can provide evidence of a firm commitment to subcontract a minimum of 25 percent of the total dollar amount of contracts to a business that meets the criteria listed in (a) and/or (b).

Section 3 Residents Are:

A. Residents of Public and Indian Housing; or

B. Residents of the Metropolitan Area or Non-Metropolitan County that Meet the Definition of Low- and Very Low-Income. **(See Attached)**

c. Number of Full-Time Employees That May Have Met the Definition of a Section 3 Resident within the Last 3 Years: _____

3. Does Your Business have Evidence of Firm Commitment(s) to Provide 25% of the Total Dollar Amount of Subcontracts to Section 3 Businesses?

a. Total Dollar Amount of Subcontracts to Be Awarded With HUD Funds: _____

b. Total Dollar Amount of HUD-Funded Subcontracts to Be Awarded To Section # Businesses: _____

Additional information on the requirements of Section 3, can be found at <http://www.hud.gov/section3>

To register your Business Visit:

<https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness.action>

This registry is a helpful tool to assistant recipients of HUD funding (e.g., Public Housing Agencies, local units of government, property owners, etc.), developers, and others locate Section 3 businesses within their community. It also enables HUD grantees to meet their Section 3 obligations by reducing some of the burden associated with locating eligible businesses.

It is important to note that Section 3 businesses are not entitled to receive contracts simply by being listed in HUD's Section 3 Business Registry database. Eligible businesses may need to demonstrate that they are responsible and have the ability to perform successfully under the terms and conditions of proposed contracts. Section 3 requirements at 24 CFR 135, then provides preference for contracts and subcontracts to these firms-but not a guarantee.

While the Department maintains the Business Registry database, it has not verified the information submitted by the businesses and does not endorse the services they provide. Accordingly, it is recommended that users perform due diligence before awarding contracts to firms that have self-certified on this registry by ensuring that they meet the definition of a Section 3 business concern as defined by the Department's regulations at 24CFR135.5.



Contractors Name

Signature of Authorized Representative

Date