

Section 3 Business Concern Certification Application

BUSINESS NAME: _____
BUSINESS ADDRESS: _____
TYPE OF BUSINESS: _____ Corporation _____ Partnership _____ Sole Proprietorship _____ Joint Venture
TYPE OF SERVICES PROVIDED: _____

DOCUMENTATION OF DESIGNATION OF SECTION 3 STATUS (CHECKED ALL THAT APPLY)

- _____ 51% business ownership consisting of Section 3 Residents
- _____ 30% of all full time employees are Section 3 Residents
- _____ 25% subcontracting of the dollar amounts awarded to qualified Section 3 businesses
- _____ Active Section 3 certification through U.S. Department of Housing and Urban Development (HUD) or Jefferson Parish Public Housing Authority

FOR BUSINESSES CLAIMING THAT 51% OR MORE OF THE BUSINESS IS OWNED BY SECTION 3 RESIDENTS, SUPPLY THE:

Names and addresses of Section 3 Resident(s) in 51% ownership position
 [Attach proof of incorporation and proof of ownership by the Section 3 Resident(s)]

FOR BUSINESSES CLAIMING AT LEAST 30% OF THEIR WORKFORCE ARE CURRENTLY SECTION 3 RESIDENTS OR WERE SECTION 3 ELIGIBLE RESIDENTS WITHIN 3 YEARS OF DATE OF EMPLOYMENT WITH BUSINESS, SUPPLY THE INFORMATION LISTED BELOW:

- Names of all current full time employees
- List of all employees claiming Section 3 status
- Name and address of Public Housing Authority residents
- Income verification according to the chart listed below- W-2 forms for anyone 18 years of age or older living in the household, most recent federal income tax return, etc.)

Household Size	1	2	3	4	5	6	7	8
Max Income	\$33,600	\$38,400	\$43,200	\$48,000	\$51,850	\$55,700	\$59,550	\$63,400

*Income figures adjusted annually

FOR BUSINESSES CLAIMING SECTION 3 STATUS BY SUBCONTRACTING 25% OF THE TOTAL DOLLAR AMOUNT AWARDED TO QUALIFIED SECTION 3 BUSINESSES, SUPPLY THE INFORMATION LISTED BELOW:

- Signed affidavit committing to contract 25% of the total dollar amount awarded to a qualified Section 3 business
- Estimated total contract amount \$ _____
- List of subcontracted Section 3 businesses and estimated subcontract total amount(s) \$ _____

FOR BUSINESSES CLAIMING SECTION 3 STATUS THROUGH ACTIVE HUD OR HANO CERTIFICATION, SUPPLY THE INFORMATION LISTED BELOW:

- A copy of the certification letter

 Authorizing Name and Signature

 Date