



Harris County

Section 3 Business Concern Self-Certification Form

Business Name:	Business Principal Name:	
Address:	City:	Zip Code:
Email:	Phone #:	
Type of Business Entity: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other		

Section 3 Business Criteria: A business is eligible for Section 3 Business status if it meets any one of the following criteria. **Check** all that apply:

- My business is 51 percent or more owned by a Section 3 resident or residents;
- Thirty percent or more of my permanent, full-time employees are Section 3 residents; or within three years of the date of first employment with the business concern were Section 3 residents; or
- I can provide evidence of a commitment to subcontract in excess of 25 percent of the amount of all subcontracts to Section 3 businesses: (a) that are 51 percent or more owned by public housing residents or (b) that has 30 percent or more of their permanent, full-time employees as public housing residents.

Appropriate documentation must be attached as evidence of Section 3 eligibility (As defined by 24 CFR 135.5)

Business Concerns claiming status as a Section 3 Resident-owned enterprise must submit the following documents as applicable:

- Proof of Public Housing Assistance (PHA) Lease
- HAP – Housing Assistance Payment Contract (HAP) Award or benefit notification letter
- Copy of receipt of public assistance Evidence of participation in other public program Other evidence

Business Concerns claiming Section 3 status by claiming at least 30 percent of their workforce are Section 3 Residents must submit all of the following documents:

- List of all current full-time employees List of all current employees certified as Section 3 Residents
- Evidence of employee Section 3 resident status (including Section 3 Resident Self-Certification forms)
- Evidence of employee Section 3 Resident status less than 3 years from date of employment

Business Concerns claiming Section 3 status by subcontracting 25 percent of the dollar awarded to qualified Section 3 Business Concern(s) must submit all of the following documents:

- List of subcontracted Section 3 Business Concern(s), contact information, and subcontract dollar amounts
- Evidence of subcontractors Section 3 Business Concern status (including Section 3 Business Self-Certification forms)

I understand that the information above may require verification and I agree to provide additional documents verifying this information if requested. I hereby certify under penalty of perjury that the foregoing is true and correct. I understand that providing false representation herein constitutes an act of fraud. False, misleading, or inaccurate information may result in disqualification or debarment as a contractor for Harris County, which may be grounds for termination of contracts that resulted from this certification.

Print Name

Signature

Date

For County Use Only

Contract / Project: _____ **Department:** _____ **Date:** _____

Pursuant to 24 CFR 135.36(c), a Section 3 business concern seeking a contract shall submit to Harris County, its contractors and/or subcontractors (as applicable), if requested, sufficient evidence to demonstrate that the Business Concern is responsible and has the ability to perform successfully under the terms and conditions of the proposed contract. The ability to perform successfully under the terms and conditions of the proposed contract is required of all contractors subject to the procurement standards of 2 CFR 200.318(h)

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)