



## **SECTION 3 BUSINESS CONCERN CERTIFICATION**

Dear San Diego Business Owner:

The San Diego Housing Commission (SDHC) invites you to self-certify as a Section 3 Business Concern.

Section 3 of the Housing and Urban Development Act of 1968 was established to foster local economic development. It requires that recipients of certain U.S. Department of Housing and Urban Development (HUD) financial assistance, to the greatest extent feasible, provide job training, employment, contracting, and other economic opportunities to low- and very low-income persons and to business concerns which provide economic opportunities to low- and very low-income persons. Section 3 regulations are implemented in Title 24 of the Code of Federal Regulations Part 135.

### **Who is a Section 3 Resident?**

- **Resident of public housing who resides in the County of San Diego; or**
- **Resident of the County of San Diego who is low- or very-low income.**

A business is eligible for self-certification as a Section 3 Business Concern if its principal office is located in the County of San Diego and meets one of the following conditions:

- a) It is 51% or more owned by Section 3 Residents; or
- b) At least 30% of its permanent full-time employees include persons that are currently Section 3 Residents; or were Section 3 eligible residents within 3 years of date of first employment with the business concern.

Please complete the enclosed application. If you have any questions or concerns, please contact the Section 3 Unit at (619) 578-7513. Submit completed application to either of the following:

Program Analyst  
[section3@sdhc.org](mailto:section3@sdhc.org)

San Diego Housing Commission  
Section 3/EOC Unit  
1122 Broadway, Ste. 300  
San Diego, CA 92101



**SECTION 3 BUSINESS CONCERN CERTIFICATION FORM**

Please type or legibly print your responses and include an e-mail address. Questions identified with an asterisk (\*) are mandatory.

*Business Name:		*Taxpayer Identification Number:	
*D.B.A. (if different from above):			
*Name of Owner(s)/President:			
*Principal Office Street Address (no P.O. Box):		*City:	*Zip Code:      *Number of Offices/ Locations outside of the County of San Diego :
*Business Phone: (    )		Fax: (    )	
*Email:		Business Website Address:	
*Contact Person & Title:		*Contact Phone & Email:	
Business License Number:	DUNS Number:	Is Your Company a Union Shop? If yes, identify:	
CSLB and/ or Professional License Number (s):	License Expiration Date:	License Name:	
		License Type:	
Public Works Contractor (PWC) Department of Industrial Relations (DIR) Registration Number:		PWC Registration Expiration Date:	
*Primary NAICS Code (6-digits):		Construction <input type="checkbox"/>	Services <input type="checkbox"/>
Secondary NAICS Code (6-digits):			Supplier <input type="checkbox"/>
*Please describe your services:			
Type of Business Entity (check one):			
<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Liability Corporation (LLC) <input type="checkbox"/> Other: _____			
*Date Business was established (mm/dd/yyyy):		Last annual gross revenues:	
Single job bonding limit:		Aggregate bonding limit:	
Types of jobs preferred? ( size (\$\$), trades/services performed):			
*Number of employees at principal office:    Full-time: ____    Part-time: ____    Contract: ____			
Total: ____    *Classification of these employees (check all that apply): Management/Professional <input type="checkbox"/> Technicians <input type="checkbox"/> Construction Labor <input type="checkbox"/> Service Workers <input type="checkbox"/> Office/Clerical <input type="checkbox"/>			



**Administrative Services**

\*Has Business worked directly for the San Diego Housing Commission in the past?  YES  NO

\*If your business possesses any of the following certifications, identify and submit a copy of the certificate(s).  
 Emerging/Small Local Business Enterprise (ELBE/SLBE)—City of San Diego  
 Small Business (SB)—CA Department of General Services  
 Disadvantaged Business Enterprise (DBE)—CA Department of Transportation or CA Unified Certification Program  
 Disabled Veteran Business Enterprise (DVBE)—CA Department of General Services  
 Woman Business Enterprise (WBE)—CA Public Utilities Commission or City of Los Angeles  
 Minority Business Enterprise (MBE)—Pacific Southwest Minority Supplier Development Council, CA Public Utilities Commission or City of Los Angeles

\*Is your business an EPA (U.S. Environmental Protection Agency) Lead-Safe Certified Firm? If certified submit a copy of the certificate.  YES  NO

*Note: as of April 22, 2010, ALL firms that perform renovation work which may disturb paint in target housing are **REQUIRED** to be certified by the EPA. Contractors will not be eligible to bid on such work until a certificate is provided. Information about becoming a certified firm is available at <http://epa.gov/lead/pubs/sellsheet.pdf>*

How did you learn about the Section 3 certification program?

\*If you become certified as a Section 3 Business Concern, do you grant the San Diego Housing Commission permission to share and/or release your business information (excludes Taxpayer ID Number) with other public agencies and/or firms seeking to contract with certified Section 3 Business Concerns?  YES  NO

**\*Section 3 Business Concern Certification Criteria:**

A business is able to self-certify as a Section 3 Business Concern with the San Diego Housing Commission, if in addition to meeting all the applicable state and local regulations, its principal office is located in the County of San Diego and meets the criteria to certify as a Section 3 Business Concern. \*Check one or more of the following:

- 51% or more of the business concern is owned by Section 3 Residents; or
- 30% or more of the business concern’s permanent full-time employees are Section 3 Residents, or were Section 3 eligible residents within 3 years of date of first employment with the business concern.

**Principal office:** The location where the greatest number of employees at any one location perform their work. Exception: Businesses whose primary industry is service or construction, the calculation of the number of employees excludes those employees who perform the majority of their work at job-site locations to fulfill specific contract obligations.

**Example:** A construction company has two offices—one in Los Angeles, the other in San Diego. Ten employees work at the Los Angeles location performing management and clerical functions. In San Diego, there is a manager, secretary and 28 construction workers performing work on a specific contract. In this example, the principal office is located in Los Angeles because there are ten employees compared to two employees (after excluding the 28 construction workers) in San Diego.

**Who is a Section 3 Resident?**

- Resident of public housing who resides in the County of San Diego; or
- Resident of the County of San Diego who is low- or very-low income:

2016 FAMILY INCOME LIMITS								
FAMILY Size	1	2	3	4	5	6	7	8
Maximum Gross Annual Family Income	\$47,600	\$54,400	\$61,200	\$68,000	\$73,450	\$78,900	\$84,350	\$89,800



**Administrative Services**

By the execution and delivery of this application to the San Diego Housing Commission, you hereby covenant and agree to provide such documentation, immediately upon demand by the San Diego Housing Commission, as the San Diego Housing Commission may reasonably request, to verify your eligibility for certification as a Section 3 Business Concern.

**AFFIDAVIT**

I, \_\_\_\_\_ (print name), declare under penalty of perjury, under the laws of the United States and the State of California, that I am the \_\_\_\_\_ (title/position) of \_\_\_\_\_ (name of business) and that the foregoing information and statements submitted are true, correct:

I hereby certify that my business qualifies as a Section 3 Business Concern because:

- 51% or more of the business concern is owned by Section 3 Residents; or
- 30% or more of the business concern's permanent full-time employees are Section 3 Residents, or were Section 3 eligible residents within 3 years of date of first employment with the business concern.

My business certifies that the statements and information contained on this form are true and accurate, and meet the required HUD Section 3 business self-certification eligibility requirements in accordance with 24 CFR Part 135.

My business agrees to notify the San Diego Housing Commission's Section 3/EOC Unit of any material change in the information contained in this application within 30 days of such change. My business further agrees to provide any and all documentation reasonably requested by the San Diego Housing Commission in order to verify Section 3 eligibility.

A certified Section 3 Business Concern is not entitled to be awarded a contract simply by being listed in San Diego Housing Commission's registry of certified Section 3 Business Concerns. Businesses that self-certify their eligibility may receive a designation as a Section 3 Business Concern, subject to later verification from local recipient agencies. Information that is misrepresented in this application or in any documentation or information provided to the San Diego Housing Commission in connection with this application shall be grounds for denial or revocation of Section 3 certification and/or immediate termination of any contract that may be awarded. Persons that misrepresent their qualifications to receive a Section 3 Business Concern designation may face debarment and/or civil and/or criminal penalties, as provided for under applicable local, state and federal law.

Executed the date referenced below, by the execution of this document, I acknowledge and declare, under penalty of perjury under laws of the United States and the State of California, that all of the foregoing information is true and correct. I further acknowledge that the San Diego Housing Commission will be relying upon this information in making Section 3 Business Concern designations.

\*\*Printed Name: \_\_\_\_\_ \*\*Title: \_\_\_\_\_

\*\*Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*CORPORATE OFFICER OR PERSON AUTHORIZED TO SIGN BIDS AND CONTRACTS ON BEHALF OF THE BUSINESS.**