

# BUSINESS CONCERN CERTIFICATION FOR CONTRACTING, SECTION 3 EXHIBIT A



Instructions: Complete this form at beginning of Project or Trade. Enter the following information and select the criteria that applies to certify your business' Section 3 Business Concern status.

1. CHOOSE ONE FROM THE DROPDOWN MENU: BUSINESS NAME, ADDRESS & FEIN:		
2. BUSINESS OWNER NAME, PHONE & EMAIL:		3. PROJECT NAME & IHDA PROJECT NO.:
4. PREFERRED BUSINESS CONTACT NAME:		5. CONTACT PHONE, INCL. AREA CODE:
6. TYPE OF BUSINESS CHOOSE ONE FROM THE DROPDOWN MENU:	7. COMPANY OWNED BY CHOOSE ONE FROM THE DROPDOWN MENU:	8. ETHNICITY CHOOSE ONE FROM THE DROPDOWN MENU:
9. SECTION 3 BUSINESS CONCERN: YES      NO	9a. BUSINESS CONCERN CRITERIA DOCUMENTED WITHIN THE LAST 6 MONTHS CHOOSE ONE FROM THE DROPDOWN MENU:	
10. PERSON COMPLETING THE FORM:		DATE:

## EMPLOYMENT

	TOTAL ESTIMATED POSITIONS NEEDED FOR THE PROJECT	TOTAL NUMBER OF POSITIONS OCCUPIED BY:	
		SECTION 3 WORKERS*	TARGETED SECTION 3 WORKERS**
PROFESSIONALS			
OFFICE / CLERICAL			
CONSTRUCTION TRADES			

\* **SECTION 3 WORKER:** 1) A low or very low-income resident (the worker's income for the previous or annualized calendar year is below the income limit established by HUD); or 2) Employed by a Section 3 business concern; or 3) YouthBuild participant.

\*\* **TARGETED SECTION 3 WORKER:** 1) Employed by a Section 3 business concern; or 2) Currently meets or when hired met at least one of the following categories as documented within the past 5 years: i) A resident of public housing; or ii) A resident of other public housing projects or Section 8-assisted housing; or iii) A YouthBuild participant. Targeted Section 3 workers would be low- or very-low income workers residing within a one-mile radius of the Section 3 project. If fewer than 5,000 people live within that one-mile radius, the circle may be expanded outward until that population is reached.

INFORMATION REGARDING SECTION 3 BUSINESS CONCERNS CAN BE FOUND AT [WWW.HUD.GOV](http://WWW.HUD.GOV) 24 CFR 75

## LOWER TIER SUBCONTRACTORS

	COMPANY ADDRESS	CONTACT NAME, PHONE & EMAIL

## BUSINESS CONCERN AFFIRMATION

I affirm that the above statements are true, complete, and correct to the best of my knowledge and belief. I understand that businesses who misrepresent themselves as Section 3 business concerns and report false information to Illinois Housing Development Authority may have their contracts terminated as default and be barred from ongoing and future considerations for contracting opportunities. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

<b>FOR ADMINISTRATIVE USE ONLY</b>		
IS THE BUSINESS A SECTION 3 BUSINESS CONCERN BASED UPON THEIR CERTIFICATIONS?	YES	NO

# SECTION 3 WORKER & TARGETED SECTION 3 WORKER SELF-CERTIFICATION, SECTION 3 EXHIBIT B



**The purpose of HUD's Section 3 program is to provide employment, training and contracting opportunities to low-income individuals, particularly those who are recipients of government assistance for housing or other public assistance programs. Your response is confidential and has no effect on your employment.**

Your cooperation in filling out this form is requested in order to determine whether you qualify as a Section 3 employee or owner of a Section 3-business concern. The purpose of Section 3 of the Housing and Urban Development Act of 1968 is to ensure that employment and economic opportunities generated by HUD financial assistance is directed, wherever feasible, to lower income persons. The program Income Limits for this project shall be utilized in determining the low-income eligibility for employment, training and contracting activities. The limits shall be provided to all Section 3 eligible parties (Recipient, Contractor, subcontractor, and business concerns). Please ensure income is below the 80% Median Area Income of the current year, per the HUD website link at <http://www.huduser.org/DATASETS/il.html>

1. BUSINESS NAME & ADDRESS:		
2. PROJECT NAME:		3. IHDA PROJECT NO.:
4. BUSINESS CONTACT AND PHONE, INCL. AREA CODE:		5. DATE OF HIRE:
6. EMPLOYEE NAME:	7. EMPLOYEE ADDRESS:	
8. IS EMPLOYEE A RESIDENT OF PUBLIC HOUSING OR A HOUSING CHOICE VOUCHER HOLDER (SECTION 8)?		YES NO
9. NAME OF COUNTRY EMPLOYEE RESIDES IN:		10. EMPLOYEE ETHNICITY CHOOSE ONE FROM THE DROPDOWN MENU:
11. DATE SUBMITTED:		

## INCOME LIMIT

SELECT THE AMOUNT OF INDIVIDUAL INCOME EMPLOYEE BELIEVES THEY WILL EARN ON AN ANNUAL BASIS:

THE INFORMATION THAT YOU PROVIDE WILL BE HELD IN STRICT CONFIDENCE. ONLY SUMMARY DATA WILL BE KEPT. PLEASE RETURN THE COMPLETED SURVEY TO YOUR EMPLOYER.

LESS THAN \$10,000	\$30,001 - \$40,000	MORE THAN \$60,000
\$10,001 - \$20,000	\$40,001 - \$50,000	
\$20,001 - \$30,000	\$50,001 - \$60,000	

SELECT ONE OF THE FOLLOWING OPTIONS.

(DEFINITIONS OF EACH QUALIFICATION CAN BE ON [PAGE #] OF [STANDARDS])

I QUALIFY AS A:                      SECTION 3 WORKER                      TARGETED SECTION 3 WORKER

The undersigned certifies that the above statements are true, complete, and correct to the best of my knowledge and belief. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

EMPLOYEE NAME (PRINTED)

EMPLOYEE SIGNATURE

THE WILLFULL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION, SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

## FOR ADMINISTRATIVE USE ONLY

IS THE EMPLOYEE A SECTION 3 WORKER BASED UPON THEIR SELF-CERTIFICATION?	YES	NO
IS THE EMPLOYEE A TARGETED SECTION 3 WORKER BASED UPON THEIR SELF-CERTIFICATION?	YES	NO
IS THIS AN APPLICANT WHO WAS HIRED AS A RESULT OF THE SECTION 3 PROJECT?	YES	NO

**All Section 3 covered contracts shall include the following clause (referred to as the "Section 3 Clause"):**

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701U (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 75, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.
- C. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75.
- D. Recipients of Section 3 funding must require sub-recipients, contractors, and subcontractors to meet the requirements of §75.19.
- E. Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

**The undersigned agrees to comply with the Section 3 Guidelines as referenced by HUD regulations in 24 CFR part 75 as amended.**

PROJECT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

CHECK ONE:                      DEVELOPER                      CONTRACTOR                      SUB-CONTRACTOR