



**Cincinnati Metropolitan Housing Authority Self Certification**  
**SECTION 3 BUSINESS CONCERN APPLICATION AND RENEWAL FORM**

NEW APPLICATION

RENEWAL APPLICATION

Type of Business:  Corporation  Partnership  Sole Proprietorship  Joint Venture  LLC  MBE  WBE  
**(please attach supporting documentations)**

Business Name: \_\_\_\_\_

Business Address/City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Website: \_\_\_\_\_ Business Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**BRIEF DESCRIPTION OF SERVICES PROVIDED:** \_\_\_\_\_

**(Input business name)** \_\_\_\_\_ self-certifies it meets the eligibility requirements as a Section 3 Business Concern based on the below criteria. Check all that apply (at least one must be checked):

- Category 1 **(Please check one:** \_\_\_\_ CMHA Resident (ROB) or \_\_\_\_ Income eligible)  
 51 percent or more of the business is owned by Section 3 residents (Public Housing residents or persons who live in or nearby HUD-assisted projects are located and household income falls below HUD-income limits); **or**
- Category 2  
 At least 30 percent or more of the business permanent full-time, part-time or seasonal employees include Section 3 Residents; **or** they met the definition of a Section 3 Resident within 3 years of date of first hire; **or**
- Category 3  
 HUD Youthbuild programs being carried out in the metropolitan area (or Nonmetropolitan County) in which the section 3 covered assistance is expended; **or**
- Category 4  
 A business that notes a commitment to subcontract in excess of 25 percent of the total dollar awarded of HUD funded subcontracts to a Section 3 business concern that meets one of the first two qualifications above to the greatest extent feasible.

**Note:** CMHA may require additional documentation and information as needed if your business qualifies for a contract award. Also, your business will be listed on a searchable CMHA online database used by other agencies, developers, and contractors that receive HUD funds to help fulfill certain HUD funded contracts or meet their Section 3 obligations. Section 3 residents also use the database to identify businesses that may have training and/or employment opportunities

If you have any questions about this form, please call Jacquetta Brown, at **(513) 977-5683**, or send email to [Section3@Cintimha.com](mailto:Section3@Cintimha.com).

*"I hereby certify that the information provided on this form is true and correct, and understand any falsification of any of the information could subject me to punishment under the law."*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Authorized Signer**

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low-or very-low income residents in connection with projects and activities in their neighborhoods.