



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

NEW APPLICATION

RENEWAL APPLICATION

Business Designations: Corporation Partnership Sole Proprietorship Joint Venture LLC MBE WBE
(please attach MBE/WBE status documentation form)

Business Name: _____

Business Address: _____ City/State: _____ Zip: _____

Business Phone Number: _____

Point of Contact: _____ Phone: _____ Email: _____

PROVIDED SERVICES: _____

Use this form to register and self-certify your business meets at least one of the below criteria, documented within the last six-month period as a Section 3 Business Concern. Check all that apply (at least one must be checked):

- Category 1 – 51% of Your Business is Owned by low- or very low income persons**
It is at least 51 percent or more owned and controlled by low- or very low income persons; **or**
- Category 2 –75% of Your Current Staff labor hours are performed by Section 3 Workers**
Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 Workers; **or**
- Category 3 – Your Business is 51% owned by Public Housing or Section 8 residents**
A business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

Section 3 Workers are any worker who meets at least one of the below criteria:

1. Low- or – very low income as established by HUD (income limit is 50% or below up to 80%); or
2. Employed by a Section 3 Business Concern; or
3. YouthBuild Participant.

Note: The status of a Section 3 business concern shall not be negatively affected by a prior arrest or conviction of its owner(s) or employees. Also, nothing in this part shall be construed to require the contracting or subcontracting of a Section 3 business concern. Section 3 business concerns are not exempt from meeting the specifications of the contract. 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.

“By submitting this form, I hereby certify that the information provided on this form is true and correct, and meet the required HUD Section 3 business self-certification eligibility requirements in accordance with 24 CFR Part 75. I 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.