

CHECKLIST FOR SECTION 3 BUSINESS CONCERN CERTIFICATION SUBMISSION

- Completed Section 3 Business Concern Certification Form
- Substantiating documentation to confirm “total number of full-time employees” as indicated on the certification.
(This documentation may include employment roster with hire dates, payroll documentation, etc.
The number of full-time employees provided on the Certification must equal the number confirmed by the substantive documentation.)
- If your business is eligible for certification because it is owned 51% by Section 3 residents, then then you must **also** submit the following:
 1. Company documents outlining ownership structure: operating agreement (LLC), list of shareholders and percentage of ownership interest (corporation), partnership agreement, etc.
 2. Completed and signed Section 3 Resident Certifications for each resident/owner counted as a Section 3 resident.
 3. Substantiating documentation for each Section 3 resident: copy of public housing lease, copy of tax return, etc. (*Please note that a Section 3 resident qualifies by household income. Income documentation must consider all household members.)
- If your business is eligible for certification because 30% of the full-time employees are Section 3 residents, then you must **also** submit the following:
 1. Completed and signed Section 3 Resident Certifications for each full-time employee counted as a Section 3 resident.
 2. Substantiating documentation for each Section 3 resident: copy of public housing lease, copy of tax return, etc. (*Please note that a Section 3 resident qualifies by household income. Income documentation must consider all household members.)
- If your business is eligible for the certification because more than 25% of the total amount of subcontracts available to be subcontracted will be awarded to Section 3 businesses, then you must **also** submit the following:
 1. Documentation to confirm total amount available for subcontracting.
 2. Name of subcontractor and amount of subcontract.
 3. Copy of subcontract*
 4. Section 3 business concern certification documents for each subcontractor including:
 - a) Section 3 business concern certification; and
 - b) Substantiating documentation depending on specific certification eligibility (30% of full-time employees are Section 3 residents or 51% of business is owned by Section 3 residents)