



SECTION 3 BUSINESS CONCERN CERTIFICATION

Dear Business Owner:

The Housing Authority of Rock Hill (RHHA) 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 York or Chester; or**
- **Resident of the Charlotte-Concord-Gastonia NC-SC MSA 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 Charlotte-Concord-Gastonia NC-SC MSA 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 Coordinator at (803) 324-3060. Submit completed application to either of the following:

Section 3 Coordinator
bpatton@rhha.org

Housing Authority of Rock Hill
Section 3 Coordinator
P.O. Box 11579
Rock Hill, SC 29731



*Has Business worked directly for the Housing Authority of Rock Hill in the past? <input type="checkbox"/> YES <input type="checkbox"/> NO
*If your business possesses any of the following certifications, identify and submit a copy of the certificate(s). <input type="checkbox"/> Small Business (SB)—SC Small Business Administration <input type="checkbox"/> Disadvantaged Business Enterprise (DBE)—SC Department of Transportation or SC Unified Certification Program <input type="checkbox"/> Disabled Veteran Business Enterprise (DVBE)—SC Small Business Administration <input type="checkbox"/> Woman Business Enterprise (WBE)—SC Division of Small and Minority Business Contracting Certification <input type="checkbox"/> Minority Business Enterprise (MBE)—SC Division of Small and Minority Business Contracting Certification
*Is your business an EPA (U.S. Environmental Protection Agency) Lead-Safe Certified Firm? If certified submit a copy of the certificate. <input type="checkbox"/> YES <input type="checkbox"/> NO
<i>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</i>
How did you learn about the Section 3 certification program?
*If you become certified as a Section 3 Business Concern, do you grant the Housing Authority of Rock Hill 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? <input type="checkbox"/> YES <input type="checkbox"/> NO

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

A business is able to self-certify as a Section 3 Business Concern with the Housing Authority of Rock Hill, if in addition to meeting all the applicable state and local regulations, its principal office is located in the Charlotte-Concord-Gastonia NC-SC MSA 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 Rock Hill, the other in Fort Mill. Ten employees work at the Los Angeles location performing management and clerical functions. In Fort Mill, there is a manager, secretary and 28 construction workers performing work on a specific contract. In this example, the principal office is located in Rock Hill because there are ten employees compared to two employees (after excluding the 28 construction workers) in Fort Mill.

Who is a Section 3 Resident?

- Resident of public housing who resides in the County of York or Chester; or
- Resident of the County of Charlotte-Concord-Gastonia NC-SC MSA 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	\$37,550	\$42,900	\$48,250	\$53,600	\$57,900	\$62,200	\$66,500	\$70,800



By the execution and delivery of this application to the Housing Authority of Rock Hill, you hereby covenant and agree to provide such documentation, immediately upon demand by the Housing Authority of Rock Hill, as the Housing Authority of Rock Hill 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 South Carolina, 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 Housing Authority of Rock Hill’s Section 3 Coordinator 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 Housing Authority of Rock Hill 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 Housing Authority of Rock Hill’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 Housing Authority of Rock Hill 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 South Carolina, that all of the foregoing information is true and correct. I further acknowledge that the Housing Authority of Rock Hill 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.**