**CDBG-DR FUNDED PROGRAMS**

# SECTION 3 BUSINESS SELF-CERTIFICATION FORM

## Purpose

This form is for businesses seeking to show that they meet the requirements to be considered as a Section 3 Business.

## Instructions

**This template should be customized by contractors or subrecipients prior to using this form with potential Section 3 Businesses seeking contracting/subcontracting opportunities with you. Edit the areas highlighted in yellow on page 1 and page 6.**

All Businesses should complete the Mandatory Section (Basic Business Information), and then choose from: “1 Business Ownership”, “2 Employees of the Business” and/or “3 Subcontracting”, as applicable. If a business after completing this exercise does not qualify as a Section 3 business, they should complete “4 Non-Section 3 Status” and “5 Signature”.

This form -and each section indicating supporting documentation- must be accompanied with the corresponding evidence for the contractor or subrecipient to evaluate the Section 3 Business Self-Certification Form and to be able to list the business on the US Department of Housing and Urban Development (**HUD**) Section 3 Business Registry.

Supporting documentation must be provided as an attachment to this form, otherwise this form alone will be insufficient to evaluate your Section 3 Business Concern status. At least one (1) document must be provided as evidence of business ownership.

## Mandatory Section: Basic Business Information

|  |
| --- |
| **Basic Business Information Table** |
| **Business Name** | [Type Here] |
| **Point of Contact Name** | [Type Here] |
| **Point of Contact Email** | [Type Here] |
| **Point of Contact Phone** | [Type Here] |
| **Address of Business** | [Type Here] |
| **Business Federal ID#** | [Type Here] |
| **Business Type (Choose One)** | [ ] Corporation[ ] Partnership [ ] Joint Venture [ ] Sole Proprietorship |
| **Industry Area****(NAICS Code)** |  |

## 1: Business Ownership

If the primary owner(s) of the business is/are Section 3 Residents, complete sections 1A and 1B below. Please, be sure to attach respective documents.

## 1A. Business Ownership

[ ]  I am the sole owner of this business or one (1) of a group of owners of this business that each qualifies as a Section 3 Resident and collectively holds at least fifty-one percent (51%) percent ownership.

AND

[ ]  I will be submitting my Section 3 Resident self certification form.

[ ]  I am submitting evidence of my Section 3 status.

[ ]  I have filed as a Section 3 business with HUD on their business registry.

## 1B. Evidence of Business Ownership

I am attaching the following:

[ ]  A copy of the business’s Articles of Incorporation.

[ ]  A copy of the business’s By-laws.

[ ]  Proof of fifty-one percent (51%) of my company ownership; or proof of the combined Section 3 Resident owners that comprise fifty-one percent (51%) of ownership.

[ ]  Business Certificate.

[ ]  Partnership Agreement.

## 2: Employees of the Business

If the business qualifies as Section 3 Business Concern due to thirty percent (30%) of full-time employees being Section 3 Residents, complete sections 2A and 2B below.

## 2A. Employees of the Business

My business currently employs **[Insert Total Number of Employees]** as full-time, permanent workforce.

[ ]  I am affirming that at least thirty percent (30%) of my total number of employees are permanent, full-time employees, and are Section 3 Residents or, within three (3) years of the date of first employment with the business concern, were Section 3 Residents. Currently, I have **[Insert Number of Employees who are Section 3]** Section 3 Employees.

## 2B. Evidence of Employees of the Business

[ ]  I am attaching the following roster of all of my full-time, permanent workforce.

[ ]  I am attaching the completed Section 3 Resident Self Certification Form for each of my employees who qualify as newly hired Section 3 Resident employees; or are Section 3 Residents who have remained employed for three (3) years from the date CDBG-DR funds were first received.

[ ]  I certify and confirm that I have reviewed each of my employees listed as Section 3 Residents qualify as Section 3 Residents based on their supporting documentation provided and retained on file.

## 3: Subcontracting

If the business concern meets Section 3 Business Concern requirements through subcontracting goals, complete sections 3A and 3B below.

## Handshake3A. Subcontracting

[ ]  I am currently subcontracting, at least, twenty-five percent (25%) of the dollar award of all of my existing CDBG-DR contracts with another Section 3 Business and have listed work opportunites on the HUD Section 3 Business Registry.

[ ]  If awarded a contract using CDBG-DR funding, I am firmly committed to subcontracting at least twenty-five percent (25%) of the dollar award of all of my existing CDBG-DR contracts with another Section 3 business.

## Document3B. Evidence of Subcontracting

[ ]  I am attaching a dully signed letter as evidence that I am currently subcontracting at least twenty-five percent (25%) of the dollar award of all of my existing CDBG-DR contracts with another Section 3 Business. I am including all data points listed below:

1. Business names, addresses, and points of contact information
2. List of all awarded contracts and subcontracts with brief Scope of Work and total dollar amounts identified
3. Subcontract amount for Section 3 Business (at least twent-five percent (25%))
4. All subcontractor’s Section 3 certifications and evidence of being a Section 3 Business
5. Signatures of both business representatives attesting to truthfulness of information provided

[ ]  I do not have an awarded contract yet with CDBG-DR funding but I am committed to subcontracting at least twenty-five percent (25%) of the dollar award of all of my CDBG-DR contracts with another Section 3 Business. I am providing this dully signed letter with the points listed below, which serve as evidence presented:

1. Proposed Business names, addresses, and point of contact information
2. List of services you intend to subcontract and brief intended Scope of Work and dollar amounts identified
3. Affirm the subcontract amount for the Section 3 Business (at least twenty-five percent (25%))
4. All subcontractor’s Section 3 certification and evidence of being a Section 3 Business
5. Signatures of both business representatives attesting to truthfulness of information provided

## 4: Non-Section 3 Status

After reviewing the above information, I can verify:

[ ]  As the business owner, I am not a **Section 3 Resident.**

[ ]  My business **does not currently employ at least thirty percent (30%) of Section 3 Employees.**

[ ]  My business **is not subcontracting or proposing to subcontract to at least twenty five percent (25%) of my awarded contracts to another Section 3 Business.**

## 5: Signature

[ ] As the authorized representative of my business, I am certifying the information provided on this form is true and accurate under penalty of perjury.

[ ] I would like to be placed on a list for contractors to receive my information for open job opportunities.

[ ]  I would like to receive notifications about upcoming networking events and open job opportunities.

[ ] I understand that if this form is provided with incomplete supporting documentation, I will have no more than **thirty** **(30) calendar days** from the date of submission to provide all requisite paperwork.

Oncethe **thirty (30) days** period passed, the Puerto Rico Department of Housing (**PRDOH**) will dismiss all self-certifications forms deemed incomplete, if not completed by the contractor.

**Signature**:

**Date**:

**Thank you for completing this form.**

Please remember to send this form with the correct supporting documentation as identified in the sections above.

**Contractors completing and submitting a Business Section 3 Self-Certification Form with the supporting documentation can send the information to:**

[type here]

* **Via email at:**

[type here]

* **Online at:**
* **In writing at:**

[type here]

[type here]

* **In Person:**

## Frequently Asked Questions (FAQ’s)

**1. Why is this form being provided?**

All subrecipients and contractors of CDBG-DR funding are seeking to engage Puerto Rican Section 3 Businesses who may qualify to participate in contract opportunities for construction and non-construction. PRDOH also encourages any subrecipients or contractors working with federal CDBG-DR funding to use this form to identify eligible Section 3 residents for their new hiring or training opportunities.

**2. Should I also use the Section 3 Resident self-certification form?**

Yes, if you are establishing your business as a Section 3 business due to the ownership or number of Section 3 employees at your company, then you need to use the Section 3 self-certification form. If you are certifying as a Section 3 business based on your ownership of the business as a Section 3 resident, you need to use a self-certification form. If you are certifying as a Section 3 business as a result from your subcontract with another Section 3 firm, you should use the business self-certification form and you may need to use the self-certification form for your subcontractor.

**3. Will my information become public?**

PRDOH, subrecipients and contractors will safeguard your information. Only if you choose to be placed on a listing for contracting or hearing about networking opportunities will PRDOH or any subrecipient share this with contractors or other subrecipients who are looking for candidates. You can always choose to opt out from PRDOH listings afterwards by writing to our email Section3CDBG@vivienda.pr.gov.

**4. How many times do I have to complete this form?**

One (1) time. If there is a change in your Section 3 status, you must provide an update and/or ask to be removed from our Section 3 listing, as appropriate.

**END OF FORM**