

Section 3 Contractor's Business Concern Certification

To comply with the Federal Section 3 regulations, §24 CFR 135, the City of Rome has instituted a Section 3 Certification process. The City of Rome is seeking to extend the benefits of and to promote compliance with Section 3 by identifying Section 3 business concerns. All contractors on the City of Rome Community Development Department's Qualified Contractor Register must complete and submit the following forms to the City of Rome Community Development Department. If you have any questions, please call the City of Rome Community Development Department at (706) 236-4475 or (706) 236-4477, or email Suzanne Parris @ sparris@rome.ga.us.

BUSINESS INFORMATION

Name of Business: _____

Physical address: _____

Mailing address (if different): _____

Phone number: _____ Alt. phone number: _____

Email address: _____

OWNER INFORMATION

If the business is owned by more than one person, each should submit a separate Resident Business Owner Verification Form.

Name of Business Owner: _____

Physical address: _____

Mailing address (if different): _____

Select the type of business you operate:

- Corporation Partnership Sole Proprietorship Joint Venture

If business is a partnership/joint venture, please list partner(s): _____

What percentage of ownership do you have in the business? _____%

Do you legally reside in Rome/Floyd County, Georgia, and meet the income requirements for a low-income person as listed in the chart on page 3 for your household size? Yes No

Select from ONE of the following three (3) options below that applies to your business:

- At least 51% of the business is owned and controlled by low- or very low-income persons (refer to the Income Guidelines on page 3)
- At least 51% of the business is owned and controlled by current public housing residents or residents who currently live in Housing Choice Voucher/Section 8-assisted housing
- Over 75% of the labor hours performed for the business over a three (3) month period were performed by Section 3 workers (Refer to definition on page 3)

COMMUNITY DEVELOPMENT STAFF USE ONLY	
Is the business a Section 3 business concern? <input type="checkbox"/> yes <input type="checkbox"/> no	Date received: _____ Received by: _____ <small>(Comm. Dev. Initials)</small>
Employers must retain this form in their Section 3 Compliance file for five (5) years.	

WORKFORCE CERTIFICATION

A business can be certified as a Section 3 business concern if at least **25%** of all labor hours are performed by Section 3 workers and **5%** of all labor hours are performed by Targeted Section 3 workers (see page 3 for definitions & eligibility guidelines). For your business to be eligible under this criterion, you must provide the following information for all permanent, full-time employees. Use additional sheets if necessary.

Name & Address	Date Hired (MM/DD/YYYY)	Floyd County resident	Meets the household income limits	Current Public housing resident	Current Housing Choice Voucher/ Sect. 8 participant	List Job Title/Trade
Name: Address: City/Zip:		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no <i>(if yes, count as Targeted)</i>	<input type="checkbox"/> yes <input type="checkbox"/> no <i>(if yes, count as Targeted)</i>	
Name: Address: City/Zip:		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no <i>(if yes, count as Targeted)</i>	<input type="checkbox"/> yes <input type="checkbox"/> no <i>(if yes, count as Targeted)</i>	
Name: Address: City/Zip:		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no <i>(if yes, count as Targeted)</i>	<input type="checkbox"/> yes <input type="checkbox"/> no <i>(if yes, count as Targeted)</i>	
Name: Address: City/Zip:		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no <i>(if yes, count as Targeted)</i>	<input type="checkbox"/> yes <input type="checkbox"/> no <i>(if yes, count as Targeted)</i>	
Name: Address: City/Zip:		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no <i>(if yes, count as Targeted)</i>	<input type="checkbox"/> yes <input type="checkbox"/> no <i>(if yes, count as Targeted)</i>	
Name: Address: City/Zip:		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no <i>(if yes, count as Targeted)</i>	<input type="checkbox"/> yes <input type="checkbox"/> no <i>(if yes, count as Targeted)</i>	
Name: Address: City/Zip:		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no <i>(if yes, count as Targeted)</i>	<input type="checkbox"/> yes <input type="checkbox"/> no <i>(if yes, count as Targeted)</i>	
Name: Address: City/Zip:		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no <i>(if yes, count as Targeted)</i>	<input type="checkbox"/> yes <input type="checkbox"/> no <i>(if yes, count as Targeted)</i>	
Total number of employees						
Total number of Section 3 workers						
Total number of Targeted Section 3 workers						
% of workforce that is Section 3						
% of workforce that is Targeted Section 3						

BUSINESS CONCERN AFFIRMATION

I affirm, under penalty of law, that the above statements are true, complete, and correct to the best of my knowledge and belief. I understand that businesses who misrepresent themselves as Section 3 business concerns and report false information to the City of Rome may have their contracts terminated as default and be barred from ongoing and future considerations for contracting opportunities. I agree to provide, upon request, documents verifying the information submitted to qualify as a Section 3 business concern. I understand that designation as a Section 3 business concern does not guarantee selection for contract opportunities.

Signature

Date

Printed name

Printed title

Eligibility Guidelines & Definitions

INCOME LIMITS

The worker’s income must be at or below the amount provided below for an individual (household of 1) regardless of actual household size. See <https://www.huduser.gov/portal/datasets/il.html> for most recent income limits.

INCOME LIMITS CHART	
<i>Income Limits Category</i>	<i>FY 21 Individual Income Limits</i>
Extremely Low Income (30%)	\$12,880
Very Low Income (50%)	\$19,550
Low Income (80%)	\$31,300

SECTION 3 WORKER DEFINITION

A Section 3 worker is defined as:

- a low- or very low- income resident (the worker’s income for the previous or annualized calendar year is below the income limit established by HUD); or
- Employed by a Section 3 business concern; or
- A YouthBuild participant.

TARGETED SECTION 3 WORKER DEFINITION

A Targeted Section 3 worker is defined as:

- Employed by a Section 3 business concern; or
- Currently meets or when hired met at least one of the following categories as documented within the past five (5) years:
 - A resident of public housing; or
 - A resident of other public housing projects or Housing Choice Voucher/Section 8 housing; or
 - A YouthBuild participant.

MISCELLANEOUS

- Certification expires within six (6) months of the date of signature.
- Information regarding Section 3 Business Concerns can be found at 24 CFR 75.5.