



1869

Exhibit E  
Section 3 Business Certification



### Section 3 Business Certification

Section 3 requires that, to the greatest extent feasible, contracts for work awarded in connection with Section 3 projects shall be provided to Section 3 business concerns, as defined in 24 CFR Part 75.5.

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Business Name	
Address	
Authorized Representative	
Title	
Phone Number	
Email	
Trade/Services Provided	

### Section 3 Eligibility

Your business qualifies as a **Section 3 business** concern if it satisfies at least one of the following criteria within the last six-month period (check all that apply):

- The business is **at least 51%** owned and controlled by low- very low-income persons based in the income limits below
  - **Additional required data:** proof of ownership showing all owners and their percentage and a completed Section 3 Business Owner Self Certification (Exhibit F) for all low- and very low-income owners.
- The business is **at least 51%** owned and controlled by current public housing residents or residents who currently live in Section-8 housing
  - **Additional required data:** proof of ownership showing all owners and their percentage and documentation of residence in public housing or Section 8 unit.

- Over 75%** of the labor hours performed for the business over the prior three-month period were performed by Section 3 workers – i.e., workers who currently are, or when hired within the past five years were: 1) low- or very low-income persons or 2) YouthBuild participants.
  - Additional required data:** provide the last 90 days full payrolls for the entire company. Provide a list of employees who worked the last 90 days with the total hours worked for each employee and an indication of which employees are Section 3 workers.

**Watertown-Fort Drum MSA**

<b>Fiscal Year</b>	<b>2022</b>
Low-income (80% AMI)	\$42,950

**1. Type of Business (select from the following options):**

- Corporation     
  Partnership     
  Sole Proprietorship     
  Joint Venture

**2. Based on the criteria above, does your business qualify as a Section 3 business concern?**

**Circle YES or NO.**

**Certification**

By submitting this form, I hereby certify that under penalty of perjury that the information provided above is true and correct. I understand that providing false information is grounds for termination of Section 3 certification. I further understand that qualifying as a Section 3 business concern is not an entitlement or guarantee of contract award. I agree to allow this information to be shared with local and federal entities in an effort to increase my business’s contracting potential. The City of Watertown Department of Planning and Community Development reserves the right to request additional documentation at any time to verify the information provided on this form.

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**Authorized Representative Signature**

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**Date**