

CDBG-DR Section 3 Business Certification Form for FFY 2019 (10/1/2019 – 9/30/2020)

Your contract is funded either in whole or in part by the Community Development Block Grant- Disaster Recovery grant (CDBG-DR), which is provided through the United States Department of Housing and Urban Development (HUD). HUD requires the City to collect staff information on every developer, contractor, subcontractor, etc. that receives a CDBG-DR funded, construction-related contract in excess of \$100,000, to ensure the City's compliance with Section 3 of the U.S. Housing & Urban Development Act of 1968. Section 3 requires recipients of HUD financial assistance to provide training, employment and contracting opportunities to Section 3 residents and businesses to the greatest extent feasible, consistent with existing federal, state, and local laws and regulations.

You can utilize this form to pre-certify that you are a Section 3 business concern during the RFP process or after being awarded a CDBG-DR funded contract. Please note that Prime Contractors are **only** to submit this form to Agencies if they qualify as a Section 3 business concern.

Company: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

City Agency Overseeing Contract: _____

<p>1. Is your company currently certified as a Section 3 business by the New York City Housing Authority (NYCHA)?</p> <p style="text-align: center;"><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p style="text-align: center;">SECTION 3 INCOME LIMITS</p> <p>Under the New York City CDBG-DR program, there are two provisions that set the guidelines for determining who can be considered a Section 3 resident. These two provisions are detailed below as Option A or Option B.</p> <p>OPTION A – Individual Income</p> <p>Option A is based on the income range a person earns on an annual basis. Income is defined as the total annual income that you earn. All sources of income must be counted. The income limit for a Section 3 resident this reporting period is \$63,700</p> <p>OPTION B – Income based on household size</p> <p>Find the number of persons in your household (HH) and then and the income range you believe your household earns on an annual basis. Income is defined as the total annual income of all family and non-family members 18+ years old living within the household. All sources of income must be counted from all persons in the household.</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">HH Size</th> <th style="text-align: left;">Section 3 Income Limit</th> </tr> </thead> <tbody> <tr><td>HH of 1:</td><td>\$63,700</td></tr> <tr><td>HH of 2:</td><td>\$72,800</td></tr> <tr><td>HH of 3:</td><td>\$81,900</td></tr> <tr><td>HH of 4:</td><td>\$90,950</td></tr> <tr><td>HH of 5:</td><td>\$98,250</td></tr> <tr><td>HH of 6:</td><td>\$105,550</td></tr> <tr><td>HH of 7:</td><td>\$112,800</td></tr> <tr><td>HH of 8:</td><td>\$120,100</td></tr> </tbody> </table>	HH Size	Section 3 Income Limit	HH of 1:	\$63,700	HH of 2:	\$72,800	HH of 3:	\$81,900	HH of 4:	\$90,950	HH of 5:	\$98,250	HH of 6:	\$105,550	HH of 7:	\$112,800	HH of 8:	\$120,100
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<p>2. Is your business owned (51% or more) by residents of New York City Housing Authority (NYCHA)?</p> <p style="text-align: center;"><input type="checkbox"/> YES <input type="checkbox"/> NO</p>																			
<p>3. Is your business owned (51% or more) by individuals whose household incomes or individual income meets the Section 3 Income Limits in the Table to the right?</p> <p style="text-align: center;"><input type="checkbox"/> YES <input type="checkbox"/> NO</p>																			
<p>4. Do 30% (or more) of your full time, permanent employees have household incomes or individual incomes that meet the Section 3 Income Limits in the Table to the right?</p> <p style="text-align: center;"><input type="checkbox"/> YES <input type="checkbox"/> NO</p>																			

5. Are 30% (or more) of your full-time, permanent employees residents of New York City Housing Authority (NYCHA)? <input type="checkbox"/> YES <input type="checkbox"/> NO	6. Will you sub-contract more than 25% of this contract with any business that has any of the characteristics noted in Questions 1-5? <input type="checkbox"/> YES <input type="checkbox"/> NO
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SUBCONTRACTOR LISTING

If you plan to subcontract for any of the work on this project, please complete the chart below for each subcontracting firm and return the form to the funding City agency.

Subcontractor Name	Address	Type of Contract <i>(i.e. specified building trade, professional services, etc.)</i>	Amount of Subcontract	Is this business a Section 3 business?*
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	

**If YES, a Section 3 Business Questionnaire should be completed by the business and must be attached.*

I certify that the above statements are true, complete, and correct to the best of my knowledge and belief.

Signature: _____

Print Name: _____

Title: _____

Date: _____

COPY THIS FORM AS NEEDED