



San Antonio Housing Authority

Certification for Section 3 Business

Procurement Department

CONTACT INFORMATION			
First Name:	Last:	M.I.:	Suffix:
Title:			
Name of Business or DBA:			
Street Address:			
City:		State:	ZIP:
Primary Phone:	E-mail Address:		

TYPE OF BUSINESS			
<input type="checkbox"/> Corporation	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Joint Venture
Number of Employees:			
List the types of services your business provides: (Electrical, Janitorial, Security etc.)			

CERTIFICATIONS/LICENSES
List the businesses' occupational licenses or certifications:

HUD GUIDELINES
Businesses may become Section 3 Certified if they meet at least one (1) of the following HUD guidelines (Select any that apply)
<input type="checkbox"/> 51% owned by a certified Section 3- eligible resident
<input type="checkbox"/> 30% or more of the business permanent full-time employees are low-income, Section 3 certified residents (SAHA may certify employees)
<input type="checkbox"/> 25% or more of the total dollar award is subcontracted to certified Section 3 businesses



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DOCUMENTS REQUIRED

Please provide the required documentation to proceed with the Section 3 Business certification.

For Business claiming status as a 51% owned by a certified Section 3 resident-owned enterprise: (Provide the following)

- Section 3 Individual Verification Form -S3-6003b **or**,
- Copy of resident lease **or**,
- Copy of evidence of participation in a public assistance program

AND

- Owner Documentation

For business claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within three (3) years of date of first employment with the business: (Provide the following)

- List of all current full-time employees **and**,
- List of employees claiming Section 3 status and the Section 3 Individual Verification Form -S3-6003b

AND

- Owner Documentation

For business claiming status by subcontracting 25 percent of the dollar awarded to qualified Section 3 business:

- List of subcontracted Section 3 business(es) and subcontract amount

AND

- Owner Documentation

DISCLAIMER AND SIGNATURE

By checking this box, I swear or affirm that the information on this form is to the best of my knowledge and belief true, correct, and complete.

I understand that this information will be used to determine my eligibility to participate in the Section 3 Certification program.

I hereby authorize San Antonio Housing Authority (SAHA) to display my contact information, type of business and licenses and certification information in a database that contractors and community partners will have access to view.

My signature or printed name below signifies that I understand and authorize San Antonio Housing Authority and U.S. Department of Housing and Urban Development (HUD) officials to verify all the information I provide regarding Section 3 Certification.

Signature

Date

Please complete the forms and Print

Drop form off at: 818 S. Flores St. San Antonio TX, 78204 **or**,
E-mail form to: Section3@saha.org **or**,
Fax form to: (210) 477-6333