

NEW YORK CITY HOUSING AUTHORITY

SECTION 3 BUSINESS CONCERN SELF-CERTIFICATION FORM

WHAT IS A SECTION 3 RESIDENT?

A Section 3 resident is:

- A public housing resident OR
- A low- or very low-income person, residing in the metropolitan area.

Low income or Very low-income persons are defined as families whose incomes do not respectively exceed 80% or 50% of the median income (varies by household size) for the area (see chart on page 2).

WHAT IS A SECTION 3 BUSINESSES CONCERN?

A Section 3 Business Concern is a business:

- That is at least 51% or more owned by Section 3 residents, or
- Whose permanent full-time employees include persons, at least 30% of whom are currently Section 3 residents, or within 3 years of the date of first employment with the business concern were Section 3 residents, or
- That provides evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications in either of the two preceding bullet points.

WHAT IS A REGISTERED SECTION 3 BUSINESS CONCERN?

- A Registered Section 3 Business Concern is a Section 3 Business Concern that has registered with NYCHA, through the submission of this completed Self-Certification Form.
- Please be advised that by registering as a “Section 3 Business Concern,” your business and the information provided herein will be added to a publicly accessible database of NYCHA recognized Section 3 Businesses Concerns that NYCHA and/or its contractors/vendors can access to fulfill the Section 3 Business Concern provisions in NYCHA’s contracts with its contractors/vendors. By registering as a Section 3 Business Concern your business may be subject to audits including by NYCHA and the United States Department of Housing and Urban Development.
- While registering as a Section 3 Business Concern may give your business certain preferences, such registration is not a guarantee of any such preferences or that your business will be awarded any contracts or subcontracts by NYCHA or its contractors/vendors.
- In the event that NYCHA or any contractor seeks to award any contract or subcontract to you, you will be required at the time of contracting (or subcontracting) to submit to NYCHA a completed and signed Certification of Section 3 Business Concern Status Form, confirming that there has been no change in your status as a Section 3 Business Concern since your last registration as such with NYCHA. A copy of the Certification of Section 3 Business Concern Status Form is included with this Self-Certification Form as **Attachment 1**.
- This registration will be effective for three years from the date that your business is posted in the publicly accessible database identified above. NYCHA, however, reserves the right to request your business to re-register as a Section 3 Business Concern at any time. Failure to re-register as a Section 3 Business Concern, either after the expiration of the three year period or upon NYCHA’s request, will ultimately result in the removal of your business from the database.



Use the chart below to check if you and or your workforce qualify as low-income status .

2014 Low-Income Calculations for New York Metro Area*									
Area Median Income	FY 2014 Income Limit Category	1 person household	2 person household	3 person household	4 person household	5 person household	6 person household	7 person household	8 person household
\$62,500	Low Income (80% AMI)	\$47,000	\$53,700	\$60,400	\$67,100	\$72,500	\$77,850	\$83,250	\$88,600
	Very Low Income (50% AMI)	\$29,400	\$33,600	\$37,800	\$41,950	\$43,350	\$48,700	\$52,050	\$55,400
	Extremely Low Income (50% AMI)	\$17,650	\$20,150	\$22,650	\$25,150	\$27,910	\$31,970	\$36,030	\$40,090

*The New York, NY HUD Metro FMR Area is comprised of the following counties: Bronx County, New York; Kings County, New York; New York County, New York; Putnam County, New York; Queens County, New York; Richmond County, New York; Rockland County**, New York; and Westchester County**, New York.

Business Information

Business Name _____

NYCHA Vendor # _____ **Registered Business?** (check one) Yes No

Type of Business Entity? (check one)

- Sole-Proprietorship General Partnership Limited Partnership
 Limited Liability Company (LLC) Corporation Other: _____

Business Supplies/Service:

Indicate the services that you provide. Check all applicable boxes.

- HVAC/Plumbing Electrical Work Construction Management
 Legal Catering Water Heater Repairs & Installation
 Technology Consulting Property Appraisals Messenger
 Consulting Painting Janitorial
 Property Management Demolition
 Other: _____

Indicate the supplies that you provide. Check all applicable boxes.

- Technology Office Tools/Hardware
 Electrical/Lighting Paint/Sundries HVAC/Plumbing
 Janitorial Other: _____

Have you ever contracted with a government entity? (check one) Yes No

a. What is the name of the government entity/ies (attach additional sheets if necessary):

b. If yes, what was the approximate dollar value of the largest contract held?

\$0 - \$4,999.99

\$5,000 to \$9,999.99

\$10,000 - \$24,999.99

\$25,000 to \$49,999.99

\$50,000 to \$99,999.99

\$100,000+

Are you a certified MWSBE? (check all that apply) Yes, NYS Yes, NYC No NYCHA

EIN:

Website:

Contact Title:

First Name:

Last Name:

Business Address:

City:

State:

Zip:

Contact Number:

Email Address:

If you are a NYCHA resident, please provide the name of your development.

Certification

Section 3 Business Concerns must certify as to their Section 3 Business Concern status to NYCHA in order to complete registration.

Step 1: Select one (1) category below that qualifies your business as a Section 3 business.

Business is owned, at least 51%, by Section 3 residents.

Business in which 30% of its permanent full-time employees include persons, at least 30% of whom are currently Section 3 residents, or within 3 years of the date of first employment with the business concern were Section 3 residents

Business claiming Section 3 Business Concern status by providing evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications in either of the two preceding bullet points.

Step 2: Sign the certification below.

I understand that NYCHA and its contractors may rely on this Self-Certification Form in connection with the award of a contract, subcontract, or contracting opportunity to the Business.

By registering as a Section 3 Business Concern I understand that the Business may be subject to audits including by NYCHA and the United States Department of Housing and Urban Development.

I understand that while registering as a Section 3 Business Concern may give the Business certain preferences, such registration is not a guarantee of any such preferences or that the Business will be awarded any contracts or subcontracts by NYCHA or its contractors/vendors.

I understand that registering as a Section 3 Business Concern will entail the Business being added to NYCHA's publicly available database of registered Section 3 Business Concerns. I hereby, on behalf of the Business, (a) consent to the Business and all information provided herein including, but not limited to, the Business name, contact person, phone number, and e-mail address, being disclosed in such publicly available database and (b) agree to release, indemnify, and hold harmless NYCHA, and its members, officers, and employees, from any and all claims and/or liabilities in connection with such consent and disclosure.



I hereby certify that (a) I have read this Business Concern Self-Certification Form in its entirety, (b) I have knowledge of all the information that I have provided, or I am certifying to, herein, and (c) such information is true and correct in all respects. I further understand that falsification of any information could subject me and the Business to termination of Section 3 Business Concern status, revocation of contract or subcontract awards, termination of contracts or subcontracts, disqualification from any NYCHA Section 3 programs or benefits with respect thereto, and penalties or punishments under applicable laws including financial or criminal penalties.

Signature

Date

Name

Company Name

Position in Company

Step 3: Mail signed form to:

**New York City Housing Authority (NYCHA)
Department of Resident Economic Empowerment & Sustainability (REES)
Resident Business Development Unit
787 Atlantic Avenue, 2nd Floor
Brooklyn, NY 11238
Attn: Section 3 Business Concern Self-Certification**



Attachment 1
CERTIFICATION OF SECTION 3 BUSINESS CONCERN STATUS FORM

I, [Enter Your Name] _____, being duly sworn, state that I have read and understand all of the Items contained in the Section 3 Business Concern Self-Certification Form (the “**Self-Certification Form**”) that was submitted by [Enter the Name of Your Business] _____ (the “**Business**”) to the New York City Housing Authority (“**NYCHA**”) in connection with the registration of the Business as a Section 3 Business Concern (as defined in the Self-Certification Form).

I hereby certify as of the date hereof that (a) the Business meets the requirements of a Section 3 Business Concern, and (b) there has been no material change to the information disclosed in the Self-Certification Form (or the information provided in connection therewith) that the Business used to verify its Section 3 Business Concern Status.

I understand that NYCHA and its contractors may rely on the Self-Certification Form and this certificate in connection with the award of a contract, subcontract, or contracting opportunity to the Business.

By registering as a Section 3 Business Concern I understand that the Business *may* be subject to audits including by NYCHA and the United States Department of Housing and Urban Development.

I understand that while registering as a Section 3 Business Concern may give the Business certain preferences, such registration is not a guarantee of any such preferences or that the Business will be awarded any contracts or subcontracts by NYCHA or its contractors/vendors.

I understand that registering as a Section 3 Business Concern will entail the Business being added to NYCHA’s publicly available database of registered Section 3 Business Concerns. I hereby, on behalf of the Business, (a) consent to the Business and all information provided herein and in the Self-Certification Form including, but not limited to, the Business name, contact person, phone number, and e-mail address, being disclosed in such publicly available database and (b) agree to release, indemnify, and hold harmless NYCHA, and its members, officers, and employees, from any and all claims and/or liabilities in connection with such consent and disclosure.

I hereby certify that (a) I have read this Certification of Section 3 Business Concern Status Form in its entirety, (b) I have knowledge of all the information that I have provided, or I am certifying to, herein, and (c) such information is true and correct in all respects. I further understand that falsification of any information could subject me and the Business to termination of Section 3 Business Concern status, revocation of contract or subcontract awards, termination of contracts or subcontracts, disqualification from any NYCHA Section 3 programs or benefits with respect thereto, and penalties or punishments under applicable laws including financial or criminal penalties.

Name of Business _____

Signature _____

Print Name _____

Title _____

Date _____

