



New Hampshire Housing

Bringing You Home

**CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3
PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPBILITY**

Name of Business _____

Address of Business _____

Type of Business: Corporation Partnership Sole Proprietorship Joint Venture

Attached is the following documentation as evidence of status:

For Business claiming status as a Section 3 resident-owned enterprise:

- | | |
|---|---|
| <input type="checkbox"/> Copy of resident lease | <input type="checkbox"/> Copy of receipt of public assistance |
| <input type="checkbox"/> Copy of evidence of participation in a public assistance program | <input type="checkbox"/> Other evidence |

For business entity as applicable:

- | | |
|--|---|
| <input type="checkbox"/> Copy of Articles of Incorporation | <input type="checkbox"/> Certificate of Good Standing |
| <input type="checkbox"/> Assumed Business Name Certificate | <input type="checkbox"/> Partnership Agreement |
| <input type="checkbox"/> List of owners/stockholders and % ownership of each | <input type="checkbox"/> Corporation Annual Report |
| <input type="checkbox"/> Organization chart with names and titles | <input type="checkbox"/> Additional documentation |
| <input type="checkbox"/> Latest Board minutes appointing officers and brief function statement | |

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

- List of subcontracted Section 3 businesses and subcontract amount

For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:

- | | |
|---|--|
| <input type="checkbox"/> List of all current full-time employees | <input type="checkbox"/> List of employees claiming Section 3 status |
| <input type="checkbox"/> PHA/IHA Residential lease less than 3 years from day of employment | |
| <input type="checkbox"/> Other evidence of Section 3 status less than 3 years from date of employment | |

Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

- | | |
|--|--|
| <input type="checkbox"/> Current financial statement | <input type="checkbox"/> Statement of ability to comply with public policy |
| <input type="checkbox"/> List of owned equipment | <input type="checkbox"/> List of all contracts for the past two years |

Authorizing Name Printed and Signature: _____

(Corporate Seal)

Attested by Printed and Signature: _____

I declare under penalty of perjury that the above information (including any attachments) reported are true and correct. Failure to comply with the requirements of Section 3 may result in sanctions, including debarment, suspension, or limited denial of participation in HUD programs pursuant to 24 CFR Part 24.

New Hampshire Housing Finance Authority