SECTION 3 BUSINESS CONCERN SELF-CERTIFICATION

Name of Business				_			
Address of Business							
Type of Business: Corporation Partnership Sole Proprietorship Joint Venture							
The business concern must satisfy at least one of the following minimum requirements to be qualified as a Section 3 business concern before being awarded contracts under Section 3. Please check the appropriate box: A majority 51% or more ownership of business is held by low-income residents At least 30% of employees of the business are low-income residents More than 25% of the awarded contract shall be performed by businesses that meet either of the conditions above.							
Low Income Definition Effective Federal Fiscal Year 2013							
7			6	7	8		
Annual Gross Income Below: \$38,050 \$43,450	\$48,900 \$54,300 \$	\$58,650	\$63,000	\$67,350	\$71,700		
Please mark and attach the appropriate following documentation as evidence of business status:							
For business entity as applicable provide one or more of the following: Copy of Articles of Incorporation Assumed Business Name Certificate List of owners/stockholders and wownership of each Organization chart with names and titles and brief function statement							
For Business claiming status as a Section 3 resident-owned enterprise provide one or more of the following: Copy of resident lease Copy of evidence of participation in a public assistance program Copy of evidence of being a Section 3 resident in a public assistance							
For business claiming Section 3 status by subcontracting 25% of the dollar awarded to qualified Section 3 business provide: List of subcontracted Section 3 business(es), contact information, and subcontract amount							
For business claiming Section 3 status, claiming at least 30% 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 provide all of the following: List of all current full-time employees List of employees certified as Section 3 eligible AND Evidence of employee Section 3 resident status less than 3 years status (self-certification form) For business 30% of their workforce are currently Section 3 resident such as the business provide all of the following: List of employees certified as Section 3 eligible AND Evidence of Section 3 resident status less than 3 years from date of employment for all employees in this category							
This business provides the following services: Carpentry Vinyl Siding Environmental Electrical Roofing Plumbing Windows/Doors	Concrete/Asphalt Asbestos Testing/A Lead Testing/Abate Carpet/Flooring			ner			

☐ Heating (HVAC) ☐ Landscaping	Demolition	Other		
CERTIFICATION				
I hereby certify that all of the information provided above is true and correct and I agree to provide additional documentation if requested confirming residency, family size, and income for myself, my employees, or my subcontractors. I understand that I must also meet other eligibility criteria as determined by law and/or contractor (immigration, OSHA card, etc.). I understand that completing this form does not guarantee a contract.				
Printed Name:	Signature:			
Date:				
Optional: I authorize the City of Reno to release my name, business name, and contact information for the purposes of further employment opportunities under Section 3 covered construction projects including but not limited to putting my business information on a Section 3 webpage.				
Printed Name:	Signature:			
Date:				

For questions about this form please contact the City of Reno Section 3 Coordinator at (775) 785-5853.

Return completed form AND supplemental documentation to the prime contractor if applicable

Or

City of Reno
Housing and Neighborhood Development Division
Section 3 Coordinator
P.O. Box 1900
Reno, NV 89505

Form will not be considered complete until both the signed form and supplemental data are submitted.