



## Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

[www.clermontmha.org](http://www.clermontmha.org)

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### Section 3 Information

- 1. What is Section 3?** Section 3 is a provision of the Housing and Urban Development Act of 1968. The purpose of Section 3 is to ensure that preference for employment, training and contracting opportunities generated from the expenditure of certain HUD funds is directed to local low- and very low-income persons, particularly those who receive federal housing assistance, and businesses that are owned by or substantially employ such persons.
- 2. What does the term “Section 3 resident” mean?** A “section 3 resident” is: 1) a public housing resident; or 2) a low- or very low-income person residing in the metropolitan area or Non-Metropolitan County where the Section 3 covered assistance is expended.
- 3. What does the term “Section 3 Business” mean?** Section 3 businesses are those that can provide evidence of **meeting one** of the following three criteria: a) 51% or more owned by Section 3 residents; or b) At least 30% of its full time employees include persons that are currently Section 3 residents, or were Section 3 residents within *three years of the date of first hire\**; or c) Provides evidence, as required, of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to businesses that meet the qualifications of a) or b) above.
- 4. How are the terms “low-income” and very low-income determined?** These limits are typically established at 80 percent and 50 percent of the median income for each locality by household size or the number of people residing in one house. For 2020, the Income Limit <https://www.huduser.gov/portal/datasets/il/il2020/2020summary.odn>
- 5. Does being a Section 3 Business mean that a firm is automatically entitled to HUD-funded contracts?** No. Section 3 businesses may need to demonstrate to the satisfaction of the recipient agency they are a responsible Contractor with the ability to perform successfully under the terms and conditions of prospective contracts. The Section 3 regulation at 24 CFR Part 135.36 provides preference to Section 3 businesses but does not guarantee the award of contracts.

**For more information on the requirements of Section 3, please visit [www.hud.gov/Section3](http://www.hud.gov/Section3)**



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## Section 3 Business Certification

- 1. Is your business a Section 3 Business?** Yes or No.  
If No, circle No, sign, and date the form below. Nothing else is required  
If Yes, circle Yes and continue to Question 2.
- 2. Check the box next to the appropriate status type on your Section 3 Business.**  
Below each Status is a list of documents required as evidence of your Section 3 eligibility. This information must be submitted with your quote. If the supporting information is not submitted, the preference points will not be awarded.
  - Resident Owned Business** Fifty-one percent (51%) or more of the business is owed by a Section 3 Resident (either Public Housing resident, or another federally subsidized housing program, or a low-income Clermont County Resident). Documentation Required: Lease or Section 3 Resident Self-Certification form
  - Resident Employed Business** Thirty percent (30%) of full-time, permanent employees are Section 3 Residents (either public housing residents or low-income Clermont County residents) Documentation Required: Completed Section 3 Resident Self-Certification forms for all employees claimed as Section 3 Residents.
  - Subcontracting to Section 3 Business** No Subcontracting is permitted on this Quote.

### Section 3 Certification Statement

By signing below, I certify that:

I am an authorized representative of the company named above,

- The company named above meets the requirement of Section 3 status checked,
- I understand that the documents required as evidence of Section 3 status must be kept for at least 5 years from the date of the closure of this contract,
- I understand that noncompliance with HUD's regulations in 24 CFR part 135 (known as Section 3) may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

Company Name \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## SECTION 3 RESIDENT SELF-CERTIFICATION

Employee Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

### Purpose of Section 3

Section 3 of the Housing and Urban Development Act of 1968 requires that CMHA ensure employment and other economic and business opportunities generated by HUD financial assistance, to the greatest extent feasible, are directed to low-income persons, particularly recipients of government housing assistance, in Clermont County.

### A Section 3 Resident is:

1. A CMHA public housing resident; Or
2. An individual or family who lives in Clermont County and whose income is at or below the following low-income guidelines set by HUD (see graph below for persons in family).

| FY 2024<br>Income Limit<br>Area | Median<br>Family<br>Income | FY 2024<br>Income Limit<br>Category | Persons in Families |        |        |        |        |
|---------------------------------|----------------------------|-------------------------------------|---------------------|--------|--------|--------|--------|
|                                 |                            |                                     | 1                   | 2      | 3      | 4      | 5      |
| Clermont<br>County              | \$104,800                  | Low (80%)<br>Income                 | 58,700              | 67,100 | 75,500 | 83,850 | 90,600 |

Are you a Section 3 Resident?

The definition of a Section 3 Resident **does not apply** to me.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OR**

The definition of a Section 3 Resident **does apply** to me. I meet the qualifications to claim the Section 3 designation because (check one):

I am a CMHA public housing resident, OR

I am an individual or family who lives in Clermont County and whose income is at or below the low-income limits set by HUD (see graph above).

If requested, I understand that I must provide evidence of my eligibility. Penalties for falsely certifying Section 3 eligibility may include termination of employment or termination of the contract.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_