Clermont Metropolitan Housing Authority
65 South Market Street | Batavia, Ohio 45103
513.732.6010 | Fax 513.732.6520
www.clermontmha.org

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 employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

2. **What Does "Section 3 Worker" Mean?** A Section 3 worker is any worker who currently fits, or when hired within the past five years fit, at least one of the following categories, as documented:
   a. The worker's income for the previous or annualized calendar year is below the income limit established by HUD;
   b. The worker is employed by a Section 3 business concern; or
   c. The worker is a YouthBuild participant.

3. **What Does "Section 3 Business Concern" mean?** A Section 3 business concern is a business that meets at least one of the following criteria, documented within the last six-month period:
   a. At least 51 percent owned and controlled by low- or very low-income persons;
   b. Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or
   c. A business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

4. **How are low-income and very low-income determined?** Low- and very low-income limits are defined in Section 3(b)(2) of the Housing Act of 1937 and are determined annually by HUD. These limits are typically established at 80 percent and 50 percent of the area median individual income. HUD income limits may be obtained from: https://www.huduser.gov/portal/datasets/il.html.

5. **Does qualifying as a Section 3 businesses mean that the business will be selected if it meets the technical requirements of the bid, regardless of bid price?** No. As provided in 2 CFR 200.318(h), contract awards shall only be made to responsible contractors possessing the ability to perform under the terms and conditions of the proposed contract. In order to meet the requirements of Section 3 and Federal and state procurement laws, recipient agencies must develop procedures that are consistent with all applicable regulations.

6. **Does a business have to be incorporated to be considered a Section 3 eligible business?** No. A Section 3 business concern can be any type of business, such as a sole proprietorship, partnership, or a corporation, properly licensed and meeting all legal requirements to perform the contract under consideration.

For more information on the requirements of Section 3, please visit www.hud.gov.

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SECTION 3 QUESTIONNAIRE

1. **Does your business meet the definition of a Section 3 business**? _____ Yes _____ No
   If No, Check No, Sign, and Date the Form Below. Nothing else is required.
   If Yes, Check Yes and continue to Question 2.

2. **Check the box next to the appropriate status type on your Section 3 Business Concern.**
   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, preference points will not be awarded.

   ____ a. At least 51 percent owned and controlled by low- or very low-income persons;
   ____ b. Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or
   ____ c. A business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

Section 3 Certification Statement

By signing below, I certify that:
I am an authorized representative of the company named below,

- The company named below 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 75 (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

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A Section 3 Worker:

A Section 3 worker is any worker who currently fits, or when hired within the past five years fit, at least one of the following categories, as documented:

a. The worker's income for the previous or annualized calendar year is below the income limit established by HUD;

FY 2025 Income Limit Area	Median Family Income	FY 20205 Income Limit Category	Persons in Families				
Clermont County	$111,800	Low (80%) Income	1	2	3	4	5
			62,650	71,600	80,550	89,450	96,650

b. The worker is employed by a Section 3 business concern; or

c. The worker is a YouthBuild participant

Are you a Section 3 or Low or Very Low Worker:

_____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 listed above.

Signature: _____ Date: _____

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.

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MINORITY/WOMEN'S BUSINESS ENTERPRISE INFORMATION

1. **What is a Minority Business Enterprise (MBE)?** Minority business enterprise (MBE) is an American designation for businesses which are at least 51% owned, operated, and controlled daily by one or more (in combination) American citizens of an ethnic minority.
2. **What is a Women's Business Enterprise (MBE)?** A woman owned business (WBE) company must be 51% owned, operated, and controlled on a daily basis by women who are U.S. citizens.
3. **Does being a MBE or WBE Business mean that a firm is automatically entitled to HUD-funded contracts?** No. These businesses will 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. For more information regarding contracting with small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms can be found at 2 CFR 200.321.

A) Is your business a Minority Business Enterprise (MBE)? _____ Yes _____ No
B) Is your business a Women's Business Enterprise (WBE)? _____ Yes _____ No

If your answer to A & B are both No, Please Sign Below. Nothing further is needed.

_____ _____
Signature Date

If either answer to A & B are Yes, by signing below, I certify that:

- I am an authorized representative of the company.
- The company named above meets the requirement of M/WBE status checked.
- I understand that the documents required as evidence of M/WBE status must be kept for five years from the date of the closure of the contract.
- I understand that noncompliance with HUD's regulations may result in sanctions, termination of the contract for default, and debarment or suspension from future HUD assisted contracts.

_____ _____
Signature Date