

**Oakland Housing Authority**  
**Section 3 Business Certification Application** (Page 1 of 2)  
 For Businesses to Complete  
 (Contact Department: Contract Compliance & General Services -CCGS)

The information requested is required to determine your eligibility as a Section 3 business. Incomplete forms will be returned.

**The business is qualifies under the following definition-**, (See Page 2 for definitions)

- 51% or more owned by a low- or very-low income person(s)
- 30% of full-time employees are Section 3 residents.
- The business subcontracts in excess of 25% of the awarded dollar amount to Section 3 Certified Businesses.

<b>Company Profile</b>	
Name of Business:	
Business Address:	
City:	State:
Business Phone Number:	Business Fax Number:
Mailing Address: (if different from above)	
City:	State:
<b>Business Information</b>	
1. Date the company was established: _____/_____/_____ 2. What city was the company established in? _____ 3. Business license number (Please attach a copy to this application) _____ 4. Number of employees? _____ 5 What is the business structure? <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Liability <input type="checkbox"/> Other _____ 6. Is your business incorporated? <input type="checkbox"/> Yes <input type="checkbox"/> No       (If yes, please attach a copy of Articles of Incorporation) Type of business: <input type="checkbox"/> Consultant <input type="checkbox"/> Construction <input type="checkbox"/> Agency/Organization <input type="checkbox"/> Service Agency: (Type: _____) <input type="checkbox"/> Other: _____ 8.Gross Revenue for the past 3 years: (Please submit copies of tax returns for all three years) \$ _____       \$ _____       \$ _____	
<b>Note:</b> The Oakland Housing Authority may request additional documentation as deemed appropriate for <i>certification purposes</i> .	

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Owner (s)/Contact Information		
Primary Contact's Name:		Title:
Phone Number	Cell Number:	Email Address:
Secondary Contact's Name:		Title:
Phone Number:	Cell Number:	Email Address:
<b>Major Projects Completed</b>		
<b>1. Project Name:</b>	City/State	Date Completed:
Contract Amount: \$ _____		Type of work performed:
___ Prime ___ Sub		
<b>2. Project Name:</b>	City/State	Date Completed:
Contract Amount: \$ _____		Type of work performed:
___ Prime ___ Sub		
<b>3. Project Name:</b>	City/State	Date Completed:
Contract Amount: \$ _____		Type of work performed:
___ Prime ___ Sub		
Contractor's Licenses/Certificates		
List Type of License/Certificate	License/Certificate Number	Expiration Date
1.		
2.		
3.		
4.		
<p>To qualify for the Section 3 preference, a business must meet one of the following definitions as described in 24 CFR Part 135:</p> <ol style="list-style-type: none"> <li>1. A business that is 51% or more owned by low- or very low-income persons.</li> <li>2. A business whose permanent, full-time employees consist of persons, at least 30% of whom are Section 3 residents or within three years of the date of first employment with the business were Section 3 residents.</li> <li>3. A business that provides evidence of a commitment to subcontract, in excess of 25% of the dollar amount of all subcontracts to be awarded, to business concerns that meet either the first or second definition of Section 3 businesses. These are businesses that are neither owned by low- or very-low income persons, nor employ (as their own employees) a substantial number (30%) of low- or very-low income persons, but actively seek and award subcontracts to businesses owned by low- or very-low Income persons.</li> </ol> <p><b>Note: A Section 3 resident</b> is defined as a low –income Oakland Resident. The hiring priority for a Section 3 resident is as follows.,</p> <ol style="list-style-type: none"> <li>1. Residents of the Oakland public housing development(s) where the work is to be performed.</li> <li>2. Other Oakland public housing residents.</li> <li>3. Participants of HUD-funded, Oakland-based Youthbuild programs.</li> <li>4. Other low-income Oakland residents, including participants in the Authority's Section 8 programs.</li> </ol>		