



# KING COUNTY HOUSING AUTHORITY

## SECTION 3 - BUSINESS CERTIFICATION FORM

**SIGN AND RETURN FORM**

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Number of regular, **full-time** employees (Puget Sound Region): \_\_\_\_\_

Type of trade or business: \_\_\_\_\_

Project: \_\_\_\_\_

1. Is **51% or more** of your business owned by KCHA residents at the site(s) where the work will take place or is 30% or more of the business' regular, full-time employees residents at the sites(s) where the work will take place?

Yes  No **If "yes" is checked, submit the Section 3 Individual Certification form(s)**

2. Is 51% or more of your business owned by KCHA residents at other KCHA developments or is **30% or more** of your business' **regular, full time**, employees KCHA residents at other developments?

Yes  No **If "yes" is checked, submit the Section 3 Individual Certification form(s) for all the regular, full time employees (Puget Sound region).**

3. Is your company a HUD Youthbuild Program?

Yes  No **If "yes" is checked, please provide supporting documentation.**

4. Is 51% or more of your business owned by a Section 3 person (A person who earns 80% or less of the median income level for a household of her/his size for the past 12 months)? See attached income guidelines), or 30% or more of your business's **regular, full time employees** are Section 3 persons, or do you plan **on subcontracting 25%** or more of the estimated contract value to Category 1 or Category 2 businesses?

Yes  No **If "yes" is checked, please submit either the Section 3 Individuals Certification form(s) or the Section 3 Subcontractor Business work plan form.**

5. Will subcontract 25% or more to Category 3 or Category 4 business.

Yes  No **If "yes" is checked, please submit either the Section 3 Individuals Certification form(s) or the Section 3 Subcontractor Business work plan form.**

I certify, under penalty of perjury, that my company \_\_\_\_\_ (Is/is not) a Section 3 business.

I further certify that, **if my company is awarded the bid, and needs to hire additional employees for the project**, we will carry out Section 3 hiring, training and subcontracting requirements to the best of our ability.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

**If you have more specific questions about Section 3 requirements, contact Michael DeLaney by email at [michaeld@kcha.org](mailto:michaeld@kcha.org) or by phone at 206-574-1259.**

# GUIDELINE TO COMPLETING THE SECTION 3 BUSINESS CERTIFICATION FORM

## GENERAL OVERVIEW OF THE SECTION 3 PROGRAM

Section 3 is a program designed to encourage contractors that work on King County Housing Authority building projects to hire businesses that are owned by or employ low-income individuals. When we have a construction project we provide the contractor with a list of businesses that have been Section 3 certified. The contractors are encouraged to use businesses on that list if there is a subcontracting need. However, there is no guarantee of a job.

<b>STEP-BY-STEP WALK THROUGH OF THE SECTION 3 BUSINESS CERTIFICATION FORM</b>	
<b>STEP ONE</b>	Complete top portion of form including Company Name, Contact Person's Name, Address, Phone, Current Number of Regular, Full Time Employees, Type of Trade or Businesses, and the KCHA Project you are working on (if applicable).
<b>STEP TWO</b>	Identify the way in which you qualify (if applicable). Only check one out of the 5 categories. The categories are listed in order of preference (1=highest, 2=2 <sup>nd</sup> highest, etc.) therefore if you qualify for multiple categories, select the highest category.
<b>STEP THREE</b>	Circle that you are/are not a Section 3 business in the line that reads: "I certify, under penalty of perjury, that my company <b>is/is not (circle one)</b> a Section 3 business."
<b>STEP FOUR</b>	You must then sign and date the form certifying the information on the form to be correct. Also fill in your Name, Title, Phone Number and Email Address.
<b>STEP FIVE</b>	Check the form again to ensure everything has been filled out properly. <b>The most common error</b> is not circling that you are/are not certifying as a Section 3 business
<b>Complete the following steps if you are certifying as a Section 3 business. (If you are <b>not</b> certifying as a Section 3 business skip to <b>Step Eight</b>)</b>	
<b>STEP SIX</b>	Attach a list of your current full-time employees including their name and job description.
<b>STEP SEVEN</b>	Have all employees complete the Section 3 Individual Certification form. Use the Guideline to filling out the Section 3 Individual Certification form.
<b>STEP EIGHT</b>	Mail all contents to:  Attn: Michael DeLaney King County Housing Authority 600 Andover Park West Tukwila, WA 98188