

## SECTION 3 – BUSINESS CERTIFICATION

**THIS FORM MUST BE SIGNED AND RETURNED**

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

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

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

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Type of Trade or Business: \_\_\_\_\_

Current Number of Regular, Full Time Employees (Puget Sound Region): \_\_\_\_\_

1. Have over **75 percent** of the labor hours performed for your business over the prior three-month period been performed by Section 3 workers?

\_\_\_ Yes \_\_\_ No     **If “yes” is checked, submit the section 3 Individual Certification form(s) for all the regular, full-time employees (Puget Sound Region).**

2. Is **51% or more** of your business owned and controlled by low- or very low-income persons (persons who earn 80% or less of the median income level for the past 12 months - see attached income guidelines)?

\_\_\_ Yes \_\_\_ No     **If “yes” is checked, submit either the section 3 Individual Certification form(s) or the Section 3 Subcontractor Business Work Plan form.**

3. Does your business provide economic opportunities for KCHA residents at the site(s) where the work will take place?

\_\_\_ Yes \_\_\_ No     **If “yes” is checked, please provide supporting documentation.**

4. Does your business provide economic opportunities for residents of other KCHA developments or Section-8 assisted housing managed by KCHA?

\_\_\_ Yes \_\_\_ No     **If “yes” is checked, please provide supporting documentation.**

5. Does your business provide economic opportunities to Section 3 workers residing within the metropolitan area (Puget Sound Region)?

\_\_\_ Yes \_\_\_ No     **If “yes” is checked, please provide supporting documentation.**

**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

Name

Title

Date

Phone Number

Email Address

If you have more specific questions about Section 3 requirements, contact KCHA at [section3@kcha.org](mailto:section3@kcha.org).

## SECTION 3 – 2024 INCOME GUIDELINES

Location	Income Limit 1 person		
	Extremely Low Income	Very Low Income	Low Income
Kitsap County (Bremerton, Silverdale)	\$25,150	\$41,900	\$67,050
King/ Snohomish Counties (Seattle, Bellevue, Everett)	\$31,650	\$52,700	\$77,700
Pierce County (Tacoma)	\$24,350	\$40,550	\$64,900
Skagit County (Sedro-Woolley)	\$21,050	\$35,050	\$56,150
Thurston County (Olympia, Tumwater)	\$23,700	\$39,450	\$63,100

## SECTION 3 – SUBCONTRACTOR WORK PLAN

RETURN THIS FORM WITH THE BID ***IF:***  
CLAIMING **YES** TO QUESTION **3** or **4** on the SECTION 3 BUSINESS CERTIFICATION FORM

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

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

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

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

SECTION 3 BUSINESS CONCERN			SUBCONTRACTED TASK(S)	SUBCONTRACT AMOUNT	% OF OVERALL CONTRACT
1.	Subcontractor's Name:				
	Subcontractor's Address:				
	Subcontractor's Phone No.:				
2.	Subcontractor's Name:				
	Subcontractor's Address:				
	Subcontractor's Phone No.:				
3.	Subcontractor's Name:				
	Subcontractor's Address:				
	Subcontractor's Phone No.:				
4.	Subcontractor's Name:				
	Subcontractor's Address:				
	Subcontractor's Phone No.:				

TOTAL CONTRACT VALUE: \_\_\_\_\_ TOTAL SUBCONTRACT VALUE: \_\_\_\_\_

PERCENTAGE OF TOTAL BID: \_\_\_\_\_

For a list of Section 3 Certified Businesses, please go to:

<https://portalapps.hud.gov/Sec3BusReg/BRegistry/SearchBusiness>