



GRAND RAPIDS HOUSING COMMISSION

**Certification for Business Concern Seeking Section 3 Preference in Contracting and Demonstration of Capacity**

Name of Business \_\_\_\_\_

Address of Business \_\_\_\_\_

Type of Business:  Corporation  Partnership  Sole Proprietorship  Other \_\_\_\_\_

Type of Business Activity: \_\_\_\_\_

Attached is the following documentation as evidence of status:

**For all business entities (as applicable):**

- Copy of Articles of Incorporation
- Assumed Business Name Certificate
- List of owners/stockholders and % ownership of each
- Organization chart with names and titles and brief function statement
- Certificate of Good Standing
- Partnership Agreement
- Corporation Annual Report/ Financial Statement
- Latest Board Minutes appointing officers and Additional Documentation

**For business claiming status as a Section 3 resident-owned enterprise:**

Certification for Section 3 Residents (at least 51% of the business owners)

**For Business claiming Section 3 status by subcontracting 25% of the dollar award to qualified Section 3 business:**

- List of subcontracted Section 3 business(es) and subcontract amount
- This certification & all supporting documentation for each subcontracted Section 3 Business

**For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:**

- List of all current full time employees
- List of employees claiming Section 3 status
- Certification for Section 3 Residents (at least 30% of all current full-time employees) with supporting documentation showing Section 3 status immediately prior to the date of first hire

**Evidence of ability to perform successfully under terms & conditions of the contract:**

- Current financial statement
- Statement of ability to comply with public policy
- List of owned equipment
- List of contracts for the past two years

\_\_\_\_\_  
Authorized Name, Title and Signature

(Corporate Seal)

Attested By: \_\_\_\_\_

Date \_\_\_\_\_