

# Section 3 Business Concern Certification Form

The Section 3 Business Certification Form should be completed for a business seeking Section 3 status and preference for contracting opportunities. Supporting documentation may be requested to confirm Section 3 business status. For list of registered workers and businesses in the Dayton area please email the Section 3 Coordinator at [Jordan.Bereda@daytonohio.gov](mailto:Jordan.Bereda@daytonohio.gov).

## INSTRUCTIONS

Enter the following information and select the criteria that applies to your business to certify your Section 3 Business Concern status. Please submit this document to Jordan Bereda via email at [Jordan.Bereda@daytonohio.gov](mailto:Jordan.Bereda@daytonohio.gov). *Please note: To maintain Section 3 Business Concern status this form will need to be submitted annually.*

Section 3 Business Certification Form					
<b>Business Name</b>					
<b>Business Address</b>					
<b>City</b>		<b>State</b>		<b>Zip Code</b>	
<b>Name of Business Owner</b>					
<b>Telephone Number of Business Owner</b>					
<b>Email Address of Business Owner</b>					
<b>Website Address</b>					

**Type of Business (select from the following options):**

Corporation

Partnership

Sole Proprietorship

Joint Venture

<b>Name of Preferred Contact</b>	
<b>Phone Number of Preferred Contact</b>	

Select ONE of the Section 3 business qualifying definitions below as documented by company records within the last six-month period. *\*Supporting documents may be required to confirm status.*

At least 51 percent of the business is owned and controlled by low- or very low-income persons. *(Persons making less than \$52,550 qualify)*

At least 51 percent of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers (*persons making less than \$52,550 during previous or annualized calendar year, employed by a Section 3 Business Concern, or A YouthBuild participant*).

**Business Concern Affirmation**

I affirm that the above statements are true, complete, and correct to the best of my knowledge and belief. I understand that businesses who misrepresent themselves as Section 3 Business Concerns and report false information to the City of Dayton may have their contracts terminated as default and be barred from ongoing and future considerations for contracting opportunities. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

<b>Print Name</b>			
<b>Signature</b>		<b>Date</b>	