

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature

Name of Business

Section 3

This RFP is subject to Section 3 of the Housing and Urban Development Act of 1968, as amended, [12 U.S.C. 1701u](#). The statute can be found here:
<http://www.law.cornell.edu/uscode/text/12/1701u>

As such, a firm that submits a proposal should self-certify whether it is Section 3 Business Concern. A firm is a Section 3 Business Concern if:

1. Its business is 51% or more owned and operated by Section 3 residents, as defined in the applicable regulations;
2. Its business employs Section 3 residents for at least 30% of its full-time, permanent staff;
or
3. Its business can provide evidence of a commitment to sub-contract to Section 3 Business Concerns or Resident-Owned Businesses 25% or more of the dollar amount of the contract award.

Please use the form on the following page for certification.

Section 3 Business Concern Application

NAME OF BUSINESS: _____

ADDRESS OF BUSINESSES: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

EMAIL ADDRESS: _____

CONTACT PERSON: _____ TITLE: _____

1. TYPE OF BUSINESS (Check Applicable Status) Corporation Partnership Sole Proprietorship Joint Venture
Ethnicity: _____ Gender: _____ Federal Employer Identification Number/SSN _____

2. CHECK WHERE APPLICABLE (All documents must be submitted with the application for participation)

I am an individual, sole proprietorship, partnership, corporation or joint venture claiming a Section 3 preference as (select one):

- (1) An individual, sole proprietorship, partnership, corporation or joint venture that has a 51% ownership by a Section 3 qualified individual. You must provide all applicable supporting documentation.

CHECK AND ATTACH ALL THAT APPLY

- If corporation, statement from Secretary of State showing firm is current with annual fees or provide copy of cancelled check. Sole Owner (If Applicable) Last IRS 1040
- List of Owners/Stockholders and ownership percentage (%) of each Partnership or Joint Venture Agreement
- Business Occupational License if required for your goods or services. **The Section 3 qualified individual with 51% ownership must submit the Section 3 Resident Preference and Certification form(s).**

- (2) A business claiming 30% of its current full-time workforce qualifies as Section 3 resident, or within three years of the date of first employment with the business concern qualified as a Section 3 residents. You must complete form Section 3 Contractor or Subcontractor Payroll Report for each F/T employee who has been employed at least one month (this includes all employees of the company) and form Section 3 Resident Preference and Certification Form and all required supporting documentation to be completed for each Section 3 Resident claimed in meeting the 30% threshold.

- (3) A business claiming to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (1) or (2) above. You must submit form List of Subcontractors (this list must demonstrate that 25% of the total dollar award of all subcontracts to be awarded to Section 3 business concerns). You must also submit a Section 3 Business Concern Application and all required supporting documentation for each company listed.

I certify to the best of my knowledge that the information contained here within, and the documents attached, is true and correct.

CORPORATE SEAL (if corporation)

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

TITLE: _____

FOR OFFICE USE ONLY:

Date Received: _____

Initial Application Reviewed by: _____

Final Application Reviewed by: _____

Approved _____ Disapproved _____ (if not approved, attached detailed explanation)