CITY OF RICHMOND
CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3 PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY

Name of Business_____

Address of Business_____

Type of Business: ___Corporation ___Partnership
___Sole Proprietorship ___Joint Venture

Attached is the following documentation as evidence of status:

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

___Copy of resident lease
___Copy of evidence of participation in a public assistance program
___Copy of receipt of public assistance
___Other evidence

For Business entity 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
___Latest Board minutes appointing officers
___Additional documentation

For Business claiming Section 3 status by subcontracting 25 percent of the dollar awarded to Section 3 business:

___List of subcontracted Section 3 business(es) and subcontract amount

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
___PHA/IHA Residential lease less than 3 years from day of employment
___List of employee claiming Section 3 status
___Other evidence of Section 3 status less than 3 years from date of employment

Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

___Current financial statement
___Statement of ability to comply with public policy
___List of owned equipment
___List of all contracts for the past two years

_____ _____
Authorizing Name and Signature (Business) Date

_____ _____
Authorizing Name and Signature (Sponsoring Agency) Date