

Reading Housing Authority
CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3
PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY

Name & Address of Business _____

Type of Business _____

- Sole Proprietorship
- Partnership
- Joint Venture
- Corporation

Attached is the following documentation as evidence of status: _____

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

- Copy of resident lease
- Copy of evidence of participation in a public assistance program
- Other evidence _____

For the business entity as applicable, attach:

- Copy of Articles of Incorporation
- Assumed Business Name Certificate
- List of owners/stockholders and % of each
- Organization chart with names and titles and brief functional 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 qualified Section 3 business, attach:

- List of subcontracted Section 3 business with corresponding certifications 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
- List of all employees claiming Section 3 status
- PHA/IHA Residential Lease (less than 3 years from date of employment)
- 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, attach:

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

Authorized Name _____ Signature _____ Date _____

Attested by _____ Signature _____ Date _____