

COMMUNITY DEVELOPMENT DEPARTMENT

82 IONIA AVENUE, N.W., SUITE 390
 GRAND RAPIDS, MICHIGAN 49503-3036
 TELEPHONE: (616) 632-7400
 FAX: (616) 632-7405



Section 3 Business Certification

All contract and subcontracts awarded on Section 3 covered projects must be reported in aggregate on the Section 3 Summary Report. For all businesses reported as being Section 3 businesses, documentation of their status must be retained in the project files. KCCD considers this form adequate documentation of Section 3 status.

Projects funded with more than \$200,000 in HUD funds are “Section 3 covered projects”. Recipients on these projects, and any contractors or subcontractors with which they contract for more than \$100,000 on these projects, are required to report on all contracts they make both with Section 3 business concerns and with businesses that are not Section 3 business concerns.

This form is a tool to determine and document the Section 3 business status. Documentation of the status of Section 3 Businesses should be retained in the project files.

Business being certified -

Company: _____

Address: _____

Contact Person: _____ Phone Number: _____

Project information -

Project Name: _____

Project Address: _____

Section 3 determination -

- Is your business owned (51% or more) by individuals whose household income is NO GREATER THAN 80% of Area Median Income (AMI) as indicated in the chart below?

() Yes () No

Kent County, MI								
Income Limit	1- person	2- person	3- person	4- person	5- person	6- person	7- person	8- person
FY2016 Low-Income Limits	\$37,450	\$42,800	\$48,150	\$53,450	\$57,750	\$62,050	\$66,300	\$70,600

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Linda S. Likely
Director

- Do 30% (or more) of your full time, permanent employees have household incomes that are **NO GREATER THAN 80%** of Area Median Income (AMI), or within three years of the date of first employment with the business concern were Section 3 residents?

() Yes () No

- Will you subcontract more than 25% of this contract with a qualified business that is either 51% owned by Section 3 residents or 30% or more of its employees are Section 3 residents?

() Yes () No

If any of the questions above are marked “yes”, the business qualifies as a Section 3 business.

I certify that the above statements are true, complete, and correct to the best of my knowledge and belief.

Signature: _____

Print Name: _____ Date: _____

KCCD Staff Reviewer: _____ Date: _____