

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

Name of Business: \_\_\_\_\_

Work Category: \_\_\_\_\_ Other: \_\_\_\_\_

Address of Business: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone # Bus: \_\_\_\_\_ Telephone # Cell: \_\_\_\_\_

Years In Business: \_\_\_\_\_ Email: \_\_\_\_\_

Currently Insured:  Currently Bonded:  Currently Certified:

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:**

- |  |   |
|--|---|
| <input type="checkbox"/> Copy of resident lease  | <input type="checkbox"/> Copy of receipt of public assistance |
| <input type="checkbox"/> Copy of evidence of participation<br>in a public assistance program | <input type="checkbox"/> Other Evidence<br>_____              |

**For Business entity as applicable:**

- |   |   |
|---|---|
| <input type="checkbox"/> Copy of Articles of Incorporation  | <input type="checkbox"/> Certificate of Good Standing             |
| <input type="checkbox"/> Assumed Business Name Certificate  | <input type="checkbox"/> Partnership Agreement                    |
| <input type="checkbox"/> List of owners/stockholders and %<br>ownership of each                   | <input type="checkbox"/> Corporation Annual Report                |
| <input type="checkbox"/> Organization chart with names and titles<br>and brief function statement | <input type="checkbox"/> Latest Board minutes appointing officers |
|   | <input type="checkbox"/> Additional documentation<br>_____        |

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

- |   |   |
|---|---|
| <input type="checkbox"/> List of subcontracted Section 3<br>business(es) and subcontract amount | <input type="checkbox"/> Other<br>_____ |
|---|---|

**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:**

- |  |  |
|--|--|
| <input type="checkbox"/> List of all current full-time employees                               | <input type="checkbox"/> List of employee claiming Section 3 status                                      |
| <input type="checkbox"/> PHA/IHA Residential lease less than 3 years<br>from day of employment | <input type="checkbox"/> Other evidence of Section 3 status less than<br>3 years from date of employment |

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

- |  |   |
|--|---|
| <input type="checkbox"/> Current financial statement                       | <input type="checkbox"/> List of owned equipment                      |
| <input type="checkbox"/> Statement of ability to comply with public policy | <input type="checkbox"/> List of all contracts for the past two years |

\_\_\_\_\_  
Authorizing Print Name (Business)

\_\_\_\_\_  
Authorizing Signature (Business)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(City Representative)

\_\_\_\_\_  
Date