



Housing Authority of the City of Columbia, Missouri

Columbia Housing Authority

Business Certification Program

For

Minority/Woman and

Section 3

Business Concerns

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Columbia Housing Authority Business Certification Program

The Columbia Housing Authority has created a formal program to certify Minority-Owned Business Enterprises, Women-Owned Business Enterprises, and Section 3 Business Concerns. This certification process serves to better identify and support minority and women-owned business enterprises and Section 3 business concerns as well as to collect information for reporting purposes.

The housing authority requests that all Minority and Women-Owned Business Enterprises and Section 3 Business Concerns complete the certification process prior to beginning any work with the housing authority.

Minority-Owned or Women-Owned Business Enterprises

To complete the certification process as an MBE or WBE, the business must complete the certification form and provide verification of who owns **and** operates at least 51 percent of the business. This may include copies of one or more of the following:

- certificate of registration with the county (assumed business name certificate),
- certifications with other entities (i.e. IDOT, CMS),
- certificate of incorporation,
- stockholder(s) certificates,
- organizational charts with names, titles, and functional descriptions,
- partnership agreements, and
- bank signatory authorization.

The housing authority reserves the right to request additional documentation if needed to verify ownership/operation. The business owner or other individual with authorization should print their name on the first line and sign their name immediately below on the second line found on the lower left-hand corner of the certification form.

Section 3 Business Concerns

To complete the certification process as a Section 3 Business Concern, the business must meet the guidelines outlined in the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u).

A business concern is an entity formed in accordance with State law and licensed under State, county, or municipal law to engage in the type of business activity for which it was formed. A Section 3 business concern is a business concern:

- (1) That is 51 percent or more owned and operated by Section 3 residents; or
- (2) Whose permanent, full-time employees include persons, at least thirty percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or
- (3) That provides evidence of a commitment 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) in this definition of “section 3 Business Concern”.

Priorities are made for businesses owned by public housing authority residents. Anyone seeking preference under Section 3 bears the responsibility of providing evidence that the individual is eligible for the preference. This holds true for business concerns as well.

A “Section 3 resident” includes residents of the Columbia Housing Authority or any other person who resides in Boone or Howard Counties and who makes less than 80 percent of the area median income, with consideration made for smaller and larger families. For a family size greater than one, an individual seeking Section 3 designation would need to provide documentation of total household income. The table below documents the income guidelines established and updated by HUD annually.

Table 1: Department of Housing and Urban Development Section 3 Income Guidelines

FAMILY SIZE	INCOME
1	\$41,650
2	\$47,600
3	\$53,550
4	\$59,500
5	\$64,300
6	\$69,050
7	\$73,800
8	\$78,550
Guidelines as of	04/14/17

<http://www.huduser.org>

In order to complete the certification process with the housing authority as a Section 3 Business Concern, the business must complete the certification form and provide upon request verification that documents which category best describes the business concern. This may include copies of one or more of the following items:

- certificate of registration with the county (assumed business name certificate),

- certificate of incorporation,
- partnership agreement,
- stockholder(s) certificates,
- organizational charts with names, titles, and functional descriptions,
- bank signatory authorization,
- filed federal tax forms,
- proof of residency in public housing,
- proof of residency in Boone or Howard Counties,
- proof of receipt of public assistance, and
- payroll records.

The housing authority reserves the right to request additional documentation if needed to verify ownership/operation and/or permanent employment. The business owner or other individual with authorization should print their name on the first line and sign their name immediately below on the second line.

Changes in Business Structure/Ownership

All businesses that have completed the certification process need to report changes in structure/ownership within two business weeks of said changes to the PHA. Section 3 Business Concerns who request priority based on workforce composition need to report workforce changes that result in an adjustment in the percentage of Section 3 resident employees immediately.

Once every two years businesses minority- and women-owned business enterprises will be required to re-certify their businesses with PHA, and Section 3 Business Concerns are required to recertify EVERY year. If your contact information, business address, and status of your business haven't changed, please provide a letter listing each of these items as unchanged. The enclosed certification form should also be filled out, and returned with necessary documents.

Providing false documentation or not properly notifying the housing authority about changes in business structure/ownership will result in disqualification from the certification program. It is your responsibility to correctly and completely fill out and supply all proper documentation, failure to do so will result in your application NOT getting processed

Other

Applications for certification are typically reviewed within thirty days of application, and then PHA will mail out a certificate verifying a business has completed the certification process. If the application is incomplete, notification will be mailed directly. Once an initial letter is mailed no further notification will be sent to the firm regarding the completion of the certification process. This certification process is specifically designed for the Columbia Housing Authority and may not be recognized by any other entity. Please mail or drop off your completed certification & applications at: Columbia Housing Authority, Attn: Section 3, 201 Switzler St. Columbia, MO 65203

The Columbia Housing Authority does not discriminate on the basis of race, color, religion, national origin, age, familial status or disability in employment, housing or public accommodation.

MINORITY AND WOMEN-OWNED BUSINESS CERTIFICATION APPLICATION

Business Name: _____ Phone: _____

Business Address: _____ Fax: _____

_____ Email: _____

Contact Person: _____

Type of Business: _____ Corporation _____ Partnership _____ Sole Proprietor _____ Joint Venture
(Check One)

Main Trade/Work Category: _____

Federal ID Number: _____
(or Social Security Number)

Race/Ethnic Identification
Of Owner: (✓ all that applies) _____ Hispanic _____ Black _____ White _____ Asian/Pacific
_____ Native Americans _____ Hasidic Jews

(PLEASE ✓ AS APPROPRIATE AND PROVIDE SUPPORTING DOCUMENTATION AS VERIFICATION OF OWNERSHIP/ OPERATION):

___ Copy of Organizational Chart with Names, Titles, and Functional Description (required for corporations)

___ Assumed Business Name Certificate (sole proprietorships)

___ Copy of Articles of Incorporation (required for corporations)

___ List of owners/stockholders and Percent Ownership of Each (required for corporations)

___ Partnership Agreement

___ Additional Information (may include certification with CMS/IDOT; only business certificate or Articles must be submitted with other certification verification)

VERIFICATION: The business concern acknowledges that information provided on this form may be disclosed to the public in response to requests to the Columbia Housing Authority and waives any rights or claims it may have against the Columbia Housing Authority as it relates to the release of such information. The purpose of this certification is to identify businesses for a PHA directory and to have documentation for HUD requirements and goals.

Under penalty of perjury, I certify that I am the _____ (Title) of the company and am authorized to execute this certification on its behalf, and have personal knowledge of certifications herein. The information provided is truthful and accurate.

Please Print

Authorizing Signature

DATE: _____

SECTION 3 BUSINESS CONCERN CERTIFICATION APPLICATION

Business Name: _____ Phone: _____

Business Address: _____ Fax: _____

_____ Email: _____

Contact Person: _____

Type of Business: _____ Corporation _____ Partnership _____ Sole Proprietor _____ Joint Venture

Federal ID Number: _____
(Or Social Security Number)

Description of Services Provided: _____

THE BUSINESS/BIDDER CERTIFIES THAT IT IS A SECTION 3 BUSINESS CONCERN BASED ON ONE OR MORE OF THE FOLLOWING: (PLEASE ✓ THE APPROPRIATE LINE.)

_____ The business is 51% or more owned by Section 3 Residents

- All owners claiming preference must complete the Existing Employee List Worksheet AND Section 3 Resident Application, AND be able to provide upon request:
 - Copy of Public Housing Lease, **OR**
 - Most Recent IRS Tax Statement (individual and Corporate or if a Sole Proprietor, Submit 1040 with Schedule C), **OR**
 - W-2s and Current Paystubs for all household members, **OR**
 - Other evidence of total family income

_____ At least 30% of full-time, permanent employees of the business are currently Section 3 Residents or were Section 3 Residents within 3 years from beginning their employment with the business.

- Each full-time employee claiming preference must complete the Existing Employee List Worksheet AND Section 3 Resident Application, AND be able to provide upon request:
 - Copy of Public Housing Lease, **OR**
 - Most Recent IRS Tax Statement with all schedules attached, **OR**
 - W-2s and Current Paystubs for all household members, **OR**
 - Other evidence of total family income

_____ The business commits to subcontracting over 25% of the dollar award of all subcontracts to Section 3 Business Concerns who meet one of the above qualifications. **Failure to meet this goal will result in decertification and may result in the loss of future Section 3 contracting opportunities.**

- An authorized company representative must provide a signed, one page letter on company letterhead stating:
 - The company's commitment to exceed the 25% subcontracting goal, **AND**
 - A brief plan indicating with which Section 3 firms the company currently has relationships and what strategies will be used to exceed the 25% subcontracting goal.

VERIFICATION: The business concern acknowledges that information provided on this form may be disclosed to the public in response to requests to the Columbia Housing Authority and waives any rights or claims it may have against the Columbia Housing Authority as it relates to the release of such information. The purpose of this certification is to identify Section 3 business concerns for a CHA directory and to have documentation for HUD requirements and goals.

Under penalty of perjury, I certify that I am the _____ (Title) of the company and am authorized to execute this certification on its behalf, and have personal knowledge of certifications herein. The information provided is truthful and accurate.

Please Print

Authorizing Signature

DATE: _____