



PHILADELPHIA HOUSING AUTHORITY INSTRUCTIONS FOR COMPLETING SECTION 3 AFFIDAVIT

For a business claiming Section 3 status...

- **...as a Section 3 resident-owned enterprise**, complete sections A, B, C, and F.

---OR---

- **...by subcontracting 25% of the dollar amount awarded to qualified Section 3 businesses**, complete sections A, C, D, F, and a copy of the certification letter for each subcontractor.

---OR---

- **...by claiming at least 30% of its workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business**, complete sections A, C, E, F, the separate Resident Certification for each Section 3 resident and a copy of their driver's license.

For additional information visit our website at www.pha.phila.gov
or call us at (215) 684-5300.

**PHILADELPHIA HOUSING AUTHORITY
AFFIDAVIT FOR BUSINESS CONCERNS SEEKING SECTION 3
PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY**

The undersigned, being first duly sworn, on oath represents, warrants, certifies, deposes and says, under penalty of law, as follows:

Name of Business (the "Company") _____

Address of Business _____

A.

Type of Business: Corporation Partnership
 Sole Proprietorship Joint Venture

Attached is the following documentation as evidence of status:

B.

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

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

C.

For business entity as applicable:

Copy of Articles of Incorporation Certificate of Good Standing
 Assumed Business Name Certificate Partnership Agreement
 List of owners/stockholders and Corporation Annual Report
 % ownership of each Latest Board minutes appointing officers
 Organization chart with names and titles Additional documentation
 and brief function statement

D.

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

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

E.

For business claiming Section 3 status, claiming at least 30 percent of its 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 employees claiming Section 3 status
 PHA Residential lease less than 3 Other evidence of Section 3 status less
 years from day of employment than 3 years from date of employment

NOTE: Current HUD income limits for Section 3 residents may be found by going to http://www.huduser.org/portal/datasets/il/il2009/select_Geography_mfi.odt and selecting the Philadelphia region.

The Company hereby agrees to provide, upon request, additional documents verifying the information provided above.

Under penalty of perjury, I certify that I am the _____ (Title) of the Company, that I am authorized by the Company to execute this affidavit on the Company's behalf, that I have personal knowledge of the certifications made in this affidavit and that the same are true.

Signature

(Corporate Seal)

Name

F. Commonwealth of Pennsylvania

County of _____

Subscribed and sworn to before me this _____ day of _____, _____

Notary Public

My Commission expires: _____