



# Greater Dayton Premier Management (GDPM) Section 3 Worker and Targeted Section 3 Worker Certification Form

The Section 3 Worker Certification is used to determine an individual's Section 3 status. It should be completed by:

1. Residents seeking status as a Section 3 Worker or Targeted Section 3 Worker;
2. Workers (or contractors on behalf of workers) working on GDPM projects to determine Section 3 status;
3. Workers employed by a business seeking Section 3 Business certification.

For a list of registered workers and businesses in the Montgomery County area please email the Section 3 Coordinator at [procurement@dmha.org](mailto:procurement@dmha.org). **This form is not required as a condition of employment and may be completed by the worker or employer**

## INSTRUCTIONS

Enter/select the appropriate information to confirm Section 3 Worker or Targeted Section 3 Worker status. Please submit this document to Xavier Gullatte via email at [procurement@dmha.org](mailto:procurement@dmha.org)

Section 3 Worker/Targeted Section 3 Worker Certification Form							
<b>Name</b>							
<b>Address</b>							
<b>City</b>		<b>County</b>		<b>State</b>		<b>Zip Code</b>	
<b>Telephone Number</b>		<b>Email</b>					

<b>Contractor Name</b>		
<b>Section 3 Business</b>	Yes	No
<b>Worker's Hire Date</b>		

## ANNUAL INCOME

I certify that I make (or when hired within the past five years made) less than \$52,050.

## WORKER/RESIDENT STATUS

Place an X next to the line item that is true and list dates as needed.

Current or former YouthBuild participant      If former, what month and year were you last a participant?

Are you a current resident of the City of Dayton?

Are you living within one mile of the service area or the neighborhood of the project?

Are you a resident of of other projects managed by GDPM (i.e., Rental Assistance Demonstration)?

Are you a current resident of GDPM Public Housing or Section 8 assisted Housing?



### SECTION 3 WORKER STATUS

Are you certifying as a Section 3 Worker or a Targeted Section 3 Worker?

Section 3 Worker

Targeted Section 3 Worker

This form was completed by the:

Worker

Employer

I affirm and hereby certify, under penalty of the law, that the information completed within this document is true and accurate to the best of my knowledge and belief.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	



# Section 3 Business Concern Certification Form

The Section 3 Business Certification Form should be completed for a business seeking Section 3 status and preference for contracting opportunities. Supporting documentation may be requested to confirm Section 3 business status. For list of registered workers and businesses in the area please email the Section 3 Coordinator at [procurement@dmha.org](mailto:procurement@dmha.org).

## INSTRUCTIONS

Enter the following information and select the criteria that applies to your business to certify your Section 3 Business Concern status. Please submit this document to Xavier Gullatte via email at [procurement@dmha.org](mailto:procurement@dmha.org). *Please note: To maintain Section 3 Business Concern status this form will need to be submitted annually.*

Section 3 Business Certification Form					
<b>Business Name</b>					
<b>Business Address</b>					
<b>City</b>		<b>State</b>		<b>Zip Code</b>	
<b>Name of Business Owner</b>					
<b>Telephone Number of Business Owner</b>					
<b>Email Address of Business Owner</b>					
<b>Website Address</b>					

**Type of Business (select from the following options):**

Corporation                  Partnership                  Sole Proprietorship                  Joint Venture

<b>Name of Preferred Contact</b>	
<b>Phone Number of Preferred Contact</b>	

*Register with GDPM for business opportunities at <https://www.gdpm.org/business-opportunities/vendor-registration/>.*

Select ONE of the Section 3 business qualifying definitions below as documented by company records within the last six-month period. *\*Supporting documents may be required to confirm status.*

At least 51 percent of the business is owned and controlled by low- or very low-income persons. *(Persons making less than \$52,050 qualify)*

At least 51 percent of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.



Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers (*persons making less than \$52,050 during previous or annualized calendar year, employed by a Section 3 Business Concern, or A YouthBuild participant*).

**Business Concern Affirmation**

I affirm that the above statements are true, complete, and correct to the best of my knowledge and belief. I understand that businesses who misrepresent themselves as Section 3 Business Concerns and report false information to the GDPM may have their contracts terminated as default and be barred from ongoing and future considerations for contracting opportunities. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

<b>Print Name</b>			
<b>Signature</b>		<b>Date</b>	

# Consent to Share Information with Area Jurisdictions

HUD Section 3 requirements apply to public housing financial assistance programs, housing and community development (HCD) financial assistance, and lead hazard control and healthy homes (LHCHH) programs. To ease documentation burden on contractors/businesses and streamline cooperation amongst jurisdictions, Greater Dayton Premier Management (GDPM), the cities of Dayton and Kettering, and Montgomery County would like to share the information provided in the above form amongst their Section 3 compliance teams.

**Your information will not be shared unless consent is provided via this document. You may withdraw consent in writing at any time for any reason.**

I consent to allow the information in the above form to be shared with the following jurisdictions:

Greater Dayton Premier Management (GDPM)

The City of Dayton

I understand that this consent is not automatically renewed and will expire one year after certification date unless revoked in writing sooner. By signing below, I affirm that I have read and understand this document.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

## Jurisdiction Contact Information

GDPM: [procurement@dmha.org](mailto:procurement@dmha.org)

City of Dayton: [Jordan.Bereda@daytonohio.gov](mailto:Jordan.Bereda@daytonohio.gov)

City of Kettering:

Montgomery County: