



**CERTIFICATION FOR BUSINESS CONCERNS
SEEKING SECTION 3 PREFERENCE IN CONTRACTING**

Business Name: _____

Business Description or Trade Type: _____

Business Address: _____

Street Address (and/or PO Box)

City, State, Zip Code

Phone: _____ Cell Phone: _____ Fax Number: _____

Contact Person: _____ Title: _____

Email Address: _____ Year Business Started: _____

Corporation

Partnership

Sole Proprietorship

LLC

Note: If a corporation or partnership, attach a copy of the incorporation, partnership or LLC documents. Sole Proprietorship may submit an Assumed Business Name Certificate if applicable. If “Doing Business As” a name other than the owner’s name, please include a copy of the DBA registration.

Names of Board Members, Owner, or Partners: _____

Section 3 Category

Select one of the three categories below that best describes your business type. Attach all requested documents to this certification form.

Category 1: Section 3 Resident-Owned Enterprise (51% of business ownership is held by Section 3 Residents). Attach the following information:

Section 3 Resident Certification form for each qualified business owner.

Category 2: Business where at least 30% of the workforce is comprised of Section 3 residents. At least 30% of employees (permanent, full-time) are currently Section 3 Residents or were during the past 3 years. Attach the following information:

List of all current employees

Section 3 Resident Certification for each qualified employee

Category 3: Business to subcontract at least 25% of the aggregate dollar amount awarded to qualified Section 3 businesses. Attach the following information:

Copy of Section 3 Plan

A list of expected subcontract amounts to be awarded to Section 3 businesses.

Section 3 Income Limits

Business owners residing in a homeless shelter or public housing development within the City of Grand Rapids qualify as a Section 3 business. Additionally, business owners residing in the Grand Rapids-Kentwood Metropolitan Statistical Area (consisting of Kent, Ionia, Montcalm, and Ottawa counties) whose gross household income does not exceed 80% of the Area Median Income, as determined by HUD, qualify for Section 3 business status. Individuals must also meet this income requirement to be eligible for Section 3 Worker status. (See current income limits below).

Household Size	1	2	3	4	5	6	7	8
Income	\$44,800	\$51,200	\$57,600	\$64,000	\$69,150	\$74,250	\$79,400	\$84,500

Effective June 1, 2021; Income limits are subject to annual adjustment.

Signature

I understand the information above may require verification. I agree to provide documentation if requested. I hereby certify that the information provided above is true and accurate, and understand falsification of any information could subject me to disqualification from participation and punishment under the law.

Owner's Printed Name

Owner's Signature

Date

Return this signed certification form and all attachments to:

City of Grand Rapids
Community Development Department
300 Monroe Avenue NW, Suite 460
Grand Rapids, MI 49503

(For office use only, please do not complete this section)

Date Certification Received: _____

Reviewed By: _____