



**CERTIFICATION AS A SECTION 3 BUSINESS**

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:** 51% or more of business ownership/control is held by low- or very low-income persons. Attach the following information:

Section 3 Worker Certification form for each qualified business owner

**Category 2:** Greater than 75% of all business labor hours performed over the prior three-month period were performed by low- or very low-income workers. Attach the following information:

List of all current employees with a breakdown of all labor hours from last three months

Payroll report showing income of each eligible worker is under 80% of Area Median Income OR Section 3 Worker Certification form from each Section 3 qualified employee

**Category 3:** 51% or more of business ownership/control is held by current residents of public housing or Section 8 assisted housing. Attach the following information:

Section 3 Worker Certification form for each qualified business owner

**Section 3 Income Limits**

Businesses with owners residing in the Grand Rapids-Kentwood Metropolitan Statistical Area (consisting of Kent, Ionia, Montcalm, and Ottawa counties) whose gross individual income (not household income) does not exceed 80% of the Area Median Income (AMI), 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.

The current 80% AMI income limit for one person as of June 1, 2025 was:

**\$59,600 per year** before taxes

**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: \_\_\_\_\_