



## CERTIFICATION FOR SECTION 3 BUSINESS CONCERN

Businesses may become Section 3 certified if they meet at least one of the following criteria, documented within the last six-month period: *(see definitions on reverse) (check one or more box(es) for your business)*

- At least 51% owned and controlled by low-income person(s); or
- Over 75 percent (75%) of the labor hours performed for the business over the prior three-month period were performed by Section 3 workers; or
- A business at least 51 percent (51%) owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

<b>Contact Person:</b>			
<b>Name of Business / DBA:</b>			
<b>Address:</b>			
<b>City / State / Zip:</b>			
<b>Phone:</b>			
<b>Email:</b>			
<b>Website Address (URL):</b>			
<b>Type of Business:</b>	<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Joint Venture	<input type="checkbox"/> Other (specify)
<b>Number of Employees:</b>		<b>Hours worked by ALL Employees during the last three (3) months</b>	
<b>Number of Section 3 Workers</b>		<b>Number of Targeted Section 3 Workers</b>	
<b>Types of Trades (general contractor, electrical, plumbing, painting, administrative etc.):</b>			
<b>List Occupational Licenses or Certifications:</b>			
<p>When complete, please email this form to <a href="mailto:rodier@billingsmt.gov">rodier@billingsmt.gov</a> and type in the subject line "Section 3."          You may also fax to (406) 294-7595,          or mail to the Community Development Division, PO Box 1178, Billings, MT 59103.</p>			
<i>*Disclaimer: Please note that any information on this form may be made public</i>			

## **DEFINITIONS:**

**Low-income:** Defined as less than 80% of the Area Median Income (AMI) for the Billings area, which is \$44,800 annually (effective June 1, 2021, but updated annually).

**Section 3 Worker:** Any worker who currently fits, or when hired within the past five years fit, at least one of the following categories, as documented:

- The worker's income for the previous or annualized calendar year is below the income limit established by HUD (< 80% AMI), or
- The worker is employed by a Section 3 business concern, or
- The worker is a YouthBuild participant.

**YouthBuild:** A community-based pre-apprenticeship program that provides job training and educational opportunities for at-risk youth ages 16-24 who have previously dropped out of high school. The Division of Youth Services within the Employment and Training Administration's Office of Workforce Investment at the U.S. Department of Labor administers the YouthBuild program.