

City of Baton Rouge and Parish of East Baton Rouge  
**CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3  
PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPBILITY**

**Name of Business:**

**Address of Business:**

**Type of Business:**    Corporation      Partnership      Sole Proprietorship      Joint Venture

**Attached is the following documentation as evidence of Section 3 status:**

**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 in a public assistance program	Other evidence

**For business entity as applicable:**

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

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

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

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

**Evidence of ability to perform successfully under the proposed contracts:**

- Current financial statement
- Statement of ability to comply with public policy
- List of owned equipment
- List of all contracts for the past two years

**Authorizing Name and Signature**

(Corporate Seal \*If Applicable)

**Attested by:**