



**CITY OF SANTA CRUZ  
SECTION 3 BUSINESS CERTIFICATION FORM**

**Name of Business:** \_\_\_\_\_

**Address of Business:** \_\_\_\_\_

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

**Please answer the following questions:**

*(Answering "No" to any of the questions will **not** disqualify you from bidding):*

1. Is 51% or more of your business owned by Section 3 residents?  
*(see definition of Section 3 resident below)*                       Yes     No
  
2. Will you subcontract 25% of the dollar value of a Section 3 covered contract to Section 3 businesses?  
*(See definition of Section 3 business below)*                       Yes     No
  
3. Are at least 30% of your current employees Section 3 residents?                       Yes     No
  
4. Will you hire new employees or subcontract for any portion of a Section 3 covered project?                       Yes     No

**Definitions:**

Section 3 Resident:    a. A public housing resident; or  
  
                                 b. An individual who lives in the project area and who is low-income or very low-income.

Low Income:                      A person whose total household (all earners) income is no more than 80% of area median income *(see income chart below)*.

Very-Low Income:                      A person whose total household (all earners) income is no more than 50% of area median income *(see income chart below)*.

- Section 3 Business:
- Is 51% or more owned by Section 3 residents; or
  - 30% of its full time permanent work force are Section 3 residents; or
  - Will subcontract at least 25% of the dollar value of contracts to Section 3 businesses meeting the requirements of “a” or “b” above.

**2024  
SANTA CRUZ INCOME LIMITS  
SECTION 3**

BASED ON HUD INCOME LIMITS EFFECTIVE APRIL 1, 2024

HOUSEHOLD SIZE →	ONE PERSON	TWO PERSON	THREE PERSON	FOUR PERSON	FIVE PERSON	SIX PERSON	SEVEN PERSON	EIGHT PERSON
<b>INCOME ↓</b>								
<b>Low</b> (80%)	\$101,750	\$116,250	\$130,750	\$145,300	\$156,950	\$168,550	\$180,200	\$191,800
<b>Very Low</b> (50%)	\$63,400	\$72,450	\$81,500	\$90,550	\$97,800	\$105,050	\$112,300	\$119,550
<b>Extremely Low</b>	\$38,050	\$43,500	\$48,950	\$54,350	\$58,700	\$63,050	\$67,400	\$71,750

<sup>1</sup> U.S. Dept. of Housing and Urban Development (HUD) FY 2024 income limits effective April 1, 2024 as published at [https://www.huduser.gov/portal/datasets/il/il2024/2024summary.odn?STATES=6.0&INPUTNAME=METRO42100M42100\\*0608799999%2BSanta+Cruz+County&statelist=&stname=California&wherefrom=&statefp=06&year=2024&ne\\_flg=&selection\\_type=county&incpath=&data=2024&SubmitButton=View+County+Calculations](https://www.huduser.gov/portal/datasets/il/il2024/2024summary.odn?STATES=6.0&INPUTNAME=METRO42100M42100*0608799999%2BSanta+Cruz+County&statelist=&stname=California&wherefrom=&statefp=06&year=2024&ne_flg=&selection_type=county&incpath=&data=2024&SubmitButton=View+County+Calculations)

**I declare under penalty of perjury in the State of California that the foregoing is true and correct.**

**Business Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section 3 Self-Certification:**

Section 3 businesses may self certify that they meet the definition of a Section 3 business by signing below.

**Documentation Required if Awarded a Section 3 Covered Contract:**

In the event that a Section 3 business receives a contract funded with the City’s CDBG or HOME funds, the Section 3 business will be required to submit the following documentation:

- If you answered “Yes” to question #1 above:
  - Copy of each Section 3 resident’s public housing lease who owns your business.
  - Copy of evidence that each Section 3 resident who owns your business resides in the project area and is a low or very-low income person.
- If you answered “Yes” to question #2 above:

- List of subcontracted Section 3 businesses and subcontract amount.
- Documentation verifying Section 3 status of businesses subcontracted with.

3. If you answered "Yes" to question 3 above:

- List of all current full-time employees.
- List of employees claiming Section 3 status.
- Copy of each Section 3 resident's public housing lease.

**Owner declares under penalty of perjury in the State of California that the foregoing declaration of Section 3 certification is true and correct.**

**Business Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_