



*Community Development Division*

**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>			
When complete, please email this form to <a href="mailto:rodiert@billingsmt.gov">rodiert@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.			
<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.

**Targeted Section 3 Worker:** Is a Section 3 worker who:

- Is employed by a Section 3 Business Concern, or
- Currently lives, or when hired within the past five years lived, within the project neighborhood.