



## SECTION 3 – STATEMENT OF QUALIFICATIONS

### INSTRUCTION

The business concern or Contractor (hereinafter “Applicant”) must satisfy at least one of the following minimum requirements to be qualified as a Section 3 Business Concern before being awarded contracts under Section 3. Please check the appropriate box:

1.        A majority 51% or more ownership of Applicant business shall be held by low to very low-income residents of designated Neighborhood Strategy Areas (see Exhibit “A” Map & “B” Income Limits).
  
2.        At least 30 percent of employees of the business are low to very low- income residents, residing in designated Neighborhood Strategy Areas.
  
3.        More than 25 percent of all contract work shall be performed by businesses that meet either of the conditions set forth in #'s 1 or 2 above.
  
4.    ***List owners of business, address of business, percentage of ownership, and income of each owner for the past calendar year.***

Name/Address of Owner	SS#	% OWNERSHIP	Annual Income	# IN Household
1.				
2.				
3.				
4.				
5.				

**5, List all employees of the business.**

Name/Address of Employee	SS#	Employment Status	Annual Wages	# IN Household
1.				
2.				
3.				
4.				
5.				

**6. List all work performed by businesses meeting conditions herein stated:**

NAME OF BUSINESS	QUALIFYING CONDITION	TOTAL CONTRACT
1.		
2.		
3.		
4.		

7. The Applicant must complete the attached "Statement of Qualifications" and return the same to City of Houston, Housing and Community Development Department, 601 Sawyer Street, 4<sup>th</sup> Floor, Houston, TX 77007 - (713) 868-8300.
8. The Applicant must have the necessary City Occupational License and submit a copy to HCDD as above referenced.

9. A copy of the previous year's Federal Income Tax filings. (should be provided only from businesses to be determined eligible by owner income and residency.)

**SPECIAL NOTE: Failure to complete the Statement of Qualifications in its entirety will result in the contracting firm's application not being processed.**

All questions must be answered and the data given must be clear and comprehensive. If necessary, questions may be answered on separate attached sheet(s). All information must be notarized by a notary public.

1. Company

Name of Company	
Address	
City/State/Zip Code	
Telephone Number	

2. Owner

Name of Company	
Address	
City/State/Zip Code	
Telephone Number	

3. Established

Date Company was Established	
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4. The company is

- A Sole Proprietorship
- A Partnership
- A Joint Venture
- A Corporation (If a corporation, please enclose a **copy** of corporation papers and corporate seal)
- A (LLC)**

5. How many years have you engaged in the contracting business under your present firm or trade name? \_\_\_\_\_ Years.

6. Give the name and address of any other contracting firms under which the owners or partners have operated. Include dates.

Name	Address	Date

7. Contracts on hand: (Give name, address, phone number, amount of each contract, and appropriate anticipated date of starting and completion.)

<i>NAME</i>	<i>ADDRESS</i>	<i>PHONE</i>	<i>AMOUNT</i>	<i>START</i>	<i>COMPLETE</i>

8. General character of work performed by your Company (i.e., general contracting; specialty in any particular trade).

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9. Are you minority owned? Yes \_\_\_\_\_ No \_\_\_\_\_

10. If yes, what percentage? \_\_\_\_\_

<b>NAME</b>	<b>% OF OWNERSHIP</b>	<b>RACE</b>	<b>SEX</b>	<b>TITLE</b>

11. Are you certified with the City of Houston, Affirmative Action Department? (Enclose a copy) \_\_\_\_\_

12. Have you ever failed to complete any work awarded you? \_\_\_\_\_ If so, when, where, and why?

13. Have you ever defaulted on a contract? \_\_\_\_\_ If so, when, where and why?

14. List the more important projects recently completed by your company, stating the approximate contract amount for each, the month and year completed. Include the name, address and phone number of the contact person for each contract.

<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>AMOUNT</b>	<b>Date COMPLETED</b>

15. List name, title, address, background and experience of the principal members of Your organization, including the officers (if needed, use additional sheets).

<b>NAME &amp; TITLE</b>	<b>ADDRESS</b>	<b>BACKGROUND EXPERIENCE</b>

16. Has the company ever caused a lien for material work default payment to be placed against the owner? \_\_\_\_\_ If so, when, where, why and resolution.

17. Business Owner Social Security Number: \_\_\_\_\_

18. Federal I.D. Number: \_\_\_\_\_

20. Bonding Agent/Insurance : \_\_\_\_\_

Bonding Company: \_\_\_\_\_

Bonding Limit: \_\_\_\_\_

21. Are you certified by any other agencies?

Name of Agencies: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

22. Please sign the statement below to authorize the release of information to the City of City of Houston, HCDD for the purpose of verifying your references. We have the right to request any additional information to validate information presented.

***I hereby authorize the release of information to the COH-HCDD for the purpose of verifying my references.***

\_\_\_\_\_  
 Contractor's Signature

\_\_\_\_\_  
 Date

## ***REFERENCES***

<b><i>Name</i></b>	<b><i>Address</i></b>	<b><i>Phone</i></b>	<b><i>Account Number</i></b>
<b><i>Banks</i></b>			
<b><i>Trade</i></b>			
<b><i>Subcontractors</i></b>			

Section 3 Application  
**Check off Sheet**

**Company Name Owner**

- 1) Qualifying Standard
  - a. Owners Residency & Income
  - b. Employee Residency & Income (30%)
  - c. 25% Subcontracting Section 3 concerns
  - d. Verified by Income Tax Returns or payroll records. Reside within CSA
- 2) Type of Business (Corporation or LLC), LLC, or DBA (copy)
- 3) W-9 Form
- 4) Insurance Liability Certificate
- 5) Copies of latest Federal Income Tax filing
- 6) Affidavit signed & notarized
- 7) Email Address
- 8) Cellular #

**Affidavit:**

The undersigned hereby authorizes and requests any person, firm or corporation to furnish any Information requested by the Small Business Division in verification of the recitals comprising this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
By

\_\_\_\_\_  
Title

STATE OF TEXAS    )  
                                  ) SS  
COUNTY OF HARRIS)

\_\_\_\_\_ being duly sworn, deposes and says that he/she is \_\_\_\_\_ of \_\_\_\_\_ and that the answers to the foregoing questions and all statements therein contained are true and correct.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires  
\_\_\_\_\_

# EXHIBIT “A” – MAP

## EXHIBIT “B” – INCOME LIMITS

Houston-Baytown-Sugar Land  
 2008 Annual and Monthly Income Limits For  
 Extremely Low-Income, Very Low-Income and Low-Income Families  
 Under the Housing Act of 1937

**Released March 10, 2010** (updated annually)

Persons in Household	30% of Median		50% of Median		80% of Median	
	Extremely Low Income Annual Income	Monthly Income	Very Low-Income Annual Income	Monthly Income	Low-Income Annual Income	Monthly Income
1	\$13,400	\$1,117	\$22,350	\$1,863	\$35,750	\$2,979
2	15,300	1,275	25,500	2,125	40,850	3,404
3	17,250	1,438	28,700	2,392	45,950	3,829
4	19,150	1,596	31,900	2,658	51,050	4,254
5	20,700	1,725	34,450	2,871	55,150	4,596
6	22,200	1,850	37,000	3,083	59,200	4,933
7	23,750	1,979	39,550	3,296	63,300	5,275
8	25,300	2,108	42,100	3,508	67,400	5,617

FY 2008 Median Family Income \$63,800.00

\* Definitions (Source 24 CFR 570.3):

1. "Low and moderate income household" or "lower income household" means a household having an income equal to or less than the Section 8 lower income limits established by HUD. The method for determining income under the Section 8 Housing Assistance Payments program need not be used for this purpose.
2. "Low and moderate income person" or "lower income person" means a member of a family having an income equal to or less than the Section 8 lower income limits established by HUD. Unrelated individuals shall be considered as one person families for this purpose. The method for determining income under the Section 8 Housing Assistance Payments program need not be used for this purpose.