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*The Housing Authority of the
City of Bridgeport has changed
its name!*

ATTENTION: Potential HUD Section 3 Business

The mission of the Housing Authority of the City of Bridgeport, D/B/A Park City Communities (PCC) Section 3 Program is to create inclusion among our diverse local business enterprises to assure maximum opportunity to all contractors to compete successfully in providing quality, timely and cost-effective products and services to Housing Authority departments.

To support this mission, PCC is creating a database of certified Section 3 businesses interested in participating in HUD Section 3 federally funded projects. Please consider registering and certifying your business with us. PCC attempts to accomplish this goal by first informing businesses about contracting opportunities, and then assisting them with the bid process to maximize small business participation. Park City Communities is eager to establish relationships with businesses and business organizations to identify qualified small and local businesses to compete for Housing Authority work projects. Refer to the "What is a Section 3 Resident?" flyer for information on how to qualify as a HUD Section 3 Business.

Please complete the enclosed application so your company can be considered for inclusion in the HUD Section 3 business database. Be sure to print clearly, complete ALL portions of the attached application, and return to:

Karen Lee Miller, MBA, Esq
MBE/WBE/Section 3 Compliance Officer
Housing Authority of the City of Bridgeport D/B/A Park City Communities
150 Highland Avenue
Bridgeport, CT 06604

If you have any questions about the application, please contact Karen Lee Miller via email at: KMiller@parkcitycommunities.org or (203) 337.8954. Your assistance in this matter is greatly appreciated.

Sincerely,

Karen Lee Miller, MBA, Esq
MBE/WBE/Section 3 Compliance Officer
Housing Authority of the City of Bridgeport D/B/A Park City Communities

PCC SECTION 3 BUSINESS APPLICATION

The following applicable information must be submitted to determine your eligibility as a HUD Section 3 business. Be sure to complete BOTH sides of this document. Upon verification of the information submitted, your company, upon approval, will be included in a PCC Database of Businesses certified with the Housing Authority of the City of Bridgeport D/B/A Park City Communities to participate in future HUD Section 3 projects. We will use this database to notify you of upcoming opportunities and to share with Prime Contractors seeking Certified HUD Section 3 businesses for projects.

(PLEASE PRINT OR TYPE ALL INFORMATION)

Company Name: _____
Contact Name: _____ Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____ E-mail: _____
Website Address: _____
Composition of Ownership (more than 50% of ownership) (Optional): Ethnicity: _____ Gender: _____

Type of Business: (Applicable documentation must be submitted with application.)

- Corporation:
 - Attach copy of Certificate of Corporation Good Standing
- Partnership:
 - Attach copy of Partnership Agreement
- Sole Proprietorship:
 - Attach copy of Assumed Business Name Certificate
- Joint Venture
 - Attach copy of Joint Venture Agreement

Please provide the following information:

- Federal Tax ID Number: _____
- State of Connecticut Contractor License Number(s): _____

Please list Services and/or Products you can provide: (Use NAICS Codes, visit www.SBA.gov for codes) _____

Is your company currently a HUD Section 3 Business?

- Yes: Please attach a copy of your certification.
- No: Please attach the applicable document(s) as evidence of HUD Section 3 eligibility status:
 - Businesses claiming HUD Section 3 status as a 51% HUD Section 3 Resident-Owned Enterprise:
 - Attach copy of Resident Lease.
 - Attach copy of last year's Income Statement
 - **PCC Section 3 Business Concern Certification Form # 100**

Businesses claiming HUD Section 3 status by subcontracting 25 percent of their dollar awarded to qualify HUD Section 3 Businesses:

- Attach completed **PCC Section 3 Letter of Intent Form # 200** that stipulates your business commitment to specify contract percentages expenditures on HUD Section 3 projects with qualified HUD Section 3 Businesses.

Businesses claiming HUD Section 3 status claiming at least 30 percent of their workforce is currently HUD Section 3 Residents or were HUD Section 3 Eligible Residents within 3 years of date of first employment with the businesses:

- Attach **PCC Section 3 Business Employee Form # 300** listing employees claiming HUD Section 3 status with proof of yearly earning/family size.
- Attach other evidence of HUD Section 3 status less than 3 years from date of employment.

Evidence of ability to perform successfully:

References:

- Attach a list of four (4) recent contracts with project name, description, contact person/ telephone number and date contract was completed.

I, THE UNDERSIGNED, ON BEHALF OF THE COMPANY HEREBY CERTIFY THAT ALL OF THE INFORMATION I HAVE PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE.

Name of Company: _____

Address of Company: _____

Telephone: _____ Fax: _____

*Printed Name of Signer: _____ *Authorized Signature: _____

*Title of Signer: _____ Date _____

**CORPORATE OFFICER OR PERSON AUTHORIZED TO SIGN BIDS AND CONTRACTS ON BEHALF OF THE COMPANY.*

IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE COMPLETING THIS APPLICATION, PLEASE CONTACT:

Karen Lee Miller, MBA, Esq
MBE/WBE/Section 3 Compliance Officer
Housing Authority of the City of Bridgeport D/B/A Park City Communities
150 Highland Avenue
Bridgeport, CT 06604

PLEASE RETURN APPLICATION TO:

Karen Lee Miller
MBE/WBE/Section 3 Compliance Officer

FOR OFFICIAL USE ONLY

Date Application Received: _____ Initial Review by: _____ Date: _____

Final Review and certification by: Date: _____

Your Business is a Section 3 Business If ...

Legal Definition of Section 3 Business:

“A business entity formed in accordance with State law, which is licensed under State, county, or municipal law to engage in the type of business activity for which it was formed. Business that is 51 percent or more owned by Section 3 resident(s); **or** whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents who reside in the Bridgeport Metropolitan Area, **or** within three years of the date of first employment with the business concern were Section 3 residents; **or** a business that provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the ownership or employment qualifications of a Section 3 business (defined).

If your business was formed in accordance with State law, and licensed to engage in the type of business activity for which it was formed.

AND You can answer yes to **ONE** of the following questions:

✓ Is 51% of the Business owned by Section 3 Resident(s)?

OR

✓ Are 30% of the permanent, full-time employees currently Section 3 Residents who reside in the Bridgeport Metropolitan Area?

OR

✓ Were 30% of the permanent, full-time employees, within 3 years of the date of first employment, Section 3 Residents who reside in the Bridgeport Metropolitan Area?

OR

✓ Can you provide evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to a Section 3 business that meets the ownership or employment qualifications?

OR

✓ Can you provide evidence of a commitment to hire Section 3 residents, such that they compose at least 30% of all new hires.

For a definition of a Section 3 Resident, please see the reverse side. For more information about Section 3 Requirements Contact:

Karen Lee Miller
MBE/WBE/Section 3 Compliance Officer
Housing Authority of the City of Bridgeport D/B/A Park City Communities
KMiller@parkcitycommunities.org
(203) 337-8954

What is a Section 3 Resident?

SECTION 3 RESIDENT

A Section 3 Extreme Low/Very Low/Low Income Person:

A Section 3 low-income person resides in the metropolitan area (city), where the Section 3 covered assistance is expended (Bridgeport Metropolitan Area), and whose household income does not exceed 80 percent of the median income for the area. Please see chart below.

Section 3 Residents Income Restrictions

STATE: CONNECTICUT
Bridgeport – Stamford – Norwalk, MSA
FY 2014

-----**HUD INCOME LIMITS**-----

	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>
	<i>PERSON</i>	<i>PERSON</i>	<i>PERSON</i>	<i>PERSON</i>	<i>PERSON</i>	<i>PERSON</i>	<i>PERSON</i>	<i>PERSON</i>
<i>LOW (80%) INCOME LIMITS</i>	52150	59600	67050	74500	80500	86450	92400	98350

(If your salary is currently or was, within the past three years, within these income levels you STILL qualify as a Section 3 Resident).

For a definition of a Section 3 Business, please see the reverse side.

If you would like more information about opportunities for Section 3 Residents please contact:

Karen Lee Miller
MBE/WBE/Section 3 Compliance Officer
Housing Authority of the City of Bridgeport D/B/A Park City Communities
KMiller@parkcitycommunities.org
(203) 337-8954

**Application for Certification as a HUD Section 3 Business Concern
 HUD Section 3 Resident Owned Business Concern Certification
 Section 3 Form 100**

Business Name: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Identify all of the categories of goods and services that your company provides using the NHICS Code list.

Commodity Code:	Category Name
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Business Concern Certification

To become certified as a Section 3 Business Concern because **51% or more of the business is owned by section 3 residents**, list each business owner below and complete a "Section 3 Resident" form for each business owner who is a Section 3 resident.

List each business owner	SS #	Section 3 Resident Yes or No

PLEASE RETURN FORM WITH HUD SECTION 3 APPLICATIONS TO:
 Karen Lee Miller
 MBE/WBE/Section 3 Compliance Officer
 Housing Authority of the City of Bridgeport D/B/A Park City Communities
 KMiller@parkcitycommunities.org
 (203) 337-8954

**LETTER OF INTENT TO SUB CONTRACT WITH PCC CERTIFIED SECTION 3 BUSINESSES
FOR PROVISION OF SERVICES AND/OR PRODUCTS ON HUD SECTION 3 PROJECTS
SECTION 3 FORM 200**

This letter is subject to verification by the Housing Authority of the City of Bridgeport, or designee in its bid evaluation and contract award process may use this Letter of Intent for HUD Section 3 Projects. You should only sign this Letter of Intent if you intend to enter into a contract or contract negotiations with qualified PCC Certified Section 3 Businesses should you receive a contract award.

Signing this Letter of Intent does not obligate the company to sign a contract with PCC Certified Section 3 Businesses for the provision of services and/or products.

The company is proposing to participate in HUD Section 3 Programs. By signing below, the company acknowledges that it is willing to enter into contract negotiations with PCC Certified Section 3 Businesses for the provision of services and/or products to HUD Section 3 Projects or other projects designated by PCC as eligible HUD Section 3 Projects.

The company intends to meet HUD Section 3 status by subcontracting twenty-five percent (25%) of the awarded contract to qualified PCC Certified Section 3 Businesses. If the company is awarded a contract in the Service Area, you agree to negotiate in good faith with an appropriate PCC Certified Section 3 Business in an effort to subcontract with said business.

I, THE UNDERSIGNED, ON BEHALF OF THE COMPANY, HEREBY CERTIFY THAT ALL OF THE INFORMATION I HAVE PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE.

Name of Company: _____

Address of Company: _____

Telephone: _____ Fax: _____

*Printed Name of Signer: _____ *Authorized Signature: _____

*Title of Signer: _____ Date: _____

**CORPORATE OFFICER OR PERSON AUTHORIZED TO SIGN BIDS AND CONTRACTS ON BEHALF OF THE COMPANY.*

Karen Lee Miller
MBE/WBE/Section 3 Compliance Officer
Housing Authority of the City of Bridgeport D/B/A Park City Communities
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(203) 337-8954

**Application for Certification as a HUD Section 3 Business Concern
 HUD Section 3 Business Employee
 Section 3 Form 300**

Business Name: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

To become PCC certified Section 3 Business Concern **30 % or more of your company's full time employees are Section 3 residents.** List each full-time employee below and complete a **Section 3 Resident** form for each full time employee who is a Section 3 resident.

List all permanent, full-time employees	Hire Date	Section 3 Resident Within three years of the date of first employment? Yes or No

Karen Lee Miller
 MBE/WBE/Section 3 Compliance Officer
 Housing Authority of the City of Bridgeport D/B/A Park City Communities
 KMiller@parkcitycommunities.org
 (203) 337-8954

PCC SECTION 3 RESIDENT APPLICATION
Section 3 Form 400

The information requested below will be used to certify you as a Section 3 Resident. If applicable, you may also be included in a PCC database of individuals interested in participating in pre-apprentice construction training programs, who are skilled in a construction trade (carpenter, electrician, plumber, etc.), are seeking job placement services, or to certify you or your present employer as a Section 3 Business. You may attach additional information to this application if necessary. **This application, along with any additional information that you provide, may also be used by the PCC or given to construction companies for their consideration to certify as Section 3 employers.**

Please complete ALL of this application.

(PLEASE PRINT ALL INFORMATION)

Name: _____

Last _____ First _____ Middle _____

Address: _____

Number and Street _____ City _____ State _____ Zip Code _____

Age: _____ Ethnicity (optional): _____ Gender (optional): M F

Daytime Telephone: _____

Home _____ Cellular _____ Work _____

Family Size/Income – Information regarding your family income and size must be provided to qualify.

Family Size (REQUIRED)	Family Income (REQUIRED)

Please list any specialized skills: _____

Have you received a Diploma and/or Certificate(s)? Yes No

If yes, give Name of School(s): _____

If you need job training assistance, contact Resident Services at 150 Highland Avenue, Bridgeport, CT 06604, (203) 337.8863

Construction Skills (Please indicate Skills by listing experience in **ALL** areas that apply).

Skill Area	Years of Experience	Skill Area	Years of Experience	Skill Area	Years of Experience
Carpenter		Flooring		Concrete Mason/Finisher	
Electrician		Building Maintenance/Site Cleanup		Iron Worker	
Painter		Rofer		Tile/Marble/Brick Mason	
Plasterer		Plumber		Operating Engineer	
Lead Abatement		Laborer		Sheet Metal Worker	

_____ Other (please specify below) _____ No construction experience

Signature: _____

Date: _____

Email: _____

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