

VDR 05-D Business Certification Instructions

The US Department of Housing & Urban Development (“HUD”) requires the City of Moore (the City’s) to collect information on every Developer, Contractor, Sub-Contractor, etc. that receives a contract in excess of \$200,000, to insure the City’s compliance with Section 3 of Federal regulations. Section 3, a provision of the U.S. Housing & Urban Development Act of 1968, as amended, requires recipients of HUD financial assistance (developers, owners, contractors, etc.) to provide training, employment and contracting opportunities to Section 3 residents and businesses, to the greatest extent feasible, consistent with existing Federal, State, and Local laws and regulations.

The package consists of:

- A. Section 3 Business Questionnaire
- B. Section 3: Developer / Contractor / Sub-Contractor Breakdown

As of March 28, 2016 Area Median Income Limits	
Number of People in Household:	Gross Income Is No Greater Than:
1	\$36,050
2	\$41,200
3	\$46,350
4	\$51,500
5	\$55,650
6	\$59,750
7	\$63,900
8	\$68,000

VDR 05-E Business Certification Questionnaire

All Developers, Contractors, Sub-Contractors and Professional Services Consultants involved in construction projects that utilize Federal funds are required to complete the following Business Certification Questionnaire. Any entity required to complete this form must require any sub-contractor performing work under the applicable contract to complete this form

Business Name			
Contact Name			
Business Address			
Phone		E-mail	
Work Order Number			
Project Address			
General Contractor Name			
The Firm Completing this Form is a: (Check One)	General Contractor <input type="checkbox"/>	Subcontractor <input type="checkbox"/>	Professional Services Consultant <input type="checkbox"/>
Please answer each of the following questions			
Is your business currently certified as a Section 3 Business by a housing authority?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Is your business (51% or more) owned by individuals whose household incomes are below 80% of Area Median Income (AMI)? See chart on Instructions page.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Is your business (51% or more) owned by residents of housing authority?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Do 30% (or more) of your full time, permanent employees have household incomes that are BELOW 80% of Area Median Income (AMI)? See chart on Instructions page.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Are 30% (or more) of your full-time, permanent employees residents of a local housing authority?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Will you sub-contract more than 25% of this contract with any business that has any of the characteristics noted in the preceding questions?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
I affirm that the above statements are true, complete, and correct to the best of my knowledge and belief.			
Signature			
Printed Name			
Title			
Date			

