

# Section 3 Program

## SECTION 3 BUSINESS APPLICATION

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Business: ☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Joint Venture ☐ LLC

Services Provided: \_\_\_\_\_  
(i.e. plumbing, carpentry, painting, etc.)

### **Section 3 Eligibility**

The business certifies that it is a Section 3 Business based on one or more of the following:

- ☐ Category 1: 51% or more of the business is owned by a Section 3 Resident(s).
- ☐ Category 2: 30% or more of the full-time permanent employees are Section 3 Residents or were Section 3 Residents within three years from beginning their employment.
- ☐ Category 3: the business commits to subcontracting over 25% of all subcontracts to Section 3 Business(es).

### **Required Attachments**

Please check all that apply and provide copies of the following documents:

- ☐ Business/Professional License(s)
- ☐ Legal documents for business (i.e. Articles of Incorporation)
- ☐ List of owners & percent of ownership (for category 1)
- ☐ Section 3 Resident Application(s) or Section 3 Resident Certification<sup>i</sup> (for categories 1 and 2)
- ☐ List of all employees; indicate full time or part time and if Section 3 Resident or eligible (for category 2)
- ☐ List of Section 3 Business (es) subcontracts and amount or detailed plan explaining commitment to contract to Section 3 Business(es) (for category 3 eligibility)

### **Certification**

*I certify that the information provided is true and accurate. I understand that providing false or misleading information may result in penalties, including decertification as a Section 3 Business.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Send completed application with attachments to one of the following:**

- Email: [contractcompliance@minneapolismn.gov](mailto:contractcompliance@minneapolismn.gov)
- Fax: 612-673-2427;
- Mail/drop off to: Minneapolis Department of Civil Rights, Attn: Section 3 Program, 350 South 5<sup>th</sup> Street, Suite 239, Minneapolis, Minnesota 55415

Please allow at least two weeks for processing. A certification approval or denial letter will be sent to you. Call 612-673-2112 with any questions or concerns.

# Section 3 Program

## TENNESSEN WARNING NOTICE FOR THE CITY OF MINNEAPOLIS HUD SECTION 3 PROGRAM

### Background

In accordance with the Minnesota Government Data Practices Act, the City of Minneapolis HUD Section 3 Program is required to inform you of your rights as they pertain to the information and data we collect from you. The information that the City of Minneapolis collects is classified by law as either public (anyone can see it, request it), private (the public is not given access, but you are), or confidential (even you cannot see the information).

As an applicant for Section 3 certification, the data we collect and maintain about you is defined as public according to Minnesota Statutes, Section 13.01, subdivision 3 - <https://www.revisor.mn.gov/statutes/?id=13.01>. The data we collect is limited but necessary for the administration and management of the Section 3 certification process.

Some persons or agencies with whom this information may be shared with include (in no particular order):

1. Section 3 Program employees.
2. Employers and union representatives seeking Section 3 employees and/or members.
3. Other agencies (e.g. Minneapolis Public Housing Authority, Summit Academy OIC)
4. Developers and/or Contractors seeking to recruit employees/labor who are certified as Section 3, or who are seeking to do business with companies certified as Section 3.
5. Any person who makes a proper data practices request of the City of Minneapolis.
6. For Section 3 businesses, the general public; a list of eligible Section 3 businesses will be posted online at the City of Minneapolis' website.

### Purpose and Intended Use

The information we request from you may be used for one or more of the following purposes:

- To determine your eligibility for Section 3 certification;
- To distinguish you from all other applicants and identify you in our files;
- To compile Equal Opportunity and Affirmative Action reports;
- To facilitate training, employment and contracting opportunities for approved Section 3 residents and businesses;
- Reporting and audits.

### Requirements to Provide

You are not required to provide this information; however, without the information, the City of Minneapolis will not be able to determine if you qualify for certification in the Section 3 program.

### Acknowledgement

I have read and understand the above information regarding my rights as a subject of government data.

---

Date

---

Signature