

Business Registry Screenshots

What is the Section 3 Business Registry?

The Section 3 Business Registry is a listing of firms that have self-certified that they meet one of the regulatory definitions of a Section 3 business concern and are included in a searchable online database that can be used by agencies that receive HUD funds, developers, contractors, and others to facilitate the award of certain HUD-funded contracts. The database can also be used by Section 3 workers, public housing residents, low- and very low-income persons, and YouthBuild participants to identify businesses that may have HUD-funded employment opportunities.

This registry is a helpful tool to assist recipients of HUD funding (e.g., Public Housing Agencies, local units of government, property owners,), developers, and others locate Section 3 business concerns within their community. It also enables HUD Section 3 recipients to meet their Section 3 obligations by reducing some of the burden associated with locating eligible businesses.

It is important to note that Section 3 business concerns are not entitled to receive contracts simply by being listed in HUD's Section 3 Business Registry database. Eligible businesses may need to demonstrate that they are responsible and have the ability to perform successfully under the terms and conditions of proposed contracts. Section 3 requirements at 24 CFR §§ 75.9(b)(2) and 75.19(b)(2) provide preferences for contracts and subcontracts to these firms, but not a guarantee.

While the Department maintains the Business Registry database, it has not verified the information submitted by the businesses and does not endorse the services they provide. Accordingly, it is recommended that users perform due diligence before awarding contracts to firms that have self-certified on this registry by ensuring that they meet the definition of a Section 3 business concern as defined by the Department's regulations at 24 CFR § 75.5.

The general public can notify the Department through the Business Registry website if they believe a firm has potentially misrepresented themselves as a Section 3 business concern. In such situations, HUD will request documentation and additional information from the business to verify that they qualify for inclusion in the database. Businesses found to have misrepresented themselves will be removed from the database and may be penalized (see registry webpage for more information).

To search the database for self-certified Section 3 business concerns, register your business for inclusion, or for more information on the Business Registry, please visit <http://www.hud.gov/Sec3Biz>.

Additional information on the requirements of Section 3, can be found at <http://www.hud.gov/section3>

1.4 Am I a Section 3 Business Concern?

Please complete the information below and select the “Check” button. If you qualify based on at least one basis below, then your organization is considered a Section 3 business.

- 1 Is at least 51 percent of the business owned and controlled by low- or very low-income persons?

a. Percent owned and controlled by low- or very low-income persons:	
[CHECK]	

- 2 Were 75 percent of the labor hours performed for the business over the prior three-month period performed by Section 3 workers?

a. Percent of total labor hours performed for the business over the prior three-month period that were performed by Section 3 workers	
[CHECK]	

- 3 Is at least 51 percent of the business owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing?

a. Percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing	
[CHECK]	

Register a Business

Part 1 of 3

Register for Section 3 Self Certification

Public reporting for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB Number. Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mandates that the Department ensures that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low-and very-low-income persons, particularly those who are recipients of government assistance for housing. The regulations are found at 24 CFR Part 75. The information will be used by the Department to monitor program recipient's compliance with Section 3 to assess the results of the Department's efforts to meet the statutory objectives of Section 3 to prepare reports to Congress, and by recipients as a self-monitoring tool. The data is entered into a database and will be analyzed and made available to the public upon request. The collection of Information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the Housing and Community Development Act of 1992. An assurance of confidentiality is not applicable to this form.

Use this form to self-certify your Section 3 business and register it so that it may be found with the HUD Section 3 Business Registry.

Business Information		Contact Information	
Business Name	<i>Required</i>	Business Telephone Number	<i>Required</i>
<input type="text"/>		<input type="text"/>	
Street Address	<i>Required</i>	Business Website Address	<i>Required</i>
<input type="text"/>		<input type="text"/>	
City	<i>Required</i>	Business Point of Contact	<i>Required</i>
<input type="text"/>		<input type="text"/>	
State	<i>Required</i>	Business Email	<i>Required</i>
<input type="text"/>		<input type="text"/>	
Zip Code	<i>Required</i>	Contact Telephone Number	<i>Required</i>
<input type="text"/>		<input type="text"/>	
County	<i>Required</i>		
<input type="text"/>			

Business Details

Number of Employees	<i>Required</i>	Business License	<i>Required</i>
<input type="text"/>		<input type="text"/>	

NAICS	<i>Required</i>	Year Business Established	<i>Required</i>
<input type="text"/>		<input type="text"/>	

UEI Number	<i>Required</i>	Employer Identification Number	<i>Required</i>
<input type="text"/>		<input type="text"/>	

Business Capabilities Narrative	<i>Required</i>
<input type="text" value="(Large or wrap around text box)"/>	

Business Designations

- | | |
|---|---|
| <input type="checkbox"/> DOL Registered Apprenticeship Provider | <input type="checkbox"/> DOL YouthBuild Participant |
| <input type="checkbox"/> HUBZone Firm | <input type="checkbox"/> Labor Union Certified Firm |
| <input type="checkbox"/> Minority-Owned Business | <input type="checkbox"/> Public Housing Resident-Owned Business |
| <input type="checkbox"/> SBA 8a Firm | |
| <input type="checkbox"/> Woman Owned Business | |

Provided Services

- | | | | |
|--|---------------------------------------|---|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Architecture | <input type="checkbox"/> Brick Masonry | <input type="checkbox"/> Carpentry |
| <input type="checkbox"/> Consulting | <input type="checkbox"/> Demolition | <input type="checkbox"/> Electrical | <input type="checkbox"/> Engineering |
| <input type="checkbox"/> HVAC | <input type="checkbox"/> IT | <input type="checkbox"/> Janitorial | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Lead Hazard Control | <input type="checkbox"/> Maintenance | <input type="checkbox"/> General Contractor | <input type="checkbox"/> Painting Dry Wall |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Roofing | <input type="checkbox"/> Security | |
| <input type="checkbox"/> Other | | | |

Describe

Currently Hiring

☐ Yes

☐ No

Currently Hiring

Your business is eligible to self-certify as a Section 3 business concern if, in addition to meeting all applicable state and local Regulations, it meets one or more of the following criteria (you must check at least one):

- A. Business at least 51 percent owned and controlled by low- or very low-income persons;
- B. Over 75 percent of the labor hours performed for the business over the prior three-month period performed by Section 3 workers; or
- C. Business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

Self-Certification

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct, and certify that the business identified above meets the HUD Section 3 business concern self-certification eligibility requirements of 24 C.F.R. 75. **WARNING:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802). HUD does not substantiate the validity of any self-certification by adding a business to the HUD Section 3 Business Registry database. HUD does not endorse the services provided by any business concerns that self-certifies. A Section 3 business concern is not entitled to a contract simply by being listed in the HUD Section 3 Business Registry database. Businesses that self-certify their eligibility may receive preference as a Section 3 business, subject to verification, or any contract(s) that may be awarded.

Disclaimer

HUD has not verified the information submitted by businesses listed in this registry and does not endorse the services that they provide. Users of this database are strongly encouraged to perform due diligence by verifying Section 3 eligibility before providing preference or awarding contracts to firms that have self-certified their Section 3 status with the Department.

Opportunity Portal Screenshots

Welcome to HUD's Opportunity Portal

The Opportunity Portal helps match eligible Section 3 Workers to jobs and training opportunities and Section 3 Business Concerns to contracting opportunities.

[Edit Public User Roles](#)

User Roles

Section 3 Worker

- ☐ I want to participate as a Section 3 Worker by posting a resume with my employment history/experience, skills, and training for approved employers/contractors to review for possible employment.
- ☐ I certify that I meet HUD's Section 3 eligibility requirements as follows:
 - My income for the previous or annualized calendar year is below the income limit established by HUD; or
 - I am employed by a Section 3 business concern: or
 - I am a YouthBuild participant.

Employer / Contractor

- ☐ I want to participate as an employer/contractor that posts job, training and/or contracting opportunities.
- ☐ I want to participate as an employer/contractor that searches for Section 3 Workers seeking employment. (This requires approval by HUD)

3.9 Resident – Edit Contact Details

Edit Contact Details

Contact Details

Title

First Name

Required

Middle Name

Last Name

Required

Suffix

Address 1

Required

Address 2

City

Required

Suffix

State

Required

Zip

Required

Telephone Type

Required

Phone Number

Required

Extension

3.10Resident – Edit Profile Details
Edit Profile Details
Profile Details

Summary

Required

Type of Work

Required

Work Status

Required

Availability

Required

Compensation Requirements

Required

Skills

Required

3.11 Resident – Add Employment History
Add Employment History
Employment Details

Job Title

Required

Company Name

Required

Location

Required

From (Month/Year)

Required

To (Month/Year)

Required

☐

I currently work here

Description

Required

3.12Resident – Upload Supporting Document

Upload Resident Document

Document Details

Upload your file

[CHOOSE FILE]

Description

Required

Type

Required

You can upload documents in MS Word or PDF Format.

Do not include any of the following information in the documents:

- Classified or government sensitive information
- Social Security Number
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.

3.14 Employer – Post Job Opportunity / Post Contract Opportunity

Post Job Opportunity Section 3 Recipient Details

Enter the Tax ID Number of the HUD recipient agency
Associated with the Section 3 opportunity.

Recipient Tax ID Number

*Note: you may search for agencies by name, location
Or Tax ID Number.*

Recipient Agency Name

Recipient Agency Location
Autofill from prior entries

Lookup Entries

Required

Organization Details

Contact Details

Organization Name

Required

Contact Name

Required

Organization Industry

Required

Contact Phone

Required

Organization Size

Required

Contact Email

Required

Organization Address 1

Required

Organization Address 2

Optional

Organization Zip

Required

Organization City, State (e.g., New York, NY) *Required*

Contract Opportunity Details

Title	<i>Required</i>	Contact Name	<i>Required</i>

Zip	<i>Required</i>	Contract Amount	<i>Required</i>

Location (City, State) (e.g., New York, NY)	<i>Required</i>	NAICS Code	<i>Required</i>

Description	<i>Required</i>	Requirements	<i>Required</i>

Posting Start Date	<i>Required</i>	Posting URL	<i>Required</i>

Posting Expiration Date	<i>Required</i>