

## Georgia Department of Community Affairs Required Submittal - Section 3 Self-Certification and Action Plan

All firms and individuals intending to do business with DCA, its subrecipients and contractors MUST complete and submit this Action Plan and submit it with the bid, offer, or proposal in order to claim a preference on any contract or prior to award of a contract exceeding \$100,000 if no preference is claimed. *For contracts exceeding \$100,000, this document (signed, and notarized) must be satisfactorily completed to be eligible for award.* 

Business Name:				
D.B.A. (if different from above):				
Address:	City:	State/Zip:		
Business Phone:	Fax:			
E-Mail:	Business Website:			
Federal Employer Identification Number:	Owner Social Security Number (if no EIN):			
Contact Person & Title:	Contact Phone:			
Trade Description:  ☐ Carpentry ☐ Heating (HVAC) ☐ Masonry Restoration ☐ Asbestos ☐ Lead (Abatement) ☐ General Contractor ☐ Carpet/Flooring ☐ Rubbish Removal/H ☐ Demolition ☐ Other:		☐ Painting ☐ Roofing ☐ Ironwork ☐ Landscaping		
Date Business was established (MM/DD/YYYY):				
Type of Business (Check One): □Corporation □ Partnership □ Sole Proprietorship □ Limited Liability Corporation (LLC) □ Limited Liability Partnership (LLP) □ Joint Venture □ Other (Describe):				
Number of employees: Full-time: Part-tin	ne: Contract: <b>Tot</b>	al:		
Section 3 employees: Full-time: Part-time: Contract: Total:				



I am Certifying as a Section 3 Business Concern and requesting Preference accordingly (Select only One Option):			
Option 1			
☐ A business claiming status as a Section 3 Resident-Owned Business Concern (ROB) entity:			
Initial here to confirm selection of this option			
Option 2			
☐ A business claiming Section 3 status, because at least 30% of the existing or newly hired workforce for			
this specific contract will be Section 3 residents throughout the entire contract period. If a Prime or			
General Contractor is electing this option, the 30% employment requirement will be for the entire project			
including all the sub-contractors' employees:			
including all the sub-contractors employees.			
Chack all mathods you will ampley to secure Section 2 Pecidents/Persons			
Check all methods you will employ to secure Section 3 Residents/Persons			
Posting the position in community sources that are generally available to low income residents and the			
general public is a standard requirement. Check at least three (3) methods you will employ:			
☐ The local community newspaper			
☐ The most widely distributed newspaper			
☐ Company or agency website			
☐ The management office of the local housing authority, or homeless service agency, or local low			
income housing community			
Local Workforce Board (i.e., Department of Labor)			
Local office of the Georgia Division of Family and Children Services			
☐ Local office of the Georgia Department of Public Health			
□ Dodge Room <a href="http://www.construction.com/dodge/dodge.asp">http://www.construction.com/dodge/dodge.asp</a>			
Other locations identified below and subject to DCA approval:			
Initial here to confirm selection of this option			
milital fiere to commit selection of this option			
I anticipate my total number of employees for this contract to be and will be qualified Section 3 Residents/persons.			
I anticipate my total number of employees for this contract to be and will be qualified Section 3 Residents/persons.  Option 3			
☐ A business claiming Section 3 status by subcontracting 25% of the dollar award to qualified Section 3			
Business:			
Attach a list of intended subcontract Section 3 business(es) with subcontract amount.			
Attach certification & all supporting documentation for each planned subcontract Section 3 Business.			
Initial here to confirm selection of this option			



I am NOT Requesting Preference under Section 3:					
☐ <u>I am <b>NOT</b> certifying as a qualified Sectio</u>	n 3 Business Concern and I	am not requesting a preference.			
However <b>if</b> I do trigger the regulation by d					
requirements of DCA's Section 3 policy and	<u>d am</u> committing to do the o	utreach as specified below.			
Check all methods you will employ to secure	Section 3 Residents/Busines	ses			
Posting the position/contract opportunity in c					
residents and Section 3 Businesses and the ge	eneral public is a standard re	equirement. Check at least three			
(3) methods you will employ:					
☐ The local community newspaper					
The most widely distributed newspape					
11 7 10 17	<ul> <li>□ Company or agency website</li> <li>□ The management office of the local housing authority, or homeless service agency, or local low</li> </ul>				
☐ The management office of the local I income housing community	housing authority, or homel	ess service agency, or local low			
☐ Local Workforce Board (i.e., Department of Labor)					
☐ Local office of the Georgia Division of I	-				
Local office of the Georgia Departmen					
Dodge Room <a href="http://www.construction.com/dodge/dodge.asp">http://www.construction.com/dodge/dodge.asp</a>					
$\square$ Other locations identified below and s	ubject to DCA approval:				
Initial ho	re to confirm selection of thi	contion			
	Te to commit selection or the	3 Option			
Signature:					
Drinks d/Trus ad Names					
Printed/Typed Name:					
Title:					
Date:					
Nota	arial Affidavit				
Sworn to and subscribed before me this	day of	, 20 .			
	,				
Signature of Notary Public					
Printed Name of Notary Public					
Commission Expiration Date:					
(Notarial Seal)					
[Notarial Scal)					