

**Exhibit I**

**CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3  
PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPBILITY**

Name of Business: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Type of Business: \_\_\_\_\_

- Corporation                       Partnership
- Sole Proprietorship               Joint Venture

Attached is the following documentation as evidence of status:

**For Business claiming status as a Section 3 resident-owned enterprise:**

- Copy of resident lease                       Copy of receipt of public assistance
- Copy of evidence of participation       Other evidence  
in a public assistance program

**For business entity as applicable:**

- Copy of Articles of Incorporation       Certificate of Good Standing
- Assumed Business Name Certificate     Partnership Agreement
- List of owners/stockholders and       Corporation Annual Report  
% ownership of each                       Latest Board minutes appointing officers
- Organization chart with names and titles
- Additional documentation and brief function statement

**For business claiming Section 3 status by subcontracting 25 percent of the dollar awarded to qualified Section 3 business:**

- List of subcontracted Section 3 business(es) and subcontract amount

**For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:**

- List of all current full-time employees       List of employees claiming Section 3 status
- PHA/IHA Residential lease less than 3       Other evidence of Section 3 status less than 3  
years from day of employment              years from date of employment

Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

- Current financial statement
- Statement of ability to comply with public policy
- List of owned equipment
- List of all contracts for the past two years

(Corporate Seal)

\_\_\_\_\_  
Authorizing Name and Signature

Attested by: \_\_\_\_\_