



## SECTION 3 BUSINESS CERTIFICATION PROCEDURES

1. **Submit a Section 3 Business Certification from a government entity in the Metropolitan Area.** You may become a certified Section 3 business by submitting to Minneapolis Public Housing Authority's (MPHA) Procurement Department a current Section 3 Certificate from another government entity in the Metropolitan Area.
2. **Comply with MPHA's Section 3 Certification Program.** To receive a Section 3 business certification from MPHA, the business must comply with MPHA's procedures which are listed below in Part 5. If you have any questions or are a business owned by MPHA residents or are a Youthbuild program, contact the person listed below.
3. **The Metropolitan Area** includes MN counties: Anoka; Carver; Chisago; Dakota; Hennepin; Isanti; Ramsey; Scott; Sherburne; Washington; and Wright and WI Counties: Pierce; and St. Croix.
4. **Before a contract is awarded,** MPHA may request a Section 3 business to provide adequate documentation that the Section 3 business is responsive and has the ability to successfully perform the terms and conditions of the contract.
5. **MPHA's Section 3 Business Certification Procedures.**
  - a. Contact MPHA's Procurement Department to request a Section 3 Certification Packet.
  - b. Provide to MPHA the required documentation and a completed Section 3 Business Certification Form.
  - c. Assist MPHA in verifying your Section 3 business eligibility.
  - d. If approved, MPHA will issue a Section 3 business certification.
  - e. Notify MPHA of any changes that may affect your certification.
  - f. MPHA may review your Section 3 Business Certification on an annual basis.
6. **Questions and Forms.** To obtain any Section 3 form or for questions, please contact Ben Jackson, MPHA's Buyer/Section 3 Coordinator: phone at 612-342-1424; and e-mail at [bjackson@mplspha.org](mailto:bjackson@mplspha.org) Also, some forms and information may be on MPHA's website at: [www.mphaonline.org](http://www.mphaonline.org).

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