

ACE BUSINESS DIRECTORY APPLICATION

ACE Program and Section 3 Overview

Background – Section 3 is a provision of the Housing and Urban Development Act of 1968 (12 U.S.C. §1701u) that is regulated by the provisions of 24 C.F.R. Part 75. Section 3 and CMHA’s Advancing Community Employment (ACE) Program together ensure that employment and other economic opportunities are, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, directed to Low- and Very Low-Income Persons, particularly those who receive government assistance for housing, and to businesses that provide economic opportunities to Low- and Very Low-Income Persons.

Purpose - CMHA will use its best efforts to ensure that employment, training, contracting, and other economic opportunities are directed to Low- and Very Low-Income Persons and to eligible businesses. CMHA will require the same of its contractors. CMHA does not intend for contractors and subcontractors to terminate their existing employees. Rather, CMHA encourages them to use their best efforts to consider and hire qualified eligible ACE Workers and Targeted ACE Workers before any other person when additional employees are needed to complete work on a CMHA project.

Applicability – CMHA will use its best efforts to actively seek out opportunities to support the purpose of its ACE Program and will encourage its contractors to do the same. As such, if a contractor fails to include ACE Workers and/or ACE Businesses in its subcontracting and participation plans (in response to a solicitation), CMHA may treat that contractor’s response to the solicitation as non-responsive.

More information about the ACE Program can be found here or by contacting ACE@cmha.net or (216) 271-3247.

Instructions

ACE Business, also known as a **Section 3 Business**, means a business that meets at least one of the following criteria, documented within the last six-month period:

- A. It is at least 51% owned and controlled by Low- or Very Low-Income Persons;
- B. Over 75% of the Labor Hours performed for the business over the prior three-month period were performed by Section 3 Workers; or
- C. It is at least 51% owned and controlled by current Public Housing residents or residents who currently live in Section 8-Assisted Housing.¹

ACE Worker, also known as a **Section 3 Worker**, means any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented:

- A. The worker is a Low or Very-Low Income Person;
- B. The worker is employed by an ACE Business; or

¹ The status of a Section 3 Business will not be negatively affected by a prior arrest or conviction of its owner(s) or employees.
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C. The worker is a YouthBuild Program participant.²

Targeted ACE Worker, also known as a **Targeted Section 3 Worker**, means an ACE Worker who:

- A. Is employed by an ACE Business;
- B. Currently or when hired, as documented within the past five years, is/was a resident of Public Housing or Section 8-Assisted Housing;
- C. Currently or when hired, as documented within the past five years, is/was a resident of other Public Housing Projects or Section 8-Assisted Housing managed by CMHA; or
- D. Currently or when hired, as documented within the past five years, is/was a YouthBuild Program participant.

Application Process

To be included in CMHA's ACE Business Directory, you must complete and submit this ACE Business Directory Application.

After CMHA receives your application, an ACE Coordinator will review the submitted materials. Successful applicants will be listed on CMHA's ACE Business Directory. Successful applicants will also receive an e-mail notifying them that their business has been added to CMHA's ACE Business Directory. If your application is insufficient, an ACE Coordinator will contact you.

Completed Applications

Mail completed application and required documentation to:

Cuyahoga Metropolitan Housing Authority
Diversity, Equity & Inclusion Department
8120 Kinsman Road
Cleveland, OH 44104
Attn: ACE Program

Or e-mail completed application and required documentation to ACE@cmha.net.

Please Note: CMHA does not endorse the services provided by any businesses that apply for inclusion in the ACE Business Directory. An ACE Business is not entitled to a contract simply by being listed on the ACE Business Directory. Businesses that self-certify their eligibility may receive preference as an ACE Business, subject to verification, on any contract(s) that may be awarded. Businesses that misrepresent their status as an ACE Business may face penalties.

² A worker's ability to be recognized as an ACE Worker will not be negatively affected by a prior arrest or conviction.

ACE Business Directory Application

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Business Fax: _____

Cell Phone: _____ Email Address: _____

Your business is eligible to apply for preference as an ACE Business if, in addition to meeting all applicable state and local regulations, it self-certifies that it meets one or more of the following criteria (you must check one):

- At least 51% of the business is owned and controlled by low- or very low-income persons
- At least 75% of the Labor Hours performed for the business over the prior three-month period were performed by ACE Workers; or
- At least 51% of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

[Remainder of page left intentionally blank]

Ownership Information

(If more than one owner, submit this form for each owner.)

Owner's Name: _____ Title: _____

Indicate the type of business:

Individual (Sole Proprietor) – A business that is owned directly by one person

General Partnership – A business owned by two or more persons, each of whom are liable for the debts of the partnership

Limited Partnership – A business owned by one or more general partners and one or more limited partners and that has filed organizing documents with the Ohio Secretary of State

Limited Liability Company – A business that has limited liability to its owners and that has registered with the Ohio Secretary of State

Corporation – A business and legal entity that acts as a person, separate from its members or shareholders and that has filed Articles of Incorporation or Domestication with the Ohio Secretary of State.

Other - _____

Date Business Established: _____

Federal Employer's Identification Number (**FEIN**): _____ (**Ex. 34-1234567**)

Type of Business

- | | | |
|--------------|--------------------------|---------------------------------|
| Consultant | Computer (Repair/Sales) | General Contractor Pest Control |
| Demolition | Trucking | Concrete/Asphalt |
| Painting | Heating (HVAC) | Asbestos |
| Carpentry | Environmental Cleaning | Lead Abatement |
| Electrical | Roofing | Carpet/Floor Installation |
| Plumbing | Window/Door Installation | Other (Specify): |
| Vinyl Siding | Landscaping/Snow Plowing | |

Has the business operated under any other name? Yes No

If yes, please explain: _____

[Remainder of page left intentionally blank.]

By signing below, I certify that the foregoing statements made in this Directory Application are true and correct and include all material information requested. As a primary owner of this Business, I certify that the Business is registered with the City of Cleveland and/or State of Ohio as a legal business to perform the type of work described herein. I further certify that this Business is at least one of the following: 51% or more owned and controlled by low- or very low-income persons; at least 75% of the Labor Hours performed for the business over the prior three-month period were performed by ACE Workers; or at least 51% of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

Further, I agree to provide CMHA with any information and materials CMHA may need to substantiate the Business's eligibility as an ACE Business. This may include complete cooperation with CMHA for the examination of books, records, and files of the Business. I understand any material misrepresentation may be grounds for terminating any contract that might be awarded and for imposing sanctions under federal, state, or local laws concerning false statements. If CMHA includes my Business in its ACE Business Directory and if any of the information provided in this Application changes during the ensuing calendar year, I will timely inform CMHA of such changes.

Owner's
Name: _____ Title: _____

Owners Signature: _____ Date: _____