



The HUD Section 3 Business Registry is a Web-based system that stores data about businesses that have self-certified that they meet one of the regulatory definitions of a Section 3 business. The system also features a searchable database that can be used by agencies that receive HUD funds, developers, and contractors to facilitate the award of certain HUD-funded contracts. The database can also be used by Section 3 workers to identify businesses that may have employment opportunities.

Section 1 – Getting Started

1. Loading the Business Registry Web page.

- Open a Web browser such as Internet Explorer, Chrome, Firefox or Safari.
- [Enter] <https://portalapps.hud.gov/Sec3BusReg/BRegistry/BRegistryHome> in the URL box.
- The main screen that describes the purpose of the Section 3 Business Registry is displayed.



Section 2 – Am I a Section 3 Business

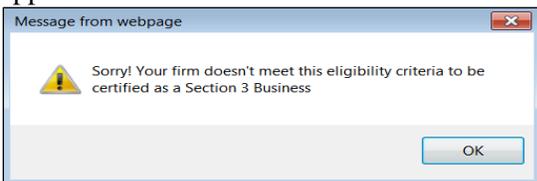
[Click] on the link [Am I a Section 3 Business](#) from the top menu.

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

- Fill in the information as requested and [Click] on

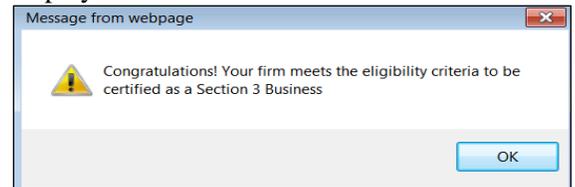


- If the criterion is not met, a pop-up message will appear:



- Also, a **No** will appear on the table.

- If the criterion is met, a confirmation message is displayed:



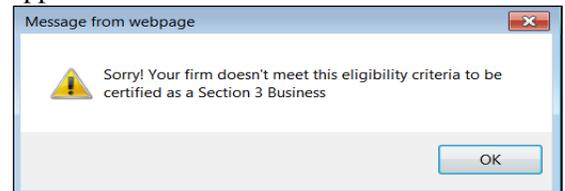
- Also, a **Yes** will appear on the table.

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

- Fill in the information as requested and [Click] on

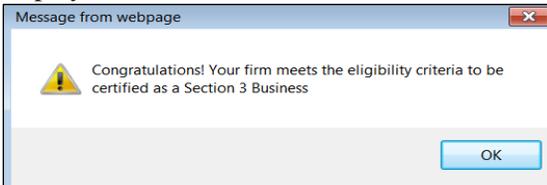


- If the criterion is not met, a pop-up message will appear:



- Also, a **No** will appear on the table.

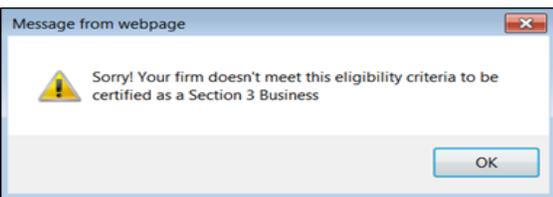
d. If the criterion is met, a confirmation message is displayed:



e. Also, a **Yes** will appear on the table.

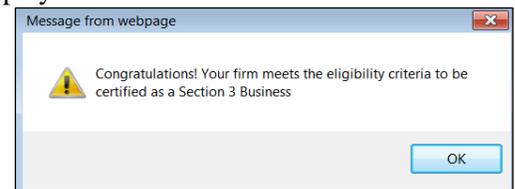
3. Is at least 51% of the business owned and controlled by current public housing residents and residents who currently live in Section 8 - assisted housing?

- a. Fill in the information as requested and [Click] on .
- b. If the criterion is not met, a pop-up message will appear:



c. Also, a **No** will appear on the table.

d. If the criterion is met, a confirmation message is displayed:



e. Also, a **Yes** will appear on the table.

Section 3 – Register a Business

[Click] on the link [Register a Business](#) from the top menu.

1. Business Information.

- a. [Enter] Business Name, Business Street Address.
- b. [Click] on City Text Box, and type in three or more characters of your city name, then select your City, State from the **auto loaded** City, State drop down list. This will also populate the State dropdown.

- c. In the Zip Text Box, enter the Zip Code.
- d. In the County Textbox, enter the County.

2. Contact Information

[Enter] Business Telephone Number, Business Point of Contact and Business Email.

Contact Information

Business Telephone Number *Required*

Business Website Address

Business Point of Contact *Required*

Business Email *Required*

3. Business Details.

[Enter] Business Details in the following fields.

Business Details

Number of Employees *Required* Business License

NAICS Year Business Established *Required*

DUNS Number Employer Identification Number

Metropolitan Area Locations NOT Willing to Serve Business Capabilities Narrative

- a. [Enter] any County and/or City Area that the business is **not** willing to serve. **Entries must be less than 200 characters.** This section is optional.

Metropolitan Area Locations NOT Willing to Serve

- b. The Capability Narrative is a summary of a company's ability to perform. Narratives must be less than 4,000 characters. This section is optional.

Business Capabilities Narrative

4. Small Business

[Check] if you identify as a small business.

5. Business Designations.

[Check] one or more checkboxes (optional) to select business designations.

I identify as a small business
[Am I a small business?](#)

Business Designations

DOL Registered Apprenticeship Provider DOL Youthbuild Participant/Grantee

HUBZone Firm Labor Union Certified Firm

Minority-Owned Business SBA 8a Firm

Woman-Owned Business

6. Provided Services.

The selection (one or more) of the following checkboxes is required.

Provided Services

Accounting Architecture Asphalt/Paving Brick Masonry

Carpentry Consulting Demolition Electrical

Engineering General Contractor HVAC IT

Insulation Janitorial Landscaping Lead Hazard Control

Maintenance Painting Dry Wall Plumbing Roofing

Security Signage/Graphics Steel Fabrication

Other (describe)

7. Business Currently Hiring.

[Select] the appropriate option for the business' hiring status. (The default radio option is No).

Currently Hiring

Yes

No

8. Section 3 Business Criteria.

The selection (one or more) of the following checkboxes is required.

Section 3 Business Criteria

Your business is eligible to apply for preference as a Section 3 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 at least one):

A. At least 51 percent of the business is owned and controlled by low- or very low-income persons;

B. 75 percent of the labor hours performed for the business over the prior three-month period were performed by Section 3 workers; or

C. At least 51 percent of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing

- b. [Click]  , the Registration Successful Page is displayed:

Registration Successful

Your business has been successfully registered with the HUD Section 3 Business Registry. Your newly registered business may be found using the [HUD Section 3 Business Registry search](#) or by using the following link:
[US_Test](#)

Section 5 – Search for a Business

[Click] on the link [Search for a Business](#) from the top menu The “Search for a HUD Section 3 Business” page is displayed:

Search for a HUD Section 3 Business

Metropolitan Area Required

Alternative location (State, City, County, Zip) search options are available using the [advanced search](#).

Business Capabilities Search Options +

Additional Search Options +

[Search For Business](#)

9. Self-Certification Disclaimer Confirmation.

- a. [Scroll] and read the Self Certification disclaimer.

Self Certification

By Submitting this form, my business certifies that the statements and information contained on this form are true and accurate, and meet the required HUD Section 3 business self-certification eligibility requirements in accordance with 24 CFR Part 75. HUD accepts the firm self-certification that it meets the requirements of a Section 3 Business but has not validated this claim or substantiated its validity. HUD does not endorse the services provided by any terms that apply for self-certification. A Section 3 business is not entitled to a contact 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. Firms that misrepresent their eligibility to receive preference as a Section 3 business may face financial or criminal penalties.

[Register Business](#)

- b. [Click]  to continue.

1. Select Metropolitan Area.

- a. [Click] the Metropolitan Area Text Box, to select the Location for the Business from the *combo box*, or type State in text box, then select the Location for the Business from **auto loaded** drop down list. Selection of a **Metropolitan Area** is **required**.

Section 4 – Confirming Registration

1. Business Registration Confirmation Review.

- a. A Confirmation Page is displayed:

Business Registration Confirmation

You are about to submit your business information to the HUD Section 3 Business Registry. Please verify the information is correct, and then select 'Submit Registration' to continue or 'Cancel' to return to the form.

US Test

Contact Information	Business Details	Business Capabilities
Address US Test 9999 Test Street BETHESDA, MD 20814 Telephone (301) 571-7256 Website Address Email utest@test.com Point of Contact US Test	Country Montgomery Year Business Established 2002 Number of Employees 100	• IT Business Designations • Minority-Owned Business • Woman-Owned Business • Not hiring • Small business

Section 3 Business Criteria

a) Fifty-one percent or more of the business is owned by low- or very low-income persons;

b) Seventy-five percent of the labor hours performed for the business over the prior three-month period were performed by Section 3 workers

c) Fifty-one percent or more of the business is owned by current public housing residents or residents who currently live in Section 8-assisted housing

[Cancel](#) [Submit Registration](#)

2. Select Business Capabilities Options.

- a. [Click] on the “+” next to the Business Capabilities Search Options to extend the Business Details selection.

Search for a HUD Section 3 Business

Metropolitan Area Required

Alternative location (State, City, County, Zip) search options are available using the [advanced search](#).

DC +

Washington-Arlington-Alexandria, DC-VA-MD HUD Metro +

MD +

Washington-Arlington-Alexandria, DC-VA-MD HUD Metro

Business Capabilities Search Options +

Additional Search Options +

The Business Capabilities Details selection is displayed. [Check] on one or more Check Boxes for business capabilities search.

3. Select Additional Search Options.

- b. [Click] on “+” next to the Additional Search Options to extend the Business Additional Search Details selection.

The Business Additional Search Details selection is displayed. [Check] on one or more Check Boxes for business capabilities search.

4. Search for Business.

- a. [Click] the **Search for Business** button to view Search Results.

Business Name	Address	Telephone	Provided Services
Mezu Construction Company	4011 Old Court Road, Pikesville, MD 21208 BALTIMORE, MD 21209	(443) 857-8571	Brick Masonry, Brick Masonry, Carpentry, Carpentry, Electrical, Electrical, General Contractor, General Contractor, IT, IT, Painting Dry Wall, Painting Dry Wall, Plumbing, Plumbing
RigIDirection Technology Solutions, LLC	300 E. Lombard St Suite 840 BALTIMORE, MD 21202	(410) 814-8147	IT

5. Export Results to Excel.

- a. To export the results of the business search to Microsoft Excel, [Click] the [Download as a Microsoft Excel Workbook](#) link, which is at the bottom of the results table.

Strickly Bizness, LLC	4036 W Cold Spring Ln BALTIMORE, MD 21215	(410) 417-4178	Bio-Hazard, Crime Scene Cleanup, Bio-Hazard, Crime Scene Cleanup, IT, Janitorial, Janitorial
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↓ [Download results as a Microsoft Excel Workbook](#)

- b. Depending on the browser, the file will either open in a viewer or can be downloaded and saved.
- c. When opening the file in MS Excel, it may open in a Protected View.
- d. If so, [Click] the **Enable Editing** option at the top of the screen.



	A	B
1	Business Name	Business Address
2	A&E Heating and Air Conditioning, LLC	513 11th Street, SE 2nd Floor Washington, DC 20003
3	Advanced Air Mechanical Systems	2014B 5th Street NE WASHINGTON, DC 20002
4	BMD INC	2200 Pennsylvania Avenue, 4th Fl East WASHINGTON, DC 200
5	City Construction, LLC	1312 DECATUR STREET NW WASHINGTON, DC 20011
6	HUGEE CORPORATION	1818 NEW YORK AVE SUITE 208 D WASHINGTON, DC 2000

Section 6 – Advanced Search for a Business

[Click] on the link [Search for a Business](#) from the top menu. The “Search for a HUD Section 3 Business” is displayed, then [Click] on the [advanced search](#) link.

The page “HUD Section 3 Business Advanced Search” is displayed:

- c. To enter a City, [Click] on the **City** Text Box, and type in 3 or more characters, then select a City from the **auto loaded** drop down list. (State, County, and Zip text boxes will be grayed out).

- d. To enter a Zip Code, [Enter] 5 digits in **Zip** Text Box. (State, County, and City text box will be gray out).

1. Location Selection.

[Enter] one of the location search options (State, County, City, or Zip). A location is required to search.

- a. To enter a State, [Click] on the **State** Text Box, and select a state from state drop down list. (County, City, and Zip text boxes will be grayed out).

- b. To enter a County, [Click] on the **County** Text Box, and type in 2 or more characters, then select a county from the **auto loaded** drop down list. (State, City, and Zip text boxes will be grayed out).

2. Select Business Capabilities Options.

[Check] on one or more Check Boxes for business capabilities search.

3. Select Additional Search Options.

[Check] on one or more Check Boxes for additional searches.

Additional Search Options

<input type="checkbox"/> Minority-Owned Business	<input type="checkbox"/> Woman-Owned Business
<input type="checkbox"/> HUDZone Firm	<input type="checkbox"/> SBA 8(a) Firm
<input type="checkbox"/> Labor Union Certified Firm	<input type="checkbox"/> DOL Youthbuild Participant/Grantee
<input type="checkbox"/> DOL Registered Apprenticeship Provider	<input type="checkbox"/> Hiring

[Search For Business](#)



	A	B
1	Business Name	Business Address
2	A&E Heating and Air Conditioning, LLC	513 11th Street, SE 2nd Floor Washington, DC 20003
3	Advanced Air Mechanical Systems	2014B 5th Street NE WASHINGTON, DC 20002
4	BMD INC	2200 Pennsylvania Avenue, 4th Fl East WASHINGTON, DC 200
5	City Construction, LLC	1312 DECATUR STREET NW WASHINGTON, DC 20011
6	HUGEE CORPORATION	1818 NEW YORK AVE SUITE 208 D WASHINGTON, DC 2000

4. Search for Business.

[Click] the **Search for Business** button



to view Search Results.

Section 3 Business Registry Search Results

Search Criteria
• Location: Dist. Of Columbia

Business Name	Address	Telephone	Provided Services
A&A Premium Paint Distributor	3521 Colorado Ave NW 402 WASHINGTON, DC 20011	(202) 409-4095	paint and paint supplies
AVETS/Verterona Environmental Technological Services Inc.	6239 Georgia Avenue NW, Third Floor Washington, DC 20011	(202) 359-3594	Lead Hazard Control
A&A Premium Paint Distributor	5521 Colorado Ave NW 402 Washington, DC 20011	(202) 409-4095	Paint Distributor
A&E Heating and Air Conditioning, LLC	513 11th Street, SE 2nd Floor Washington, DC 20003	(202) 608-6081	HVAC
Absolute Cleaning Services, LLC	412 H Street, NE Washington, DC 20002	(202) 544-5440	Janitorial
Advanced Air Mechanical Systems	2014B 5th Street NE WASHINGTON, DC 20002	(202) 391-3917	Electrical, General Contractor, HVAC, Maintenance, Plumbing

5. Export Results to Excel.

- a. To export the results of the business search to Microsoft Excel, [Click] the [Download as a Microsoft Excel Workbook](#) link, which is at the bottom of the results table.

urplumber llc	814 hamilton st n.w. WASHINGTON, DC 20011	(202) 412-4227	Plumbing
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[Download results as a Microsoft Excel Workbook](#)

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.

How Do I Notify HUD if I Suspect that a Business in this Registry Does Not Meet Section 3 Eligibility Criteria?

If you believe that a firm has misrepresented itself as a Section 3 Business, please email the U.S. Department of Housing and Urban Development at Sec3@hud.gov.

Your email should contain the following information:

- Your name, telephone number, and email address (this information will not be shared outside of HUD)
- Name, city, and state of firm that has allegedly misrepresented their status as a Section 3 business.
- Any narrative explanations describing why you believe that this firm does not meet the Section 3 Business eligibility criteria.

U.S. Department of Housing and Urban Development
 451 7th Street S.W., Washington, DC 20410
 Telephone: (202) 708-1112 TTY: (202) 708-1455

- b. Depending on the browser, the file will either open in a viewer or can be downloaded and saved.