



BEST EFFORT SUBMITTAL PACKAGE

To be submitted as part of the prime contractor's bid package to document that the prime contractor has made best efforts to contract with Section 3 businesses.

COVER SHEET

Submitted by
Developer/Contractor: _____

Project: _____

- 1. ATTACHMENT B – HUD SECTION 3 AFFIDAVIT**
 - 2. ATTACHMENT I: CONTACT LOG – BUSINESSES**
SECTION 3 BUSINESSES LOCATED ON OUR WEBSITE AT: [HTTP://WWW.LONGBEACH.GOV/PURCHASING/HUD.ASP](http://www.longbeach.gov/purchasing/hud.asp)
 - 3. ATTACHMENT I: CONTACT LOG – OUTREACH AGENCIES**
 - 4. ATTACHMENT J: BUSINESS INFORMATION FORMS FOR THE PRIME CONTRACTOR AND ALL LISTED SUBCONTRACTORS (IF NOT AVAILABLE WITH BID DOCUMENTS, IT MUST BE RECEIVED BY THE CITY BY 10:00 A.M. OF THE NEXT WORKING DAY)**
 - 5. APPENDIX: ALL DOCUMENTATION PROVING CONTACTS WERE MADE. THIS *SHOULD* INCLUDE THE FOLLOWING:**
 - Fax Confirmation Sheets
 - Copies of Metered Envelopes
 - Copies of Registered Mail Receipts
 - Sent Email Confirmation printouts
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CITY OF LONG BEACH

HUD SECTION 3 AFFIDAVIT

Must be completed by the Prime contractor and submitted with bid documents. Must be completed and submitted by all subcontractors prior to issuance of Notice to Proceed.

IMPORTANT NOTE: YOUR SIGNATURE BELOW INDICATES THAT YOU RECEIVED A COPY OF THE CITY'S SECTION 3 POLICY AND REQUIREMENTS AND THE HUD SECTION 3 COMPLIANCE CERTIFICATION (ATTACHMENT C) AND COMPLIANCE REQUIREMENTS STATED THEREIN.

I, THE UNDERSIGNED

OFFICER OR AUTHORIZED
AGENT OF COMPANY
(PRINT NAME)

SIGNATURE'S TITLE

SIGNATURE

PROJECT NAME:

COMPANY NAME:

ADDRESS:

_____ CITY

_____ STATE

_____ ZIP CODE

TELEPHONE NUMBER:

()

E-MAIL ADDRESS:

DATE:

ATTACHMENT B



THE CITY OF LONG BEACH HUD SECTION 3 BUSINESS INFORMATION FORM

PRIME Contractors: This form must be submitted with the prime contractor's bid documents. **Subcontractors to the Prime:** If not available with bid documents, this form must be received by the City by the next working day.

The sole purpose of this form is to calculate the number of Section 3 business enterprises working on construction projects. Please print or type.

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: () _____

FORM COMPLETED BY: _____

SERVICE OR PRODUCT: _____

IS 51% OR MORE OF YOUR BUSINESS OWNED BY SECTION 3 RESIDENTS? YES No

IS AT LEAST 30% OF YOUR WORKFORCE (FULL TIME, PERMANENT STAFF) MADE UP OF SECTION 3 RESIDENTS OR WERE THEY SECTION 3 RESIDENTS WITHIN 3 YEARS OF THEIR FIRST DATE OF EMPLOYMENT? YES No

SIGNATURE

DATE

CITY OF LONG BEACH • DEPARTMENT OF FINANCIAL MANAGEMENT
333 WEST OCEAN BOULEVARD, 7TH FL • LONG BEACH, CA 90802
(562) 570-6200 FAX: (562) 570-5099

What is a Section 3 Business?

Legal Definition:

Section 3 Business - A business entity formed in accordance with State law, and which is licensed under State, county, or municipal law to engage in the type of business activity for which it was formed **and**: A business that is 51 percent or more owned by Section 3 resident(s); **or** whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents who reside in the Los Angeles-Long Beach metropolitan statistical area, **or** within three years of the date of first employment with the business concern were Section 3 residents;

Your Business is a Section 3 Business if...

AND You can answer yes to **ONE** of the following questions:

YOUR BUSINESS WAS FORMED IN ACCORDANCE WITH STATE LAW, AND LICENSED TO ENGAGE IN THE TYPE OF BUSINESS ACTIVITY FOR WHICH IT WAS FORMED.

✓ Is 51% of the Business owned by Section 3 Resident(s)?

OR

✓ Are 30% of the permanent, full-time employees currently Section 3 Residents who reside in the City of Los Angeles-Long Beach Metropolitan Statistical Area?
✓

OR

✓ Were 30% of the permanent, full-time employees, within 3 years of the date of first employment, Section 3 Residents who reside in the City of Long Beach Metropolitan Statistical Area?

For a definition of a Section 3 Resident, please see the attached sheet. For more information about Section 3 Requirements Contact:

City of Long Beach
Business Relations Bureau
333 W. Ocean Blvd., 7th Floor
Long Beach, CA 90802
(562) 570-6200
www.longbeach.gov/purchasing/hud.asp

What is a Section 3 Resident?

SECTION 3 RESIDENT

A Section 3 Person:

A Section 3 person resides in the metropolitan area (city), where the Section 3 covered assistance is expended and whose household income does not exceed 80 percent of the median income for the area. Please see the chart below.

Section 3 Residents Income Restrictions

FAMILY SIZE	INCOME CRITERIA (80% of Median or Less)
1	\$45,650
2	\$52,200
3	\$58,700
4	\$65,200
5	\$70,450
6	\$75,650
7	\$80,850
8	\$86,100

Los Angeles-Long Beach Area Median Family Income = **\$60,600***

(If your salary is currently or was, within the past three years, within these income levels you STILL qualify as a Section 3 Resident).

If you have any questions regarding Section 3, please contact:

City of Long Beach
Department of Financial Management
Business Relations Bureau
333 W. Ocean Blvd., 7th Floor
Long Beach, CA 90802
562.570.6200

*Numbers are based on HUD FY 2014 Income Limits