



BEST EFFORTS 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 Title Referenced on Planet Bids: _____

REQUIREMENT: CONTRACT WITH SECTION 3 BUSINESSES FOR 10% OF THE TOTAL BID/PROPOSAL AMOUNT

REQUIRED SECTION 3 SUBMISSION CHECKLIST

SUBMIT THE FOLLOWING SIGNED & COMPLETED DOCUMENTS **WITH YOUR BID:**

- Best Efforts Cover Sheet** (Completed by the Prime)
- Attachment B** (For Prime Contractors) – Signed Affidavit
- Attachment J** (For Prime Contractors) – Business Information Form
- Attachment J** (Submit 1 per subcontractor) – Business Information Form
- Signed Copy of Section 3 Guidelines** (For Prime Contractors) – Page 10 of Section 3 Compliance Guidelines

IF YOU FAIL TO MEET THE CONTRACTING REQUIREMENT, THEN, IN ADDITION TO THE ITEMS ABOVE, YOU MUST ALSO DEMONSTRATE THAT YOU UTILIZED YOUR BEST EFFORTS TO CONTRACT WITH SECTION 3 BUSINESSES AND **SUBMIT ALL OF DOCUMENTS LISTED BELOW:**

Type of Advertisement Required <i>at least 14 calendar days prior to the bid/proposal due date</i>	Name of Agency Used
Proof of Publishing: Business Assistance Agency, Minority Contractors Associations	
Proof of Publishing: Business Publication advertising opportunities to overcome limitations	
Proof of Publishing: HUD Youthbuild programs, Chamber of Commerce	
Proof of Publishing: Trade Association Paper/Newsletter, Local Media	

- Attachment I** (For Prime Contractors) – Section 3 Outreach Agencies Contact Log
- Attachment I** (For Prime Contractors) – Section 3 Businesses Contact Log
- Proof of Written Notifications to Section 3 Businesses** - *at least 14 calendar days prior to the bid/proposal due date*
- Proof of follow-up to all unresponsive Section 3 Businesses**
- Documentation of contact that was made (such as fax confirmation sheets, copies of registered mail receipts, email printouts)



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

Must be submitted with bid documents. To be completed by the prime contractor and all subcontractors. If not available with bid documents, this form must be received by the City by 10:00 a.m. of 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.

PROJECT:

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

ATTACHMENT J

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 Cities of Long Beach or Signal Hill, **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 Cities of Long Beach or Signal Hill?

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 Cities of Long Beach or Signal Hill?

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 Services Bureau
411 W. Ocean Blvd., 6th Floor
Long Beach, CA 90802
(562):570-6200

<http://www.longbeach.gov/finance/business-info/compliance/hud-section-3-program/>

What is a Section 3 Resident?

SECTION 3 RESIDENT

A Section 3 Person:

A Section 3 person resides in the Long Beach, Los Angeles, Santa Ana Economic Region, 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	\$63,100
2	\$72,100
3	\$81,100
4	\$90,100
5	\$97,350
6	\$104,550
7	\$111,750
8	\$118,950

Los Angeles-Long Beach Area Median Family Income = **\$90,100***

If your employee's salary is currently or was, within the past three years, within these income levels each may qualify as a Section 3 Resident towards your business's Section 3 status.

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

City of Long Beach
Department of Financial Management
Business Services Bureau
411 W. Ocean Blvd., 6th Floor
Long Beach, CA 90802
562.570.6200
<http://www.longbeach.gov/finance/business-info/compliance/hud-section-3-program/>

*Numbers are based on HUD FY 2020 Income Limits

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