



CITY OF LONG BEACH HUD SECTION 3 COMPLIANCE ATTACHMENTS TABLE OF CONTENTS

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT INCOME LIMITS	ATTACHMENT A
AFFIDAVIT INDICATING RECEIPT OF THE CITY'S SECTION 3 POLICY AND THE HUD SECTION 3 COMPLIANCE CERTIFICATION	ATTACHMENT B - ONE TIME SUBMITTAL
COMPLIANCE CERTIFICATION	ATTACHMENT C - ONE TIME SUBMITTAL
EXISTING CORE WORKFORCE LIST	ATTACHMENT D - ONE TIME SUBMITTAL
CITY OF LONG BEACH PROJECT EMPLOYEE JOBS SURVEY (EXAMPLES IN ENGLISH, SPANISH AND KHMER)	ATTACHMENT E
CITY OF LONG BEACH EMPLOYMENT FORECAST FORM	ATTACHMENT F
CITY OF LONG BEACH MONTHLY SECTION 3 HIRING REPORT	ATTACHMENT G
NOTICE OF JOB AND CONTRACTING OPPORTUNITIES (EXAMPLES IN ENGLISH, SPANISH AND KHMER)	ATTACHMENT H
SECTION 3 BUSINESS TELEPHONE LOG Section 3 Outreach Agency Log	ATTACHMENT I ATTACHMENT I
SECTION 3 BUSINESS INFORMATION FORM (EXAMPLES IN ENGLISH, SPANISH AND KHMER)	ATTACHMENT J - ONE TIME SUBMITTAL
SECTION 3 SAMPLE LETTER TO UNION (UNION CONTRACTORS)	ATTACHMENT K- ONE TIME SUBMITTAL
SECTION 3 CRAFT REQUEST FORM (UNION CONTRACTOR)	ATTACHMENT L
SECTION 3 WORKER REQUEST FORM (NON-UNION CONTRACTORS)	ATTACHMENT M
HUD APPENDIX TO SECTION 135	ATTACHMENT N



DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) INCOME LIMITS

Listed below are the current income limits that the City of Long Beach and its representatives will use to determine whether an individual or company meets the federal definition of “Section 3” eligibility. **All income amounts are subject to adjustment by the City in accordance with HUD guidelines.**

FAMILY SIZE	INCOME CRITERIA (80% OF MEDIAN)
1	\$63,100
2	\$72,100
3	\$81,100
4	\$90,100
5	\$97,350
6	\$104,550
7	\$111,750
8	\$118,950

FY20 EFFECTIVE 4/01/20

Attachment A



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

HUD SECTION 3 COMPLIANCE CERTIFICATION

Must be signed by prime contractor and all subcontractors prior to issuance of notice to proceed

The contract for this work will include the following clause (referred to as the HUD Section 3 clause):

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing. Consistent with 24 CFR §135.72(b), the City of Long Beach shall refrain from entering into a contract with any contractor after notification is received from HUD that the contractor has been found in violation of the Section 3 regulations. The City will also review past performance of contractors on Section 3 projects in determining contract awards. It is mandatory that all contractors seeking to be awarded a City of Long Beach Section 3 covered project attend the pre-bid conference.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. The contractor understands that non-compliance and willful violation of HUD's regulations in 24 CFR part 135 with respect to Section 3 and related regulations by itself, its sub-contractors and or lower tier contractors will result in corrective measures taken by the City of Long Beach to achieve compliance, including suspension or withholding of contractor payments.
- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7 (b) of the Indian Self Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7 (b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment subcontracts shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7 (b) agree to the comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7 (b)

I, THE UNDERSIGNED, ON BEHALF OF THE COMPANY HEREBY CERTIFY THAT I HAVE RECEIVED, READ AND DO UNDERSTAND THE CONTENTS OF THE ABOVE STATED "SECTION 3" CLAUSE.

SIGNATURE

PRINT NAME

DATE

TITLE (OFFICER OR AUTHORIZED AGENT)

COMPANY NAME

ADDRESS

CITY

STATE

ZIP CODE



City of Long Beach Existing Core Workforce List

Must be completed and submitted by prime contractor and all subcontractors prior to an issuance of Notice to Proceed

FIRM NAME: _____

PROJECT: _____ **CONTRACT NO.:** _____

SUBMITTED BY: _____ **TELEPHONE NO.:** _____

The following is a list of “Core Employees.” These employees, in accordance with the definition of an Existing Core Workforce, have been on the active payroll for fifty (50) out of the last one hundred (100) working days prior to the award. **The Contractor and subcontractor, at any tier, must submit this form prior to commencing work on the project.**

The Contractor and subcontractor(s) shall provide to the Section 3 Coordinator or designee proof of their “Core Workforce” upon request. Alternative worksheets may be submitted only if the same information shown below is contained.

Name	SSN (last 4 digits only)	Classification	Hire Date	Date Last Employed	Zip Code	Verified (office use only)

Certification:

I CERTIFY THAT THE INFORMATION CONTAINED HEREON IS TRUE AND CORRECT. IF IT IS DETERMINED THAT THE INFORMATION REPORTED HEREIN IS NOT TRUE AND CORRECT, I WILL NOT BE ALLOWED TO DO WORK (BEGIN, FINISH, COMPLETE) FOR THE CITY OF LONG BEACH.

Signature: _____ **Date:** _____

Title: _____



CITY OF LONG BEACH PROJECT EMPLOYEE SURVEY

To be completed by all new hires
Form to be submitted with certified payrolls every time an employee is hired
(This form is mandatory and must be completed by the prime contractor and all subcontractors as required.)

The sole purpose of this form is to calculate the number of Section 3 Residents working on construction projects. This form was not created by the I.R.S. (Internal Revenue Service). Please print or type.

COMPANY: _____
PROJECT: _____
NAME: _____
ADDRESS: _____ APT.: _____
CITY: _____ STATE: _____ ZIP CODE: _____
TELEPHONE: () _____

THE COMBINED HOUSEHOLD SIZE AND INCOME WILL BE ASSESSED TO DETERMINE SECTION 3 RESIDENCY QUALIFICATION. IN ORDER TO REVIEW A FULL YEAR, PROVIDE BOTH CURRENT AND PREVIOUS YEAR INCOMES:

NUMBER OF PEOPLE LIVING WITH YOU IN YOUR HOME: _____
CURRENT YEAR ANNUAL INCOME : \$ _____
LAST YEAR ANNUAL INCOME: \$ _____

OR A PUBLIC HOUSING RESIDENT OR RECEIVE SECTION 8 ASSISTANCE YES NO

SIGNATURE DATE



CITY OF LONG BEACH EMPLOYMENT SECTION 3 WORKFORCE

To ensure efforts are made to reach the City of Long Beach's numerical goals for job placement of local low-income individuals, the Contractor and all subcontractors shall provide the following employment information for this project on a monthly basis:

This is a mandatory monthly submittal for by all contractors (prime and subcontractors) and must be submitted with certified payrolls.

Project: _____

Company: _____

Reported by: Prime Contractor _____ Subcontractor _____

Monthly Reporting Period: _____

NAME OF NEW HIRE	HIRE DATE	OCCUPATION

ATTACHMENT G



NOTICE OF HUD SECTION 3 JOB AND CONTRACTING OPPORTUNITIES

LONG BEACH & SIGNAL HILL RESIDENTS MAY QUALIFY FOR EMPLOYMENT AND CONTRACTING OPPORTUNITIES ON CONSTRUCTION PROJECTS WITH HUD SECTION 3 REQUIREMENTS. LOW-INCOME AND VERY LOW-INCOME RESIDENTS AND BUSINESSES WILL RECEIVE HIRING PREFERENCE ON PROJECTS WITH SECTION 3 REQUIREMENTS.

INTERESTED LONG BEACH & SIGNAL HILL RESIDENTS AND BUSINESSES SHOULD CONTACT THE DESIGNATED PERSON BELOW TO DETERMINE THEIR ELIGIBILITY FOR CURRENT AVAILABLE POSITIONS, POSSIBLE FUTURE POSITIONS OR OTHER EMPLOYMENT AND CONTRACTING INFORMATION.

	Contracting/ Business	Employment Opportunities
Contact	HUD Section 3 Coordinator	Eric Galeana
Phone	(562) 570-6200	(562) 570-3738
Address	City Hall 411 W. Ocean Blvd, 6th Fl, Long Beach, CA 90802	Pacific Gateway Network 4811 Airport Plaza Dr, Suite 200 Long Beach, CA 90815
Email	LaborCompliance@longbeach.gov	Eric.Galeana@pacific-gateway.org
Fax	(562) 570-5099	(562) 570-4551

THIS NOTICE COMPLIES WITH THE CITY OF LONG BEACH SECTION 3 ACTION PLAN.

ATTACHMENT H



AVISO DE OPORTUNIDADES DE TRABAJO Y CONTRATOS

LOS RESIDENTES Y NEGOCIOS DE LONG BEACH PUEDEN CALIFICAR PARA OPORTUNIDADES DE EMPLEO POR PARTE DEL PROGRAMA DE CONSTRUCCIÓN. RESIDENTES DE BAJOS INGRESOS RECIBIRÁN PREFERENCIA PARA TRABAJOS Y CONTRATOS.

RESIDENTES Y NEGOCIOS DE LONG BEACH INTERESADOS, FAVOR DE PONERSE EN CONTACTO CON LA PERSONA DESIGNADA AL FONDO DE ESTA OJA, PARA DETERMINAR SU ELEGIBILIDAD PARA POSICIONES DISPONIBLES, FUTURAS POSICIONES POSIBLES Y OTRA INFORMACIÓN DE EMPLEO.

	Contracting/ Business	Employment Opportunities
Contact	HUD Section 3 Coordinator	Eric Galeana
Phone	(562) 570-6200	(562) 570-3738
Address	City Hall 411 W. Ocean Blvd., 6th Fl, Long Beach, CA 90802	Pacific Gateway Network 4811 Airport Plaza Dr, Suite 200 Long Beach, CA 90815
Email	LaborCompliance@longbeach.gov	Eric.Galeana@pacific-gateway.org
Fax	(562) 570-5099	(562) 570-4551

Este aviso cumple con el plan de acción de la Sección 3 de la ciudad de Long Beach.

ATTACHMENT H



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.

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

SAMPLE SECTION 3 LETTER TO UNION

Must be completed by the prime contractor and subcontractors prior to issuance of Notice to Proceed.

Contractor Information

Address

City, State, Zip

Telephone, Fax

California License #

Date

Union Hall

Address

City, State, Zip

Subject: Project Site-

Dear:

(Name of Contractor), is a subcontractor or contractor on the (Name of Project). This construction project falls under the United States Department of Housing and Urban Development (HUD) Section 3 regulations for the City of Long Beach.

The Section 3 regulation compliance requires that contactors to the greatest extent feasible hire low-income residents of Long Beach and Signal Hill for the project. We are asking for your cooperation in using your best efforts to dispatch workers from your union that reside in Long Beach and Signal Hill.

Please keep this letter on file. When we request that workers are dispatched to a job, we would appreciate your assistance in helping our company and the City of Long Beach meet the Section 3 local hiring requirements.

Sincerely,

(Person Name)

ATTACHMENT K

CITY OF LONG BEACH

WORKER REQUEST FORM FOR UNION CONTRACTORS

To the Contractor:

Please complete and fax this form to the applicable union to request craft workers that fulfill all hiring requirements for this project. A duplicate fax request is to be sent to the Business Services Bureau, attention Section 3 Coordinator at (562) 570-5099. After faxing your request, please call the Local to verify receipt and substantiate their capacity to furnish workers as specified below. Please print your Fax Transmission Verification Reports and keep copies for your records.

To the Union:

Please complete the "Union Use Only" section and fax this form back to the requesting Contractor. **Please retain a copy of this form for your records and send a copy to the City of Long Beach Business Services Bureau at (562) 570-5099.**

To: Local # _____ Fax # () _____ Date: _____
 cc: **Pacific Gateway Network c/o Fax # (562) 570-4551**
 From (Company): _____ Person Sending: _____
 Contact Phone: _____ Contact Fax: _____

Please provide me with union craft workers. The City of Long Beach requires that 30% of project apprentice and journey-level hours be performed by residents of the cities of Long Beach and Signal Hill to the extent feasible.

Covered Zip Codes of Residence

90802	90803	90804	90805	90806	90807
90808	90810	90813	90814	90815	90755

1st Priority: Section 3 Local Requirement - Union craft employees, including apprentices, who reside in one of the local zip codes listed above, and are determined to be Section 3 eligible (80% of median income or less) should be dispatched first. The Workforce Investment Board can assist in determining Section 3 eligibility.

2nd Priority: Local Requirement - If insufficient union craft employees, including apprentices, who live in one of the zip codes listed above and are Section 3 eligible exist, other Long Beach and Signal Hill residents may fulfill hours to meet the requirements

General Dispatch - Union craft employees may be dispatched per normal dispatch procedures, notwithstanding the above Section 3 and local preferences.

Craft Employees Requested

Job/Craft Description	Journeyman or Apprenticeship Level	Number Requested	Report Date	Report Time
Total Workers Requested:				

Please have worker(s) report to the following work address indicated below:

Project & Site Address: _____ Report to (on-site contact): _____
 On-site Tel #: _____ Fax: _____ Comments or special requirements: _____

Union Use Only <i>(Please check boxes as appropriate)</i>			
Reception Date: _____		Dispatch Date: _____	
Received By: _____			
<u>Requested Dispatch</u>	<u>AVAILABLE FOR DISPATCH</u>	<u>Unavailable for Dispatch</u>	<u>Comments</u>
Section 3 <u>and</u> Local	<input type="checkbox"/>	<input type="checkbox"/>	
Local Only	<input type="checkbox"/>	<input type="checkbox"/>	
General Dispatch	<input type="checkbox"/>	<input type="checkbox"/>	



WORKER REQUISITION FORM

Contractor: Please call Eric Galeana at (562) 570-3738; complete form and fax to the Pacific Gateway Network at (562) 570-4551 **AND** fax a duplicate to the Section 3 Coordinator at (562) 570-5099

CFW STAFF ONLY: _____

FOR INFORMATION CONTACT:

Eric Galeana
EMAIL: Eric.Galeana@pacific-gateway.org
PHONE: 562.570.3738
Fax 562.570.4551

Date: _____

Company Information

Phone: _____ Fax: _____ E-mail _____

Name: _____

Contact Person: _____ Title: _____

Address: _____

Construction Type: _____ Years in Business _____ No. of employees: _____

Benefits: None Med. Dental Vision Retirement Effective: _____

Other: _____

Position Title: _____ Position Reports: _____

Location of position (Project Site Name): _____ Expected Start Date: _____

Total Openings _____ Project Name & Location _____

SHIFT: M T W Th F S S Day Swing Night Flex

Salary: _____/hr. mo., annual - Salary _____ + Commission Hours _____ to _____

Type of Position: Perm Temp F/T P/T Seasonal

Required Skills: Experience, Education:

Job Description: _____

Referral Procedure: Refer /Pre-screen from CFWF Fax Resume Mail Resume E-mail
Apply in person Call for appt. **Is this Company in the Enterprise Zone?** Yes No
Refer to EDD CalJobs Yes No If Yes **Company CA Tax ID** _____



HUD APPENDIX TO PART 135

I. Examples of Efforts To Offer Training and Employment Opportunities to Section 3 Residents.

(1) and (2) *Intentionally Omitted*

(3) Establishing training programs, which are consistent with the requirements of the Department of Labor, for public and Indian housing residents and other section 3 residents in the building trades.

(4) Advertising the training and employment positions by distributing flyers (which identify the positions to be filled, the qualifications required, and where to obtain additional information about the application process) to every occupied dwelling unit in the housing development or developments where category 1 or category 2 persons (as these terms are defined in Sec. 135.34) reside.

(5) Advertising the training and employment positions by posting flyers (which identify the positions to be filled, the qualifications required, and where to obtain additional information about the application process) in the common areas or other prominent areas of the housing development or developments. For HAs, post such advertising in the housing development or developments where category 1 or category 2 persons reside; for all other recipients, post such advertising in the housing development or developments and transitional housing in the neighborhood or service area of the section 3 covered project.

(6) Contacting resident councils, resident management corporations, or other resident organizations, where they exist, in the housing development or developments where category 1 or category 2 persons reside, and community organizations in HUD-assisted neighborhoods, to request the assistance of these organizations in notifying residents of the training and employment positions to be filled.

(7) Sponsoring (scheduling, advertising, financing or providing in-kind services) a job informational meeting to be conducted by an HA or contractor representative or representatives at a location in the housing development or developments where category 1 or category 2 persons reside or in the neighborhood or service area of the section 3 covered project.

(8) Arranging assistance in conducting job interviews and completing job applications for residents of the housing development or developments where category 1 or category 2 persons reside and in the neighborhood or service area in which a section 3 project is located.

(9) Arranging for a location in the housing development or developments where category 1 persons reside, or the neighborhood or service area of the project, where job applications may be delivered to and collected by a recipient or contractor representative or representatives.

(10) and (11) *Intentionally Omitted*



HUD APPENDIX TO PART 135

(12) Consulting with State and local agencies administering training programs funded through JTPA, probation and parole agencies, unemployment compensation programs, community organizations and other officials or organizations to assist with recruiting Section 3 residents for the HA's or contractor's training and employment positions.

(13) *Intentionally Omitted*

(14) Employing a job coordinator, or contracting with a business concern that is licensed in the field of job placement (preferably one of the section 3 business concerns identified in part 135), that will undertake, on behalf of the HA, other recipient or contractor, the efforts to match eligible and qualified section 3 residents with the training and employment positions that the HA or contractor intends to fill.

(15) *Intentionally Omitted*

(16) Where there are more qualified section 3 residents than there are positions to be filled, maintaining a file of eligible qualified section 3 residents for future employment positions.

(17)-(20) *Intentionally Omitted*

II. Examples of Efforts To Award Contracts to Section 3 Business Concerns.

(1)-(8) *Intentionally Omitted*

(9) Carrying out workshops on contracting procedures and specific contract opportunities in a timely manner so that section 3 business concerns can take advantage of upcoming contracting opportunities, with such information being made available in languages other than English where appropriate.

(10) *Intentionally Omitted*

(11) Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways to facilitate the participation of section 3 business concerns.

(12) Where appropriate, breaking out contract work items into economically feasible units to facilitate participation by section 3 business concerns.

ATTACHMENT N