



# 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/FINANCE/BUSINESS-INFO/COMPLIANCE/HUD-SECTION-3-PROGRAM/](http://www.longbeach.gov/finance/business-info/compliance/hud-section-3-program/)
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



# 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.*

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, 7<sup>TH</sup> FL • LONG BEACH, CA 90802  
(562) 570-6200 FAX: (562) 570-5099**

**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  
333 W. Ocean Blvd., 7<sup>th</sup> 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**

<b>FAMILY SIZE</b>	<b>INCOME CRITERIA</b> (80% of Median or Less)
1	\$46,500
2	\$53,150
3	\$59,800
4	\$66,400
5	\$71,750
6	\$77,050
7	\$82,350
8	\$87,650

Los Angeles-Long Beach Area Median Family Income = **\$63,000\***

**(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 Services Bureau  
333 W. Ocean Blvd., 7<sup>th</sup> 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 2015 Income Limits