



# 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
<b>Proof of Publishing:</b> Business Assistance Agency, Minority Contractors Associations	
<b>Proof of Publishing:</b> Business Publication advertising opportunities to overcome limitations	
<b>Proof of Publishing:</b> HUD Youthbuild programs, Chamber of Commerce	
<b>Proof of Publishing:</b> 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**



# Section 3 Business Contact Log for documenting contact with: Section 3 & Local Businesses

**PROJECT:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

This form must be submitted with the prime contractor's bid documents as evidence that good faith efforts were made **if unable to meet the 10% Section 3 Business Contracting Requirements** at the time of bid. This form must also be maintained during the entire period of construction for any contact with businesses.

Date/Time	Company	Mode of Contact	Contact Info	Contact Person	<b>RESULTS OF CONVERSATION</b>
Example: 1/12/06/ 2:00 p.m.	Example: ABC Contracting Co.	Example:  Fax	Example:  Fax: (562) 123-4567	Example:  John Doe, Owner	Example:  Fax was sent to John Doe contractor asking for their participation. John Doe called us and we inquired about their product experience. John Doe sent me a listing of their completed projects. This contractor thinks they may qualify as a Section 3 business.  We will include them as part of our proposed team.



## Section 3 Business Contact Log for documenting contact with: Outreach Agencies

**PROJECT:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

This form must be submitted with the prime contractor's bid documents as evidence that good faith efforts were made **if unable to meet the 10% Section 3 Business Contracting Requirements** at the time of bid. This form must also be maintained during the entire period of construction for any contact with businesses.

Date/Time	Company	Mode of Contact	Contact Info	Contact Person	<b>RESULTS OF CONVERSATION</b>
Example: 1/12/06/ 2:00 p.m.	Example: ABC Contracting Co.	Example: Fax	Example: Fax: (562) 123-4567	Example: John Doe, Owner	Example:  Fax was sent to John Doe contractor asking for their participation. John Doe called us and we inquired about their product experience. John Doe sent me a listing of their completed projects. This contractor thinks they may qualify as a Section 3 business.  We will include them as part of our proposed team.





# 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  
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	\$50,500
2	\$57,700
3	\$64,900
4	\$72,100
5	\$77,900
6	\$83,650
7	\$89,450
8	\$95,200

Los Angeles-Long Beach Area Median Family Income = **\$72,100\***

*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  
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 2017 Income Limits