



Dear Section 3 Certification Applicants:

We would like to thank you for your interest in becoming Section 3 Certified. As a certified contractor, you will be provided with valuable information on contracting opportunities over \$200,000 available through the Community Development Block Grant (CDBG), Home Investment Partnership Program (HOME), and the Neighborhoods Stabilization Program (NSP).

All applicants seeking Section 3 preference in the awarding of contracts or purchase agreements must complete and submit a Section 3 certification application packet. The application must include the following required documents:

- 1) Section 3 Contractor Application
- 2) State of FL General Contractors License (GC Only)
- 3) Occupational License
- 4) Insurance Certificate
- 5) Workers Compensation
- 6) Articles of Incorporation

The Housing and Neighborhoods Department (HAND) will review all applications and notify those businesses who qualify. Qualifying contractors will be placed on a Certified Section 3 Contractors List for a period of one year and will be notified when contracting opportunities are available through the CDBG, HOME, and NSP programs.

Thank you for your participation! If you have any questions, please call Benita Dawson at (904) 255-8270 or e-mail at bdawson@coj.net.

**SECTION 3 BUSINESS APPLICATION
CERTIFICATION OF BUSINESS CONCERNS SEEKING
SECTION 3 PREFERENCE IN CONTRACTING**

NAME OF BUSINESS _____

ADDRESS OF BUSINESS _____

CONTACT PERSON _____ TITLE _____

TELEPHONE #: () _____

CELL PHONE #: () _____

EMAIL ADDRESS _____

MUST PROVIDE EVIDENCE OF SECTION 3 STATUS PRIOR TO CONTRACT AWARD

Type of Business Entity:

Corporation

Partnership

Sole Proprietorship

Joint Venture

The Bidder certifies that it is a Section 3 Business Concern based on:

_____ My business is owned, at least 51% by Section 3 Residents.

- Provide copy of resident lease, evidence of participation in a public assistance program, or signed Certification for Section 3 Resident (Form 3)
- Provide business license number _____

_____ At least 30% of my permanent, full-time employees are currently Section 3 Residents or were Section 3 Residents within the past 3 years.

- Provide List of Full-time Employees (Form 2)
- Provide signed Certification for Section 3 Residents (Form 3)

_____ I commit to subcontract 25% of the dollar award to qualified Section 3 Business Concerns. (only applicable for Prime Contractors)

- Provide signed Section 3 Economic Opportunities Plan (Form 5)

Evidence of ability to perform successfully:

Bonding capability \$ _____ Insurance Coverage \$ _____

Owner Signature

Date

Witness Signature

Date

Print

Print

SECTION 3 RESIDENT PREFERENCE CLAIM FORM

Eligibility for Preference

A Section 3 Resident seeking the preference in training and employment provided by this part shall certify, or submit evidence to the recipient contractor or subcontractor, if requested, that the person is a Section 3 Resident, as define in Section 135.5.

I, _____, am a legal resident of Duval
 (NAME)

County and qualify as a Section 3 Resident because I am a public housing resident OR meet the income guidelines as published at the bottom of this form. I have attached the following documentation as evidence of my status. (Check One):

- Drivers License or State ID with current address
- Proof of public residency
- Copy of Evidence of participation in a public assistance program
- Other Evidence

Name _____

Telephone _____

Address _____

FY 2008

FAMILY INCOME GUIDELINES

\$63,900 Median Family Income

Family Size	Extremely Low Income	Very Low Income
1	\$13,400	\$22,350
2	\$15,300	\$25,550
3	\$17,250	\$28,750
4	\$19,150	\$31,950
5	\$20,700	\$34,500
6	\$22,200	\$37,050
7	\$23,50	\$36,600
8	\$25,300	\$42,150

 Signature

 Date

 Print Name

SECTION 3 CONTRACTOR OR SUBCONTRACTOR PAYROLL REPORT
SECTION 3 PERMANENT, FULL-TIME EMPLOYEES ONLY

Submit documentation for each current public housing or other Section 3 Resident

EMPLOYEE NAME	EMPLOYMENT START DATE	HOURLY RATE	HOURS PER WEEK	GROSS PAY PER WEEK

COMPANY NAME: _____

PRINT NAME: _____

AUTHORIZED COMPANY TITLE: _____

SIGNATURE: _____ DATE: _____

SECTION 3 CONTRACTOR ECONOMIC OPPORTUNITIES PLAN

_____ (Contractor) agrees to utilize, and to implement the following specific steps directed at increasing the utilization of lower income residents and businesses within a Section 3 covered area for a Section 3 qualified project, as will be specified in the bid documents.

- A. To list on Table A, the following information related to subcontracts to be awarded.
 1. An approximate number and dollar value of contracts to be awarded over the duration of the Section 3 covered project (this estimate should be broken down by type of business or profession); and
 2. Based on an analysis of the estimated contract needs, a target number and value of contracts to be awarded to Section 3 Business Concerns (these targets should consider the availability of Section 3 Business Concerns within the categories identified in the initial estimate of contract needs).
- B. To provide a program or strategy for achieving the targets established for awards to Section 3 Business Concerns which would include the following steps:
 1. To insert the Section 3 clause in all requests for subcontractor proposals, and to require all bidders on subcontracts to submit a Section 3 plan to the general contractor including utilization goals and the specific steps planned to accomplish these goals;
 2. To insure that subcontractors, which are typically let on a negotiated rather than a bid basis in areas other than Section 3 covered project areas, are also let on a negotiated basis, whenever feasible, when let in a Section 3 covered project area;
 3. To formally contact unions, subcontractors, and trade associations to secure their cooperation for this program; and
 4. To insure that all appropriate project area business concerns are notified of pending sub-contractual opportunities.
 - Loans, Grants, contracts and subsidies for less than \$100,000 will be exempt

- C. To list on Table B all projected trainee and employee workforce needs for all phases of the project by occupation, trade, skill level and number of positions. An estimated number of Section 3 area residents to be utilized in these areas must be included on Table B. Steps directed at meeting these goals are as follows:
1. To attempt to recruit from within the City the necessary number of lower income residents through: Local advertising media, signs placed at the proposed site for the project, and community organizations and public or private institutions operating within or serving the project area such as Service Employment and Redevelopment (SER), Opportunities Industrialization Center (OIC), Urban League, Concentrated Employment Program, Hometown Plan, U.S. Employment Service.
 2. To maintain a list of all lower income residents who have applied whether on their own or on referral from any source, and to employ such person, if otherwise eligible and if a vacancy exists.
- D. To maintain records, including copies of correspondence, memoranda, etc., to document that all of the above steps have been taken.
- E. To appoint or recruit an executive official of the company or agency as Equal Opportunity Officer to coordinate the implementation of this Section 3 plan.

COMPANY NAME

PROJECT NAME

PROJECT NUMBER

SIGNATURE OF PERSON COMPLETING FORM

PRINT NAME

DATE