

Housing and Community Development Division



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 \$100,000, which are available through the Community Development Block Grant (CDBG), and Home Investment Partnership Program (HOME).

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:

- Section 3 Contractor Application**
- Articles of Incorporation, Ownership or Partnership Agreement(s)**
- State Occupational License**
- State General Contractors License (if applicable)**
- Insurance Certificate and Workers Compensation**
- Proof of Registration with City Procurement Division: <http://www.coj.net/departments/finance/procurement>**
- Proof of Registration with HUD Opportunity Portal: <https://hudapps.hud.gov/OpportunityPortal/>**

The Housing and Community Development Division 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 three (3) years and will be notified when contracting opportunities are available through the CDBG and HOME programs.

Thank you for your participation! If you have any questions, please call:

Lewan Brunson
(904) 255-8233
LBrunson@coj.net

Kelly Mierkowski
(904) 255-8246
KMierkowski@coj.net

214 N. Hogan Street, 7th Floor
Jacksonville, Florida 32202
Telephone: (904) 255-8200
Fax: (904) 255-8209

REQUIRED DOCUMENTS FOR CERTIFICATION CHECKLIST

A. CATEGORIES

Category 1: A qualified Section 3 Resident(s) owns 51% or more of the business. He/she must complete the Form 1 Section 3 Business Certification Application. If there are two or more Section 3 Resident owners that together own 51% or more of the business, each additional owner (not having majority ownership) must complete Form 3 Section 3 Resident Preference Form

Submitted Form 1 and Form 3 along with most Recent IRS Tax Statement for Section 3 Resident Owner(s) and Corporate or if a Sole Proprietor Submit IRS 1040 with Schedule C. Owners receiving Public Housing and Section 8 or other HUD public assistance must provide a copy of their lease or evidence of participation in a public assistance program.

Category 2: A qualified Section 3 business whose permanent, full-time employees include persons, at least 30% of whom are currently Section 3 residents, or within three (3) years of the date of first employment with the business concern were Section 3 residents. He/she must complete the Form 1 Section 3 Business Certification Application; Form 2 Business Employee List; and Form 3 Section 3 Resident Preference Form

Submitted Form 1; Form 2 (must list ALL employees of the company and whether or not they are receiving public housing or financial assistance); and Form 3 (must be completed by each Section 3 employee as evidence that each individual meets the HUD definition of a Section 3 Resident). Employees receiving Public Housing and Section 8 or other HUD public assistance must provide a copy of their lease or evidence of participation in a public assistance program.

Category 3: A qualified business that provides evidence of a commitment to subcontract 25% of the dollar award of all sub-contracts to be awarded to 3 Business Concerns that meet the qualifications of a Category 1 and Category 2 Business Concern. He/she must complete the Form 1 Section 3 Business Certification Application and Form 4 Section 3 Contractor Economic Opportunity Plan

Submitted Form 1 and Form 4 signed and dated.

B. REQUIRED DOCUMENTATION:

- Proof of Registration with City Procurement Division: <http://www.coj.net/departments/finance/procurement>
- Proof of Registration with HUD Opportunity Portal: <https://hudapps.hud.gov/OpportunityPortal/>
- Articles of Incorporation, Ownership or Partnership Agreement(s)
- State Occupational License
- State General Contractors License (if applicable)
- Insurance Certificate and Workers Compensation

**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# () _____
EMAIL _____

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:

- _____ 1. Business is owned, at least 51% by Section 3 Residents.
- Provide copy of resident lease, evidence of participation in a public assistance program or other evidence along with signed Certification for Section 3 Resident (Form 3)
 - Provide business license number _____
- _____ 2. At least 30% of their 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)
- _____ 3. Commitment to subcontract 25% of the dollar award to qualified Section 3 Business Concerns who meet the requirements of #1 and #2.
- Provide signed Section 3 Economic Opportunities Plan (Form 4) along with Section 3 certification letters from subcontractors.

Evidence of ability to perform successfully under the terms and conditions of the contract:

Bonding capability \$ _____

Insurance Coverage \$ _____

Owner Signature Date

Witness Signature Date

Print

Print

(Corporate Seal)

BUSINESS EMPLOYEE LIST

COMPANY NAME _____

ADDRESS _____

TELEPHONE # (____) _____ FAX # (____) _____

*List all full-time employees of the company.

*Proof of program participation is required for all participants of Duval County Public Housing (PH), Section 8 (Sec 8), or other federal assistance (FA) Programs.

Employee Name	Address	Date of Hire	FT or PT	Trade	Section 3 (yes/no)	PH, S-8 or FA

Legend:

- FT = Full Time
- PT = Part Time
- Sec. 3 = Section 3 Resident
- S-8 = Section 8 Resident
- PH = Public Housing Resident
- FA = Federal Assistance Program Participant

TOTAL NUMBER OF EMPLOYEES: _____

SIGNATURE: _____

DATE: _____

TITLE: _____

(Attach additional sheets where needed)
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 defined in Section 135.5.

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

qualify as a Section 3 Resident because I am a public housing resident or I 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):

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

Name: _____
Telephone: _____
Address: _____
Company Name: _____
Project Name: _____
Applicant Signature: _____ **Date:** _____

Counts by Household or Persons? (H/P) _____

FY 2019
FAMILY INCOME GUIDELINES
***Please circle Family Size to determine eligibility**

Family Size	Extremely Low Income (30% of Median)	Very Low Income (50% of Median)	Low Income (80% of Median)
1	\$15,450	\$25,750	\$41,200
2	\$17,650	\$29,400	\$47,050
3	\$21,330	\$33,100	\$52,950
4	\$25,750	\$36,750	\$58,800
5	\$30,170	\$39,700	\$63,550
6	\$34,590	\$42,650	\$68,250
7	\$39,010	\$45,600	\$72,950
8	\$43,430	\$48,550	\$77,650

Low Income qualifier of 80-percent of Median Income.

Date
 City of Jacksonville
 Housing and Community Development Division
 Neighborhoods Department
 214 North Hogan Street, 7th Floor
 Jacksonville, Florida 32202

City of Jacksonville:

Please accept "[Click & Insert Company Name]" , **Section 3 Economic Opportunities Plan** for the project known as, "[Insert Project Name and address]" "[Click & Insert Company Name]" agrees to utilize, and to implement the following specific steps directed at increasing the utilization of lower income residents and businesses within the Section 3 covered project area(s) for this project as specified in these bid documents.

"[Click & Insert Company Name]" , will demonstrate according to Title 24, part 135 compliance with the "greatest extent feasible" requirement of section 3 by meeting the numerical goals set forth in this section for providing training, employment, and contracting opportunities to section 3 residents and section 3 business concerns. "[Click & Insert Company Name]" , will make every effort to meet the numeric goals as set forth in these bid documents; 30- percent hiring goals of section 3 residents, 25-Percent of the dollar award to qualified Section 3 Business Concerns and or a combination of a and b.

EFFORTS TO MEET SECTION 3 REQUIREMENTS:	CONTRACTOR PROJECT INFORMATION:
Identify Contractor designation as a Certified Resident Owner, Resident Employer or Resident Prime.	
Identify Number of Positions Required for the Project(s).	
Identify Number of Section 3 Resident hire(s) in the Service Area or Neighborhood Vicinity. (Hires identified within a five-mile radius of the project.	
Identify Number of Section 3 Resident hire(s) outside of the project vicinity.	
Identify number of hire(s) for Homeless persons in the service area	
Identify Number of Section 3 businesses identified in Table A as subcontractors providing jobs and training for local residents.	
Identify number of Section 3 hire(s) from identified partnering agencies or other approved apprenticeship or training programs. Ready 4Work; CRC Institute, Clara White Mission, FSCJ or YouthBuild.	
Identify Jacksonville Small and Emerging Business(s) (JSEB) Program - providing hiring opportunities for residents in the project service area.	
Identify Efforts and number of Training Opportunities provided for Section 3 Residents.	

Priority consideration shall be given, where feasible, to:

- (i) Section 3 residents residing in the service area or neighborhood in which the section 3 covered project is located (collectively, referred to as category 1 residents); and (ii) Participants in HUD Youthbuild programs (category 2 residents). (iii) Where the section 3 project is assisted under the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11301 *et seq.*), homeless persons residing in the service area or neighborhood in which the section 3 covered project is located shall be given the highest priority; (iv) other section 3 residents.

Contractor will recruit from within City of Jacksonville Metropolitan Statistical Area, (Duval County), lower income residents and Section 3 Business Concerns through: Local advertising media, job fairs, signs placed at the proposed site for the project, and community organizations and public or private institutions operating within or serving the project area.

Contractor will make use of available databases and resources such as the City of Jacksonville and Partnering Agencies, (WorkSource, YouthBuild, EmployFlorida, Florida State City of Jacksonville, Operation New Hope, Community Rehabilitation Center, Clara White Mission and Urban League.

The contractor agrees to include the 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 the 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. Contractor to include in this document as referenced in Appendix, Title 24 Part 135 I. Examples of Efforts To Offer Training and Employment Opportunities to Section 3 Residents and II. Examples of Efforts to Award Contracts to Section 3 Business Concerns.

The City of Jacksonville will have access to all records, reports, and other documents or items of the contractor and subcontractor that are maintained to demonstrate compliance with the requirements of this project, or that are maintained in accordance with the regulations governing the specific HUD program under which section 3 covered assistance is provided or otherwise made available to the contractor or subcontractor.

COMPANY NAME

PROJECT NAME

PROJECT NUMBER

SIGNATURE OF PERSON COMPLETING FORM

PRINT NAME

DATE