



## Community Development Department

210 Lottie Street, Bellingham, WA 98225

Phone: (360) 778-8300 Fax: (360) 778-8302 TTY: (360) 778-8382

Web: [www.cob.org](http://www.cob.org)

### Attn: Business Owner

Is your business interested in having contracting preference with the City of Bellingham's Home Rehabilitation Program (HRP)?

The funding used to support the City's Housing Rehabilitation Program requires the City to ensure contracting and other economic and business opportunities generated by the federal (HUD) funds are directed, to the greatest extent feasible, to business concerns that provide economic opportunities to low and very-low income persons.

The HRP program maintains a database of Section 3 Contractors and we invite you to participate. This certification is strictly voluntary, but if your business qualifies as a Section 3 business concern, you will receive preference as home rehabilitation projects become available.

In order to be a Section 3 business, your business must meet one of the following options to qualify and receive preference:

- A majority (51% or more) ownership of business is held by low-income residents.
- At least 30% of employees of the business are low-income residents.
- More than 25% of the awarded contract shall be performed by businesses that meet either of the conditions above.

If you are interested in receiving this contracting preference, please fill out the attached "Section 3 Business Concern Self-Certification" form.

Also attached is additional information to explain HUD's Section 3 economic opportunity and how it may benefit your company.

Again, this is a strictly voluntary certification on your part. Section 3 business concerns are given preference when contractor selection is made. The contract shall be awarded to the qualified Section 3 business concern with the lowest responsive proposal, if it is reasonable and responsible. If no responsive quotation by a qualified Section 3 business concern is the lowest responsive quotation from any qualified source, the award shall be made to the source with the lowest quotation.

We hope that you take advantage of this opportunity if you qualify.

Please feel free to call me at 360-778-8384 if you have any questions concerning your company becoming a Section 3 business concern. You may also refer to the HUD web page [www.HUD.gov/section3](http://www.HUD.gov/section3).

Sincerely

Matt Bautista, Home Rehabilitation Specialist

**City of Bellingham, Home Rehabilitation Program**  
**Section 3 Information Sheet for Homeowners and Contractors**

Section 3 of the Housing and Urban Development (HUD) Act of 1968 (12 U.S.C. 1701u; 24CFR135) provides economic opportunity for public housing residents and lower-income persons through contracting opportunities on projects funded through HUD. While homeowners receiving loans from the City of Bellingham, Community Development Block Grant Program (CDBG) are not required to select Section 3 contractors for repairs to their home, the City encourages them to consider soliciting bids from Section 3 contractors.

The following are ways that contractors comply with Section 3 and provide economic opportunity for lower-income persons:

- A. Contractors make a "good faith" effort to comply with the federal requirements set forth in the federal regulations found at 24 CFR 135.
- B. Contractors work to correct deficiencies of Section 3 person at all levels of the work force by considering lower income City of Bellingham residents to fill new positions and vacancies.
- C. Contractors may demonstrate good faith effort in employing lower-income City of Bellingham residents by taking some or all of the following affirmative actions:
  - 1. Provide written notification of employment opportunities to residents of local public housing facilities.
  - 2. Provide written notification to organizations that are active in securing equal employment opportunities when position openings occur.
  - 3. Conduct constant recruitment efforts with organizations, schools, and/or training establishments concerned with securing employment for lower income Whatcom County residents.
  - 4. Make specific efforts to encourage present lower-income City of Bellingham residents who are employees to recruit friends and relatives.
  - 5. Sponsor, utilize and provide training / educational opportunities for the advancement of lower income City of Bellingham residents employed by their firm.
  - 6. Maintain a list of lower income City of Bellingham residents who have applied for positions and employ eligible applicants from this list.
  - 7. Notify pertinent employment referral agencies that your firm provides equal employment opportunities. Include such a statement in any advertising conducted when filling vacancies.
  - 8. Give notice to supervisors and other employees of the terms of the affirmative actions to be undertaken.

### Section 3 Business Concern Certification

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Year Business Founded: \_\_\_\_\_

License Number: \_\_\_\_\_ Current # of employees: Full Time \_\_\_\_ Part Time \_\_\_\_

Type of trade or business: \_\_\_\_\_

**Please answer the following questions:**

1. Is **51% or more** of your business owned by public housing residents **or** by persons who earn 80% or less of the median income level (for a household of their size) for the past year?  
 YES    NO (Check the website for most up-to-date [income and rent limits](#))
  
2. Are **30% or more** of your **full time, permanent** employees public housing residents **or** persons who earn 80% or less of the median income level (for a household of their size) for the past year?  
 YES    NO (Check the website for most up-to-date [income and rent limits](#))
  
3. Do you plan on subcontracting 10% or more of the estimated contract value to companies owned by public housing residents **or** by persons who earn 80% or less of the median income level (for a household of their size) for the past year?  
 YES    NO (Check the website for most up-to-date [income and rent limits](#))
  
4. Is your company a participant in HUD Youthbuild Programs in the Seattle area?  
 YES    NO

**Please sign the following statement:**

As authorized representative of \_\_\_\_\_

I certify I  am  am not a qualified Section 3 Business. (check one - you are a qualified Section 3 Business if you answered yes to at least one of the questions #1-4 above.)

I further certify that, if I need to hire subcontractors or additional employees to complete the work, I will carry out Section 3 hiring, training and subcontracting requirements according to federal regulations (section 3 requirements only apply to contractors awarded contracts for \$100,000 or more).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



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### Section 3 Resident Self-Certification

A Section 3 resident seeking the preference in training and employment provided by this part shall certify, and submit evidence to the recipient contractor or subcontractor (if requested) that the person is a Section 3 resident. (An example of evidence of eligibility for the preference is evidence of receipt of public assistance, or evidence of participation in public assistance program.)

#### Residency / Contact Information

I, \_\_\_\_\_, am a legal resident of Bellingham, or Whatcom County, Washington and can be contacted at:

Street Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### Income Eligibility (current status)

I live in public housing with the Bellingham / Whatcom Housing Authority:

- Yes (provide documentation and skip to the employment skills section)
- No (continue to next question)

My annual income currently falls below the limits for my household size (Check the website for most up-to-date [income and rent limits](#)).

Yes     No    \_\_\_\_\_ Household size (all people living in household)

#### Income Eligibility (prior status at time of employment)

I am an employee of \_\_\_\_\_, which is seeking certification as a Section 3 business concern. When I was employed with this business (must be within last three years), I met the income eligibility requirements as follows:

- Lived in public housing with the Bellingham / Whatcom Housing Authority:
- Met the income eligibility requirement in \_\_\_\_\_ (year). Visit HUD's website at <http://www.huduser.org/portal/datasets/il.html> to access income limits for prior years.

## Certification

I hereby certify that all of the information provided above is true and correct and I agree to provide additional documentation (if requested) confirming my residency, family size, income, and employment skills. Further I authorize the City of Bellingham to release my name, skills and contact information for the purposes of further employment opportunity under Section 3 covered construction projects. I understand that I must also meet other eligibility criteria as determined by law and /or employer (immigration, OSHA card, etc.) I understand that completing this form does not guarantee employment.

I can provide the following documentation as evidence of my Section 3 status, if requested:

- Copy of lease at income qualified property
- Copy of receipt of public assistance
- Copy of evidence of participation in a public assistance program
  
- Other evidence: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_