

## SECTION 3 BUSINESS CERTIFICATION INSTRUCTIONS

All Section 3 Businesses **MUST** complete and **SUBMIT** both the **SECTION 3 BUSINESS CERTIFICATION** and additional documentation to verify Section 3 eligibility and demonstrate capability before contract award.

### INTRODUCTION:

The County of San Bernardino Community Economic Development Agency through The Department of Community Development and Housing is the recipient of Housing and Urban Development (HUD) funding for financial assistance of housing as well as community development activities. These programs require compliance with Section 3 of the Housing and Urban Development Act of 1968. Section 3 requires that employment and other economic opportunities be directed toward low- and extremely-low income persons, particularly those who are recipients of federal assistance for housing, and to business concerns that employ these qualifying residents.

The **Section 3 Plan** handbook is available at: [www.sbcountyadvantage.com/Community-Development-Housing/Labor-Compliance/HUD-Section-3.aspx](http://www.sbcountyadvantage.com/Community-Development-Housing/Labor-Compliance/HUD-Section-3.aspx) The *Plan* is a guide to understand Section 3 business and employment goals related to a project. It is intended to assist businesses in complying with Section 3 requirements, but does not supersede the contract provisions.

### SECTION 3 BUSINESS CERTIFICATION INSTRUCTIONS:

- Complete the “Business Information” section in the middle of the form.
- Business owner signs and dates the signature block section.
- Business owner mails original, signed, hard copy to:

Economic Development Agency  
 Department of Community Development and Housing  
 David Van Diest, Project Manager  
 385 N. Arrowhead Ave., Third Floor  
 San Bernardino, CA 92415-0043

### Section 3 Income Limits for the State of California (Riverside – San Bernardino Counties)

#### SAN BERNARDINO COUNTY 2014 INCOME LIMITS

EFFECTIVE DECEMBER 18, 2013

HOUSEHOLD SIZE	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
INCOME:								
Extremely Low 30%	\$12,750	\$14,600	\$16,400	\$18,200	\$19,700	\$21,150	\$22,600	\$24,050
Very Low 50%	\$21,250	\$24,300	\$27,350	\$30,350	\$32,800	\$35,250	\$37,650	\$40,100
Low 80%	\$34,000	\$38,850	\$43,700	\$48,550	\$52,450	\$56,350	\$60,250	\$64,100