



Division of Community Development
Department of Planning & Development

12650 Detroit Avenue • 44107 • (216) 529-6630 • FAX (216) 529-5936
www.onelakewood.com/development

Dear Registered Lakewood Contractor:

As part of its federally-funded housing and construction activities, the City of Lakewood works to increase business, employment and training opportunities for residents of Lakewood. Any contractor that employs or is partially owned by income-qualified Lakewood residents is considered a "Section 3 Business Concern". (See attached *Definitions* for further guidance on income qualifications and "Section 3 Business Concern".)

This is your invitation to become certified as a Section 3 Business. There are several benefits to being a Section 3 Business, including:

- Direct notification from the City of Lakewood regarding upcoming bids for federally-funded projects.
- Inclusion and promotion of your business in an online Section 3 Business Directory maintained by the City of Lakewood, Cuyahoga County Department of Development, City of Cleveland, and Cuyahoga County Metropolitan Housing Authority (CMHA).
- Section 3 status on bids you submit for any of the City's federally-funded projects.
- Section 3 status on bids you may submit to other Northeast Ohio jurisdictions that use federal funds to support housing and construction projects, such as the Cuyahoga County Department of Development, City of Cleveland, CMHA, and other municipalities.

If you are interested in becoming certified as a Section 3 Business, please complete the enclosed Section 3 Screening Form and return it by mail:

Department of Planning & Development
City of Lakewood
12650 Detroit Avenue
Lakewood, Ohio 44107

Additionally, the form is available on-line at www.onelakewood.com. Please e-mail the completed form to Planning@lakewoodoh.net.

Upon receipt of your completed form, a staff member from the Department of Planning & Development will contact you with further information regarding the process to become certified as a Section 3 Business. If you have further questions, please call (216) 529-6630 or e-mail Planning@Lakewoodoh.net.

Sincerely,

Dan Wyman
Development Officer

CITY OF LAKEWOOD SECTION 3 PROGRAM	SECTION 3 Screening Form
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Business Name:				Date Completed:	
Address:					
City & State:					
Zip:					
Person Completing This Form:	Telephone Number:	Fax Number:	Email Address:		
Total Number of Employees:	If Applicable, MBE/FBE Expiration Date:		Date Business Established:		

This business is located in _____ and registered with the State of Ohio as a legal business and
 (city)
 performs the following services (check all that apply):

- | | | |
|-----------------------|--------------------------|---------------------------|
| Carpentry | Heating (HVAC) | Concrete/Asphalt |
| Painting | Environmental Cleaning | Asbestos |
| Electrical | Roofing | Lead Abatement |
| Plumbing | Window/Door Installation | Carpet/Floor Installation |
| Demolition/Excavation | Landscaping/Snow Plowing | Other _____ |

Please check all that apply the appropriate box.

I have been certified as a Section 3 business by _____, or
 (list state, county, municipality, or other entity which certified your business)

I am interested in pursuing Section 3 Certification.

If you are interested in pursuing Section 3 Certification, additional information will be required. A staff member from the City of Lakewood will contact you, and guide you through the certification process, or

As primary owner of this business, I believe that my income meets HUD's income guidelines, or

I believe at least thirty percent (30%) of the company's permanent, full-time employees are currently Section 3 residents, or within three (3) years of the date of first employment with the business my workers were Section 3 residents. A Section 3 resident meets HUD income qualifications (household income is 80% of area median). If further pursued, verification forms will be required.

Printed Name:	Title:
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**CITY OF LAKEWOOD
SECTION 3 PROGRAM**

DEFINITIONS

A. Section 3 Resident:

An individual who resides in the City of Lakewood whose household income is at or below 80 percent of the median income for the metropolitan area, as determined below, prior to hiring (if hiring occurred within the past 3 years).

2012 Income Guidelines

Family Size: Number in Household	Household Income (less than)
1 Person	\$35,700
2 Persons	\$40,800
3 Persons	\$45,900
4 Persons	\$50,950
5 Persons	\$55,050
6 Persons	\$59,150
7 Persons	\$63,200
8 Persons	\$67,300

B. New Hire:

1. A person who is not on the contractor's payroll at the time of selection for the Section 3 covered contract award.

C. Section 3 Business Concern:

1. That is 51% or more owned by Section 3 resident(s), or
2. Whose permanent, full-time employees include persons, at least 30% of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents, or
3. That provides evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to business concerns that meet the qualification set forth in paragraphs (1) or (2) in this definition of "Section 3 business concern".

A business seeking Section 3 certification, or a person seeking employment or training under Section 3 resident status bears the responsibility of providing the required documentation that the person/business is eligible for that status.

For more information on Section 3, please visit the following website:
<http://portal.hud.gov/hudportal/documents/huddoc?id=11secfaqs.pdf>