



**Indianapolis Housing Agency (IHA)
Instructions for Completion of the Monthly Employment Utilization Report
IHA-257 rev 6/2010**

References: The policy is developed in accordance with the 24 CFR 85.36 and the US Department of Housing and Urban Development (HUD) Handbook 7460.8 REV 2, 2/2007, the Indiana Plan and IHA Board of Commissioners Resolution 9-I-08

General: The IHA, through its policies and procedures, support the goals of improving MBE/WBE/DBE and resident contracting opportunities. IHA mirrors the goals of the City of Indianapolis; 15% MBE goals and 8% WBE.

Purpose: The policy is promulgated to guide the IHA, in accordance with the aforementioned polices to increase the minority and women participation by establishing a goal for its MBE/WBE hiring for existing general, prime and sub-contractors, be they minority or majority.

Goals: In addition to minority and women contracting goals, the City of Indianapolis encourages all contractors to set goals to hire minorities and women within the framework of general, prime and sub-contractors. Those goals are 12.6% minority per skilled trade and 6.9% female per skilled trade. These goals are implemented through The Indiana Plan and the City of Indianapolis' Bid Conditions/Affirmative Action Requirements/Equal Opportunity Employment.

Implementation: In all procurement activities for construction and or services, IHA will place the policy in its requests for bids, proposals and quotes.

Instructions: Workforce Development Contractor Work Sheet Submittal

General Contractor; complete and forward to each sub contractor

Subcontractor: Complete and return to General Contractor

Instructions for Completion

1. Project Name/Location: Community where work is being performed; Box #1
2. Employer's Tax ID No.: Provide on form; Box #2
3. Reporting period: Calendar week starting with Monday; Box #4
4. Name & Address of Contractor: Full name and mailing address
5. IHA contract No.: supplied by IHA

6. Trade/Position: enter trade/position (non-construction) for which report is prepared i.e. secretary, social workers, plumber laborer etc.; additional pages may be used and numbered consecutively; Box #5
7. If contractor or subcontractor is union: follow named boxes
8. If contractor or subcontractor is non-union: use journey worker box
9. If contractor is non-construction/ non-maintenance use usual job title in Box #5
10. Complete boxes in accordance with classifications 6a through 10
11. Total and compute percentages; form will automatically compute percentages
12. Company Officials Signature & Title: Print name, title and sign Box # 11
13. Insert telephone number of signer; Box #12
14. Date of report completion/signed: Box #13
15. Page __ of __; for use with multiple pages; 1 of 1 for single pages (bottom right of form)

Suggested Frequency of Completion; Weekly submission with certified payrolls, where required As a General Contractor and you have subcontractors , this information/form is also required from each Subcontractor.

END OF INSTRUCTION SHEET 2/3/11