

A large, stylized graphic of a house in shades of purple and blue, with yellow and red accents on the windows and door, serving as a background for the title.

# **INDIANAPOLIS HOUSING AGENCY**

## **SECTION 3 POLICY MANUAL**

***A GUIDE TO THE SECTION 3 POLICIES AND PROCEDURES FOR  
BOTH CONTRACTORS AND SECTION 3 RESIDENTS***

*Indianapolis Housing Agency*  
*“Making A Difference”*

1919 North Meridian Street, Indianapolis IN 46202-1303  
Phone (317) 261-7263 Fax (317) 261-7274  
[www.indyhousing.org](http://www.indyhousing.org)

**Revised 05/07/2007**

# THE SECTION 3 PROGRAM

## *Table of Contents*

<b>I.</b>	<b>SECTION 3 POLICIES &amp; MOST FREQUENTLY ASK QUESTIONS</b>	<b>PAGES</b>
<b>A.</b>	What is the Section 3 Program?	<b>3</b>
<b>B.</b>	How does Section 3 affect the contractor/employer?	<b>4</b>
<b>C.</b>	Any contractor that does not meet the Section 3 Numerical goals will be:	<b>4</b>
<b>D.</b>	How do I find the resident hiring requirements for my contract?	<b>5</b>
<b>E.</b>	How will Section 3 be monitored and enforced?	<b>6</b>
<b>F.</b>	How do I file and process a complaint?	<b>6</b>
<b>G.</b>	Are the residents job ready?	<b>6</b>
<b>H.</b>	What are sample jobs for low and non-skilled workers?	<b>6</b>
<b>I.</b>	What are other resources that can help me pay for On the Job Training Programs for low income, low skilled residents?	<b>7</b>
<b>J.</b>	How do I make IHA aware that I am hiring a resident to fulfill my Section 3 requirements?	<b>7</b>
<b>II.</b>	<b>SECTION 3 PLAN – CONTRACTOR INFORMATION</b>	
<b>A.</b>	<b><i>CONTRACTOR REQUIREMENTS</i></b>	<b>8</b>
	Options to Satisfy the Section 3 Requirement	
<b>1.</b>	Employment of Qualified Residents	<b>8</b>
<b>2.</b>	Unless there is a problem, contractors are to maintain Employment for residents throughout the duration of a project	<b>8</b>
<b>3.</b>	Development of On the Job Training Programs	<b>8</b>
<b>4.</b>	Providing a Structured Training Program	<b>8</b>
<b>5.</b>	The contractor may elect to pay money	<b>9</b>
<b>B.</b>	<b><i>COMPLIANCE WITH SECTION 3</i></b>	<b>9</b>

## II. SECTION 3 PLAN – INFORMATION FOR RESIDENTS

### PAGES

#### **A. RESIDENT AWARENESS AND INVOLVEMENT IN THE SECTION 3 PROGRAM 9**

1. Section 3 Advisory Committee
2. Resident Information System

#### **B. RESIDENT TRAINING OPPORTUNITIES 10**

1. Job Readiness
2. Skills Assessment
3. Training Programs
4. Apprenticeship Programs

#### **C. RESIDENT EMPLOYMENT OPPORTUNITIES 11**

1. Database of Residents (job ready)
2. IHA Consideration of Qualified Residents for Employment
3. Employment Problems
4. Resident Owned Businesses
5. Alternative Procurement Program for Resident Owned Businesses
6. Business Partnerships

#### ***Attachments:* 14**

Section 3 HUD Act of 1968 Forms  
Section 3 Contractor Intent to Employ Option Form  
Section 3 Contractor Placement Report  
Section 3 Employer Based Training for Individual Residents  
Section 3 Training Option for Group of Residents  
Section 3 Option to Contribute Money to Training Fund Form

## I. SECTION 3 POLICY

### A. WHAT IS THE SECTION 3 PROGRAM?

The United States Congress mandates the Section 3 Policy. Section 3 of the Housing Act of 1968, as amended (12 U.S.C. 1701 u) (Section 3) requires the Indianapolis Housing Agency (IHA) to provide employment, training and contracting opportunities to low income and low skilled persons, particularly to individuals who are recipients of government housing. The purpose of the Section 3 policy is to ensure that Contractors receiving Housing contracts will provide employment opportunities and other employment related services to the residents/participants of the particular Public Housing Agency.

### B. HOW DOES SECTION 3 AFFECT THE CONTRACTOR/EMPLOYER?

All contractors submitting bids or proposals to the IHA are required to certify that they can and will comply with Section 3. Jobs must be made available for **skilled and low/non skilled persons**. An on the job training program is highly recommended for low and non- skilled persons. The Section 3 Contract Clause specifies the requirements for contractors hired for Section 3 covered projects. The Section 3 Clause must be included in all Section 3 covered projects. The text of the Section 3 clause is attached.

If a Contractor is awarded a contract through IHA, it is preferred that the Contractor hires and/or trains resident(s) of IHA or, alternatively, contributes funds to the Resident Training fund. If you are a new small contractor, contributing to the Resident Training Fund may provide a better option than hiring a resident(s) to satisfy the Section 3 requirement. If your company fails to comply with the Section 3 Policy, i.e., fails to hire a resident (s) or contribute to the Resident Training Fund, your Company is subject to funds being delayed, fines being imposed, your Company being barred from receiving future contracts and/or the contract being terminated. Each Contractor that applies for a contract through IHA must complete an Intent to Employ Form with IHA. After the contract is awarded, the Contractor must also sign a Section 3 Agreement.

It is IHA's policy to utilize residents and other Section 3 eligible persons and businesses in contracts that are partially or wholly funded - by the Department of Housing and Urban Development (HUD). Pursuant to this policy, IHA has established employment and training goals that contractors and subcontractors must meet in order to comply with Section 3 requirements

It is the responsibility of contractors, and vendors to implement systems to attain Section 3 compliance.

**C. ANY CONTRACTOR THAT DOES NOT MEET THE SECTION 3 NUMERICAL GOALS WILL BE:**

1. Fined. All fines must be paid before a contractor is awarded another IHA Contract.
2. Ineligible to receive future contracts for non-compliance.
3. Receiving a notice to be in compliance within 30-days, thereafter payment from IHA will stop and the contract may be termed after 60 days.

**D. HOW DO I FIND THE RESIDENT HIRING REQUIREMENTS FOR MY CONTRACT?**

**Resident Hiring Requirements**

The IHA has adopted the following scale for resident hiring that is to be used on all construction contracts, service contracts and professional service contracts that contain a labor component. It is expected that an appropriate number of residents with particular qualifications or a willingness to begin unskilled labor will be able to participate in IHA contracted labor efforts. A prime contractor may satisfy IHA resident hiring requirements through its subcontractors.

<b>TOTAL AMOUNT FOR CONTRACT/ SERVICE CONTRACTS</b>	<b>Percentage of contract to base hiring amount and donation to the training fund</b>
Labor dollars \$25,000 but less than \$100,000	10% of the labor dollars
\$100,000, but less than \$200,000	9% of the labor dollars
At least \$200,000, but less than \$300,000	8% of the labor dollars
At least \$300,000, but less than \$400,000	7% of the labor dollars
At least \$400,000, but less than \$500,000	6% of the labor dollars
At least \$500,000, but less than \$1 million	5% of the labor dollars
At least \$1 million, but less than \$2 million	4% of the labor dollars
At least \$2 million, but less than \$4 million	3% of the labor dollars
At least \$4 million, but less than \$7 million	2% of the labor dollars
\$7 million or more	1 ½% of the labor dollars

IHA has established four (4) ways in which a contractor may fulfill the Section 3 requirement. They are as follows:

1. Direct hiring of residents based on the Resident Hiring Scale. Once hired, the residents will be employees of the contractor **not** employees of IHA.

(Contractor will provide job opportunities for both skilled and unskilled workers).

2. Contractor provides on the job training opportunities for both skilled and unskilled workers. Residents will be employees of the Contractor, **not** employees of IHA.
3. Contractor incurs the cost of skills training or makes a contribution to an Education Fund established to provide assistance to residents commensurate with the amounts provided in the Resident Hiring Scale.
4. Contractor provides training or economic opportunities to help residents establish, stabilize or expand resident owned businesses through partnerships, joint ventures or subcontracts with residents.

#### **E. HOW WILL SECTION 3 BE MONITORED AND ENFORCED?**

The IHA requires contractors, and vendors to implement progressive efforts to comply with Section 3. A Section 3 Coordinator will monitor and evaluate contractor compliance with established employment, training and resident hiring goals. See the 2<sup>nd</sup> paragraph under section B for penalties for non-compliance.

#### **F. HOW DO I FILE AND PROCESS A COMPLAINT?**

Protests surrounding IHA's Section 3 Program may be submitted in writing to the Section 3 Coordinator. All complaints of noncompliance shall be in writing and include the complainant's name, address and phone number, as well as, a brief description of the alleged violation of regulations. Complaints shall be filed within (30) calendar days after the complainant becomes aware of the alleged violation.

The Section 3 Coordinator will investigate the complaint. All parties involved will have the opportunity to submit testimony and/or evidence as may be available and relevant to the complaint. The Section 3 Coordinator will issue a written determination within thirty (30) days after the filing of the complaint.

Filing a complaint is **not** a way to get around non-compliance of the Section 3 requirements. Contractors will still be held accountable for fulfilling the Section 3 hiring requirements.

The complainant may appeal the decision of the Section 3 Coordinator by filing a complaint with the Secretary for Fair Housing and Equal Opportunity, HUD, 451 7<sup>th</sup> Sts., S.W., Room 5100 Washington, D.C. 2041 The complaint must be received no later than 180 days from filing the complaint with the Section 3 Coordinator.

#### **G. ARE THE RESIDENTS JOB READY?**

In many cases residents will be ready to work and have all of the necessary skills to perform the job. IHA keeps an updated pool of residents who are ready to work. A contractor can be proactive and place an order in advance for a potential employee should the contractor obtain a contract with IHA. To place a job order, the Contractor should complete the Intent to Employ

Form and send the form back with the initial proposal. This will give the Section 3 Coordinator time to interview and prepare a specific pool of ready to work applicants for the Contractor to interview. If the residents require additional training, the Section 3 Coordinator will have time to provide adequate training to the pool of potential employees.

#### **H. WHAT ARE SOME SAMPLE JOBS FOR LOW AND NON-SKILLED WORKERS?**

In some cases Contractors may need to create ways to train and employ low and non-skilled workers. Some sample entry level jobs for low skilled residents may include but are not limited to: receptionists, clerical support, all construction helpers, construction clean up crews, assistants, file clerks, flag women/men, and resident recruiters or liaisons. These jobs are excellent entry-level positions to introduce residents to the job market. These entry level positions will also expose residents to real work situations so that the Contractor has the opportunity, along with the Section 3 Coordinator, to develop, modify and enhance work maturity skills. After the On the Job Training (OJT) experience, residents will have real work exposure to make decisions about future training and employment opportunities. An IHA objective is for residents to gain skills for self- sufficiency through full time employment.

#### **I. WHAT ARE OTHER RESOURCES THAT CAN HELP ME PAY FOR ON THE JOB TRAINING PROGRAMS FOR LOW INCOME, LOW SKILLED RESIDENTS?**

The Contactor may elect to contact their local Work One Centers to explore opportunities to receive partial funding for training for employees through the On the Job Training (OJT) program. The money from this program should **not** be used instead of the Contractor's Section 3 requirement obligation but in addition to the money that the Contractor will contribute to paying the salary of the resident.

This may be an option for Contractors that have residents that they are definitely interested in training and hiring. When funding is available, the OJT programs through the local Work One Centers, pays up to 50% of the wages of an employee that is trained by the Contractor/Employer. The contract with Work One can be from six weeks to six months in duration. The employer must agree to pay the employee at a minimum of \$8.00 per hour and sign an agreement that they will hire the employee at the end of the contract. For example if the employee is making \$8.00 per hour and the Contractor/ Employer states that it will require six months to train an employee at 160 hours per month, the total cost for a six week period will be \$7,680.00. ( $\$8.00 \times 160 \text{ hours} \times 6 \text{ months} = \$7,680.00$ ). The Contractor/Employer agrees to pay \$3,840.00 of the \$7,680.00. This is half of the training cost. The Work One program pays the other half. However the Contractor/ Employer will not receive the \$3,840.00 until the six-month training period is over and the employee has been hired.

This is an excellent way to provide quality training to residents at half the cost. Due to the popularity of the OJT program, funds are dispersed quickly. If interested, please call one of the centers below. If no money is available at the time you inquire, request that your name be placed on a waiting list so that you can be contacted when additional funds become available. To find out more about OJT training programs and availability of funding, please contact one of the Work One training centers listed below:

- Work One East Center – (317) 684-2211  
2525 North Shadeland Avenue Indianapolis IN 46219
  
- Work One West – (317) 684-2394  
805 Beachway Drive, Suite 100, Indianapolis, IN 46222
  
- John H. Boner Community Center – (317) 221-0264  
1379 E. 10<sup>th</sup> Street Indianapolis, In 46202

**J. HOW DO I MAKE IHA AWARE THAT I AM HIRING A RESIDENT TO FULFILL MY SECTION 3 REQUIREMENTS?**

After your contract is signed with IHA, you will meet with the Section 3 Coordinator and receive Intent to Hire form. The Intent to Hire form will assist the Section 3 Coordinator in helping the Contractor find the right resident for the right job. Listed on your Intent to Hire Form will be the skills needed for the job. The Contractor will be required to complete the Intent to Hire Form for both low skilled and skilled residents. The Section 3 Coordinator will initiate the job match for the Contractor. The Contractor will have a pool of applicants to interview and select. In some cases the Contractor will pre-select the resident that the Contractor intends to hire. Once the Contractor makes the selection, the Contractor will complete and fax the Initial Employee Placement Report to the Section 3 Coordinator. The form should be addressed to the Indianapolis Housing Agency, Section 3 Coordinator.

Patricia Jones  
1935 N. Meridian  
Indianapolis Housing Agency  
Indianapolis, IN 46202  
Telephone: (317) 261-7362  
Fax: (317) 261-7387

A copy of this form is included in the forms section of this manual. This form can be copied if the Contractor intends to hire more than one resident/citizen.

## II. SECTION 3 PLAN- CONTRACTOR'S INFORMATION

### A. CONTRACTOR REQUIREMENTS

Prior to the award of any contract, the contractor shall negotiate with IHA for the number of IHA residents or other Section 3 residents to be employed through the contract. All contractors and subcontractors are required to comply with the IHA Section 3 Policy. The Section 3 provision will be incorporated into the contract and will obligate the contractor to achieve not less than the numerical goals established during negotiations. This includes contractors and subcontractors that do not have labor costs in their budgets. Consultants and other small contractors may elect to satisfy their Section 3 requirement in one of the following ways:

- 1. Employment of qualified residents** in an IHA/development, where the HUD assistance is being utilized. Contractors performing IHA construction contracts and using resident workers under Section 3 are required to pay the current prevailing wage for construction trade jobs as provided under the Davis-Bacon Act. All other contractors are also required to pay the current prevailing wage to residents employed. Contractors are strongly encouraged to hire adults 18 & older. (See resident hiring scale)

IHA encourages Contractors to attend cultural diversity/sensitivity training sessions to increase awareness about cultural diversity and become sensitive to other populations/cultures when needed. The Section 3 Coordinator will provide information about the location and time for such training.

In the event the Contractor encounters a problem with a Section 3 employee, they should document the employee's problem (e.g., resident quits, walks off job, termination, job performance, attendance, tardiness, drug or alcohol use, etc.) and provide the documentation immediately to IHA's Section 3 Coordinator. This information should also be documented on the Employee Progress Form.

- 2. Unless there is a problem, Contractors are to maintain employment for residents throughout the duration of a project.** The IHA Section 3 Coordinator will monitor the Contractor's compliance.
- 3. Development of an On the Job Training** program within a company where residents are paid stipends to learn a specific job. The OJT programs must be structured. The Contractor is required to outline in their Section 3 Plan the tasks that the resident will learn. An OJT form is included in this manual. When the On the Job Training period ends, the Contractor is required to assist in job placement of the residents that has gone through the OJT program with their company. The Contractor is required to submit three job leads to the Section 3 Coordinator to assist the Contractor with job placement of the resident. These job leads can be submitted on the Intent to hire form.
- 4. Providing a structured training program** for residents to train in an industry specific area. Training should include a certificate for each resident after training; hand out materials, and the name of a minimum of five employers that have job openings in that specific industry. A copy of the training program and the list of employers, which should include the employer's name, address, contact number and list of available jobs, are required.

5. **The Contractors may elect to pay money** into the residents training fund to help with training costs of low skilled residents that elect to go back to school in order to satisfy the Section 3 requirement. The amount of the contribution is based on the resident hiring scale.

After IHA and the contractor agree on a method to satisfy the Section 3 requirement, the Section 3 Coordinator and the contractor will develop a Section 3 Plan. The Section 3 Plan will outline the procedures and contain all necessary paperwork that the contractor will follow in implementing the Section 3 hiring or training goal.

## **B. COMPLIANCE WITH SECTION 3**

IHA's Section 3 compliance shall consist of a comprehensive analysis and evaluation of the Contractor's compliance with the requirements and obligations outlined in their contract. Where an IHA Section 3 compliance review reveals that a contractor has not complied with Section 3, IHA shall undertake any and all efforts to help the contractor become compliant. Prior to any money being dispersed, the Section 3 plan must be completed by the contractor and given to the Section 3 Coordinator. All necessary paperwork must be completed including the date when the Section 3 plan will be implemented.

Continued failure or refusal by the contractor to comply with the Section 3 requirement as outlined in the contract may result in payment being withheld from the contractor until the contractor complies with the Section 3 requirement. Debarment, suspension and limited denial of participation pursuant to 24 CFR part 24 where appropriate, may be applied to the contractor.

Contractors that comply with the Section 3 requirements will be presented with a certificate of compliance. This certificate will be required as part of the application package for any future bids.

### **III. SECTION 3 PLAN – INFORMATION FOR RESIDENTS**

#### **A. RESIDENT AWARENESS AND INVOLVEMENT IN THE SECTION 3 PROGRAM**

It is a goal of IHA for residents to be made aware and become involved in the many opportunities provided through the Section 3 Program. To fully address the special needs of its residents, a systems approach has been developed that will link residents with various service providers. These service providers include:

- Quality Housing
- Mental Health
- Health Care
- Child Care
- Social Services
- Employment Safety/Security
- Education/Training
- Transportation
- Personal Development
- Legal Services
- Economic Development
- Environmental
- Safety/Security

An aggressive campaign will be undertaken in order to involve residents in these programs in the following ways:

##### **1. Section 3 Advisory Committee**

A Section 3 Advisory Committee comprised of residents, will be established to give residents a forum in which to identify and develop programs to serve their needs. The Section 3 Advisory Committee will work with the Section 3 Coordinator and designated IHA staff and hold regularly scheduled meetings.

##### **2. Resident Information System**

The Resident Information System will include job leads through the following sources: the Section 3 Coordinator, flyers, job alerts and other mechanisms that help distribute information to residents. Resident councils, resident management corporations or other resident organizations and neighborhood organizations will be linked with the Resident Information System to notify residents of the available training, employment opportunities and special services. The Section 3 Coordinator will hold weekly Information Sessions at the IHA main office to make residents aware of employment opportunities. In addition to the weekly Informational Sessions, workshops will be conducted to assist residents with pre-employment skills, interviewing and other supportive services.

## **B. RESIDENT TRAINING OPPORTUNITIES**

### **1. Job Readiness**

The Section 3 Coordinator will conduct "Job Readiness" workshops for residents. Residents that complete the workshop will receive a Work Readiness Certificate. This certificate will be an asset to the resident once they initiate the job search part of the workshop. Included in the work readiness workshop will be resume preparation, application completion, confidentiality and how to dress for the interview. Mock interviews, retention skills, getting along with the boss and co-workers, work maturity skills, understanding benefits, and much more will be covered in the workshop.

### **2. Skills Assessment**

A skills assessment will be conducted for potential job ready residents so that the Section 3 Coordinator can conduct job readiness assessments of residents. The job readiness assessment will determine whether the resident is referred to a job readiness program or to a skills enhancement program. Even if the resident is job ready they will still receive instructions as it relates to pre-employment and retention skills. After they have received the information, the resident will be referred to a particular job site or company. A resident determined not to be job ready will be referred to the appropriate service provider (i.e. education, training, workshops, mental health, drug abuse/alcoholism) for the necessary assistance.

IHA works with a number of service providers to promote education opportunities to its residents. Residents in need of a General Equivalency Diploma (GED) will be referred to the appropriate program.

Residents having a high school diploma will be afforded opportunities for continuing education. Those institutions of higher education that IHA works with include but are not limited to Indiana University Purdue University (IUPUI), Ivy Technical Institute, Martin University and Butler University. The IHA also works with other continuing education programs to assist residents.

### **3. Training Programs**

The IHA strives to provide its residents with employment and training opportunities to help them gain a measure of economic independence and vitality. The IHA works with a number of organizations that provide job-training opportunities to residents. Residents interested in continued training will be referred to organizations such as the Work One Centers, Opportunity Industrial Center (OIC), the Urban League, Goodwill, Keys to Work, local universities, building trade associations and unions. In addition, IHA may have training dollars collected from Section 3 Contractors to assist residents.

Other training and employment activities include:

- Sponsoring a job informational meeting conducted by IHA and/or a contractor representative. The meetings are held in a housing development or local neighborhood.

- Arranging assistance in the completion of job applications and conducting mock job interviews through workshops conducted by the Section 3 Coordinator.
- Providing job counseling, education and related programs in association with local educational institutions.
- Providing continuing job training efforts as may be necessary to ensure the continued employment of residents that have been hired.

#### **4. Apprenticeship Programs**

The IHA has established a partnership between various entities to provide residents with training in the building and construction trades that will ultimately result in marketable skills. (Program participants develop their skills through the rehabilitation of some of the Indianapolis Housing Agency's units. The Apprenticeship Program is an innovative means of training residents in the construction industry.

### **C. RESIDENT EMPLOYMENT OPPORTUNITIES**

To qualify for employment, residents must meet the following minimum criteria:

- Name is on the lease for the housing development
- Must be at least eighteen years of age
- Must be in good standing with IHA. ( to include rental requirements)
- Must reside within Marion County.
- Not involved in any legal action with IHA.

#### **1. Database of Residents (Job Ready)**

The Section 3 Coordinator will pre-interview residents before they are hired or before their name is forwarded to the contractor or placed on a list of "eligible" employees. A list of potential resident employees and their skills will be compiled and updated to reflect the most current information on residents. Information may be added, modified and/or deleted from a specific file on an as needed basis. The list will be provided to all contractors and subcontractors for job placement.

Residents may be employed on either a permanent or temporary basis to perform work generated by Section 3 assistance. Where there are more qualified Section 3 residents than positions to be filled, residents will be recommended for placement with other non Section 3 employers through the Section 3 Coordinator.

Residents will be required to complete an intake form when requesting to be included in the database. Each resident will receive an employment assessment. In addition, prior to being placed in the database, each resident must either work "one-on-one" or in a workshop setting with the Section 3 Coordinator to enhance their current work maturity and job retention skills.

#### **2. IHA Consideration Qualified Residents for Employment**

IHA's Resident Relations Department, Human Resources Department and all IHA managers making hiring decisions are encouraged to consider qualified residents in all employment and training efforts to the greatest extent feasible. IHA will utilize the list of eligible employees to determine those available for training and employment consideration. Profile information from the database will be made available to IHA managers, contractors and subcontractors upon request. The Section 3 Coordinator will coordinate training, job readiness and other capacity building programs to promote suitable and successful employment of residents.

Potential Resident employees will be required to attend the Pre- Employment workshop conducted by the Section 3 Coordinator. The Pre-Employment workshop is designed to increase job retention and enhance work place skills. The workshop will focus on obtaining a good job, stress management, teamwork, conflict resolution, time management, how to stay motivated to work, negotiations, skill development and problem solving.

### **3. Employment Problems**

It is the goal of IHA to enable residents to be job ready and gain employment. In addition, it is the goal of IHA for the residents to achieve success in their employment. It is recognized that some residents may have difficulties in obtaining and keeping employment. In those instances where a resident is having a problem, they are directed to express concerns to the employer or contractor. The resident will be required to document the problem and any subsequent conversations with their employer. The resident is to provide a copy of the documentation to IHA's Section 3 Coordinator. The Section 3 Coordinator will meet with all parties in an effort to come to a mutually agreeable decision.

In the event that the resident does not satisfactorily perform his or her job due to poor work habits (i.e. tardiness, absenteeism, alcohol/drug use, abusive language, lack of job performance) he/she will be referred to receive training and as needed support services to help her or him with the above issues. The resident's name will be removed from the list of "job ready" and after successful completion of the appropriate program, (e.g., job readiness class, alcohol/drug treatment center, etc.) resident will be reinstated to the "job ready" list.

### **4. Resident Owned Businesses**

IHA strongly encourages and promotes the development of resident owned businesses. IHA's objective is to create one to three (1-3) resident owned businesses per year. In order to achieve this objective, aggressive outreach efforts will be made to determine a resident's capacity and interest in starting their own business.

The IHA has established relationships with the Small Business Administration (SBA), entrepreneurs, minority owned businesses, Community Development Corporations (CDC's) and resident management corporations (RMC's) to provide assistance in educating residents about the Section 3 program and becoming mentors to residents who want to establish their own businesses.

Other efforts IHA will take to foster business development opportunities for residents include:

- Assist residents with business skills such as the preparation of proposals, bid specifications, contracts, and license, insurance and tax requirements.
- Refer residents to adult basic education centers where appropriate.
- Identify businesses that are willing to provide On the Job Training and/or mentor residents in their places of business.
- Enroll residents in labor organizations and other professional trade groups on an ongoing basis.
- Staff with expertise in certain areas will act as mentors to residents who want to start their own businesses.

Contact labor relations staff at the Department of Labor to identify public work sites where residents would be qualified to work.

## **5. Alternate Procurement Program for Resident Owned Businesses**

IHA has developed an Alternative Procurement Program to solicit contracts with eligible and qualified resident owned businesses for public housing services, supplies or construction consistent with the provisions of 24 CFR Part 963. The solicitation would be limited to resident owned businesses. Contracts awarded shall not exceed \$1 million dollars.

In order to be eligible to participate in the Alternate Procurement Program a resident business would be certified to ensure that the following criteria are met:

- The business must be legally formed. The business must verify that it was formed in accordance with State law.
- The business must certify that it is a resident owned business.
- The business shall submit evidence to demonstrate that the business has the ability to perform successfully under the terms and conditions of the proposed contract.
- The business shall submit a certification on the number of contracts awarded and dollar amount of contracts awarded under the alternative procurement process.

The method of procurement provided in 24 CFR Part 85.36(d) will be followed in contracting with resident owned businesses. However, the solicitation will be limited to resident owned businesses.

An award will not be made to a resident owned business if the contract award exceeded the independent cost estimate and/or the price normally paid for comparable supplies, services or construction in the project area. Records shall be maintained by IHA's Section 3 Coordinator to detail the significant history of the procurement.

## **6. Business Partnerships**

IHA is developing a mechanism to link resident owned businesses with other businesses in order to enter into a partnership or joint venture agreement for the provision of services, supplies or construction to IHA projects.

# SECTION 3 CONTRACTOR INTENT TO EMPLOY OPTION FORM

## Section 3 Contractor/Employer Information

*Mail or Fax this form to  
Patricia Jones - Section 3 Coordinator  
1919 North Meridian Indpls. IN 46202  
Telephone: 261-7362 FAX (261-7387)*

### CONTRACTOR/EMPLOYER INFORMATION

\_\_\_\_\_  
*Company Name*

\_\_\_\_\_  
*Address City State Zip*

\_\_\_\_\_  
*Telephone Number Fax Number Internet address*

### JOB INFORMATION

Job title \_\_\_\_\_ Number of openings \_\_\_\_\_

Job Duration: *Full time or Part time* \_\_\_\_\_ 150 days \_\_\_\_\_ over 150 days

Shift: *1, 2, 3, Rotating, Split*

Work Days: *Sun, Mon, Tues, Wed, Thurs, Fri, Sat,*

(Circle all that apply)

Work Hours: Fm \_\_\_\_\_ to \_\_\_\_\_ Age: \_\_\_\_\_ Typing Speed \_\_\_\_\_  
AM/PM AM/PM Hours \_\_\_\_\_ Per \_\_\_\_\_

Driver's License Required? Yes/ No Type? Reg \_\_\_\_\_: Chauff: \_\_\_\_\_: CDL A B C

Endorsements \_\_\_\_\_ Need Help Finding Residents: Yes \_\_\_ No \_\_\_

Job Details (include essential job duties/functions and any machinery operated/tools used) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Yrs. Experience \_\_\_\_\_ Reqr/ Desired

Level of education \_\_\_\_\_ Reqr/Desired

Salary Range: Min \_\_\_\_\_ Max \_\_\_\_\_ Per: Hour/Day/Week/Month/Year

Benefit: (Check all that apply)

_____ 401-K	_____ Life Insurance	_____ Sick/Disability Leave
_____ Bonuses	_____ Major Medical	_____ Uniform Furnished
_____ Clothing	_____ Mileage Reimbursement	_____ Vacation Leave
_____ Dental Ins.	_____ Prescription Coverage	_____ Vehicle Furnished
_____ Education	_____ Retirement Plan	_____ Vision Plan

Pay Benefit Details: \_\_\_\_\_

Form Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

# **SECTION 3 OPTION TO CONTRIBUTE** **MONEY TO TRAINING FUND**

**Contractor Name:**

---

**Contractor Address:** \_\_\_\_\_

**Contractor Telephone:** \_\_\_\_\_

---

---

Amount of Awarded Contract:

\_\_\_\_\_

Amount of Contribution to Training Fund:

\_\_\_\_\_

Date of Submission of Money to Section 3:

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Special Instruction or Other Inform

Please send all training fund money to:  
(Send check or Money Order)

**Indianapolis Housing Agency**

*For: Section 3 Training Fund*

*1919 N. Meridian*

*Indianapolis, IN 46202-1303*

***Attention: Accounting Department***

---

---

---

# SECTION 3 CONTRACTOR PLACEMENT REPORT

## Initial Employee Placement Report

*(Contractor or Section 3 staff completes when Section 3 person is hired)*

*Mail or Fax this form to:  
Patricia Jones - Section 3 Coordinator  
1919 North Meridian Indpls. IN 46202  
Telephone: 261-7362 FAX (261-7387)*

**SECTION 3 EMPLOYER NAME:** \_\_\_\_\_

**EMPLOYER**

**ADDRESS:** \_\_\_\_\_

**EMPLOYEE:** \_\_\_\_\_ **SSN#:** \_\_\_\_\_

**START DATE OF PLACEMENT:** \_\_\_\_\_ **REPORT DATE:** \_\_\_\_\_ **PLACEMENT END DATE:** \_\_\_\_\_

**Sect. 1: CURRENT EMPLOYMENT STATUS: PLEASE CHECK APPROPRIATE BOXES**

<i>Job Title</i>	<i>Hourly Wage</i>	
<i>Place of Employment</i>	<i>Address</i>	<i>Telephone No</i>

**Sect. 2: BENEFIT INFORMATION CHECK ALL THAT APPLY**

401 K <input type="checkbox"/>	Life Insurance <input type="checkbox"/>
Vacation Leave <input type="checkbox"/>	Uniform Furnished <input type="checkbox"/>
Sick /Disability Leave <input type="checkbox"/>	Other <input type="checkbox"/> _____

**CONTACT PERSON OR SUPERVISOR FOR ABOVE EMPLOYEE:**

<b>NAME</b>	<b>ADRESS</b>	<b>TELEPHONE NO</b>
_____	_____	_____

<b>Employer</b>	<b>Representative:</b>	<b>DATE</b>
_____	_____	_____

**COMMENTS:**

---



---



---



---



---

# SECTION 3 CONTRACTOR PLACEMENT REPORT

## Employee Progress Report

*(Contractor completes 30 days after initial placement)*

**SECTION 3 CONTRACTOR:** \_\_\_\_\_

**EMPLOYEE:** \_\_\_\_\_ **SSN#:** \_\_\_\_\_

**START DATE OF TRAINING:** \_\_\_\_\_ **REPORT DATE:** \_\_\_\_\_ **TRAINING END DATE:** \_\_\_\_\_

**Sect. 1: CURRENT EMPLOYMENT STATUS: PLEASE CHECK APPROPRIATE BOXES**

<b>Still Employed</b> <input type="checkbox"/> <i>(Please Complete Sect. 3 &amp; 4)</i>		<b>No Longer Employed</b> <input type="checkbox"/> <i>(Please Complete Sect. 2)</i>	
Fired <input type="checkbox"/>	Laid Off <input type="checkbox"/>	Quit <input type="checkbox"/>	Sick Leave <input type="checkbox"/>

**Sect. 2: IF NO LONGER EMPLOYED, PLEASE CHECK ANY DEFICIENT BEHAVIORS (ONE OR MORE)**

<b>Poor Work Habits</b> <input type="checkbox"/>	<b>Attitude Problems</b> <input type="checkbox"/>
<b>Attendance</b> <input type="checkbox"/>	<b>Appearance</b> <input type="checkbox"/>
<b>Performance</b> <input type="checkbox"/>	<b>Other</b> <input type="checkbox"/> _____

**Sect. 3: IF STILL EMPLOYED, PLEASE RATE THE EMPLOYEE ON THE FACTORS LISTED BELOW**

(1=POOR >> 5=EXCELLENT) A RATING OF 2 OR LESS REQUIRES PERFORMANCE IMPROVEMENT PLAN

	1. POOR		3. AVERAGE		5. EXCELLENT
Work Habits	1.	2.	3.	4.	5.
Attitude	1.	2.	3.	4.	5.
Attendance	1.	2.	3.	4.	5.
Performance	1.	2.	3.	4.	5.
Appearance	1.	2.	3.	4.	5.

**Sect. 4: PERFORMANCE IMPROVEMENT PLAN (FOR FACTORS RATED POOR OR BELOW AVERAGE)**

**FACTOR/ISSUE:**

**STEPS NEEDED TO IMPROVE:**

**TIMETABLE FOR CORRECTION:**

\_\_\_\_\_  
EMPLOYER TRAINEE INDIANA FAIR CHANCE REP

\_\_\_\_\_  
DATE

# Section 3 Employer-Based Training for Individual Residents

## Job Specific

**Mail or Fax this form to:**

*Patricia Jones - Section 3 Coordinator  
1919 North Meridian Indpls. IN 46202  
Telephone: 261-7362 FAX (261-7387)*

Client Name \_\_\_\_\_ Address \_\_\_\_\_

Position Analyzed \_\_\_\_\_ Employer \_\_\_\_\_ Tel \_\_\_\_\_

**CLIENT'S TRANSFERABLE EXPERIENCE / EDUCATION SPECIFICALLY TRANSFERABLE TO THE ANALYZED SKILLS OF THIS OJT**

TRANSFERABLE EXPERIENCE / EDUCATION CODE	LEVEL OF TRANSFERABLE EXPERIENCE / EDUCATION	APPROXIMATE TRAINING HRS. NEEDED
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Extensive</b> experience doing the particular task/skill	<b>None</b> Needed
<input type="checkbox"/> <input type="checkbox"/>	Some <b>significant</b> transferable experience or formal education with the particular skill	<b>Up to 1/3</b> of Max. Hrs.
<input type="checkbox"/>	<b>Some</b> exposure to comparable experience or formal education with the particular skill	<b>Up to 2/3</b> of Max. Hrs.
<b>0</b>	<b>Little/No</b> exposure or experience with particular skill	<b>Up to 100%</b> of Max. Hrs.

TASK / SKILL DESCRIPTION	TRAINING MAXIMUM HRS.	TRANSFERABLE EXPERIENCE / EDUCATION CODE	TRAINING HRS. NEEDED	TRAINING HRS. TO BE PROVIDED FOR THIS CONTRACT
1.				
2.				
3.				
4.				
5.				
6.				
<b>TOTALS</b>				

# SECTION 3 TRAINING OPTION FOR GROUP OF RESIDENTS

## Section 3 Employer-Based Training

*Mail or Fax this form to:  
 Patricia Jones - Section 3 Coordinator  
 1919 North Meridian Indpls. IN 46202  
 Telephone: 261-7362 FAX (261-7387)*

Employer \_\_\_\_\_

Address \_\_\_\_\_ Tel \_\_\_\_\_

Training Topic \_\_\_\_\_

When and Where Training Will Take Place

\_\_\_\_\_

**Job Leads for Residents (2 Leads)**

*(Provide job leads from your company or other company, company name address and tele,)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Training Methods**

- A. Demonstration/Observation
- B. Hands-On
- C. Practice
- D. Written Instructions/Manuals
- E. Audio/Visual
- F. Verbal Instructions

DESCRIBE TRAINING	TRAINING MAXIMUM HRS.	TRAINING METHOD
<b>TOTAL</b>		