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Part I: Policy, Purpose, Requirements, Definitions

A. Introduction and Summary

The Housing Authority of New Orleans (HANO) has established a policy whereby any contractor that transacts business with HANO must meet the requirements of HANO’s Section 3 and DBE/WBE policy as outlined in this document. This policy applies to all contracts valued at $100,000 or greater. Contractors will: 1) offer Section 3 employment, training and employment skill building programs for eligible Section 3 residents and 2) provide Section 3 Business Concerns, Disadvantaged Business Enterprises (DBEs) as well as Woman Business Enterprises (WBEs) with the maximum opportunity to participate in the performance of contracts awarded by HANO. HANO will make a good faith effort to recruit as many Section 3 eligible residents and businesses as possible for employment and instructional positions and contract opportunities, in an effort to provide economic opportunities for area residents and area business concerns.

This document serves to fulfill two (2) main objectives: 1) it outlines the Section 3 & Section 3 Business Concerns/DBE/WBE policy and program compliance measures of HANO, and 2) it contains program definitions, requirements, required forms, information on program assistance provided by HANO, and other information related to HANO’s Employment, Training and Contracting Policy. This document replaces all previous policies and is in immediate effect as of the HANO Board approval date.

Summary of Requirements

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Section 3 Hiring</th>
<th>Section 3 Training &amp; Internship</th>
<th>DBE Contracting</th>
<th>WBE Contracting</th>
<th>Section 3 Contracting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30% of new hires</td>
<td>Paid Training and Internship Spots as listed in Chart on Page 17</td>
<td>20% of the value of the contract</td>
<td>5% of the value of the contract</td>
<td>10% of the value of construction contracts 3% of the value of non-construction contracts</td>
</tr>
</tbody>
</table>

These requirements apply to all prime and subcontractors where the value of the contract with HANO is $100,000 or greater.
B. Definitions

**Local Hire:** Employee Residing within Orleans Parish.

**Low-Income Person:** A family (including single persons) whose income does not exceed 80% of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

**Very Low-Income Person:** A family (including single persons) whose income does not exceed 50% of the median family income for the area, as determined by HUD, with adjustments for smaller and larger families.

**New Hires:** Full-time employees not previously employed on this contract for permanent, temporary or seasonal employment opportunities.

**Section 3 Resident:** A public housing resident, (HCVP) Housing Choice Voucher Program Participant or an individual who is considered to be a low to very low income Orleans Parish Resident.

**Core Employees:** Persons listed and verified as employed with company before the contract execution date.

**Contractor:** Any entity which contracts for the performance of work generated by the expenditure of Section 3 covered assistance, or performing work in connection with a Section 3 covered project.

**Woman Business Enterprise (WBE):** A business enterprise that is 51% or more owned, controlled, and actively operated by one or more women.

**Disadvantaged Business Enterprise (DBE):** A business enterprise that is 51% or more owned, controlled, and actively operated by one or more persons who are classified as part of a socially and economically disadvantaged group. Such socially disadvantaged persons include African-Americans, Hispanic Americans, Native Americans, Eskimos, Aleuts, Hasidic Jewish Americans, Asian Pacific Americans and Asian Indian Americans.

**Housing Authority (HA):** Public Housing Agency

**Housing Development:** Housing owned, developed, or operated by public housing agencies in accordance with HUD’s public housing program regulations codified in 24 CFR Chapter IX.

**Employment Opportunities Generated by Section 3 Covered Assistance:** All employment opportunities generated by the expenditure of Section 3 covered public assistance (i.e., operating assistance, development assistance and modernization assistance, (as described in 24 CFR Section 135.3 (a) (1))). With respect to Section 3 covered housing and community development assistance, this term means all employment opportunities arising in connection with Section 3 covered projects (as described in Section 135.3 (a) (2)), including management
and administrative jobs. Management and administrative jobs include architectural, engineering or related professional services required to prepare plans, drawings, specifications, or work write-ups; and jobs directly related to administrative support of these activities, e.g., construction manager, relocation specialist, payroll clerk, etc.

**HUD Youthbuild Programs:** Programs that receive assistance under subtitle D of Title IV of the National Affordable Housing Act, as amended by the Housing and Community Development Act of 1992 (42 U.S.C. 12899), and provide disadvantaged youth with opportunities for employment, education, leadership development, and training in the construction or rehabilitation of housing for homeless individuals and members of low- and very low-income families.

**Recipient:** Any entity which receives Section 3 covered assistance, directly from HUD or from another recipient and includes, but is not limited to, any State unit of local government, PHA, or other public body, public or private nonprofit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association. Recipient also includes any successor, assignee or transferee of any such entity, but does not include any ultimate beneficiary under the HUD program to which Section 3 applies and does not include contractors.

**Section 3:** Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

**Section 3 Business Concern:**

(1) Business concerns that are 51% or more owned by residents of the housing development or developments for which the section 3 covered assistance is expended; or

(2) Business concerns whose full-time, permanent workforce includes 30% of public housing residents or low or very low income local residents as employees; or

(3) HUD Youthbuild programs being carried out in the area in which the section 3 covered assistance is expended; or

(4) Business concerns that subcontract in excess of 25% of the total amount of subcontracts to business concerns identified in paragraphs (1) and (2) of this section.

**Section 3 Covered Contracts:** A contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of Section 3 covered assistance, or for work arising in connection with a Section 3 covered project. Section 3 covered contracts do not include contracts awarded under HUD’s procurement program, which are governed by the Federal Acquisition Regulation (FAR). Section 3 covered contracts also do not include contracts for the purchase of supplies and materials only. However, whenever a contract for materials includes the installation of the materials, the contract constitutes a Section 3 covered contract.
**Section 3 Covered Project:** The construction, reconstruction, conversion or rehabilitation of housing (including reduction and abatement of lead-based paint hazards), other public construction which includes buildings or improvements (regardless of ownership) assisted with housing or community development assistance.

**Subcontractor:** Any entity (other than a person who is an employee of the contractor) which has a contract with a contractor to undertake a portion of the contractor’s obligation for the performance of work generated by the expenditure of Section 3 covered assistance, or arising in connection with a Section 3 covered project.

**C. HANO Section 3 & DBE/WBE Policy Statements**

i. **Section 3 Policy Statement**

Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701, et seq.) (the “Act”) requires the Housing Authority of New Orleans to ensure that employment and other economic and business opportunities generated by financial assistance from the Department of Housing and Urban Development (“HUD”), are directed to public housing residents and other low income persons, particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low and very low income persons.

With the Housing Authority of New Orleans’ (HANO) Board Resolution Number **2012-05**, HANO hereby reaffirms its commitment of ensuring that all contractors and any tier subcontractors that are awarded a contract of $100,000 or greater by HANO for work generated through the expenditure of HUD funding shall take all necessary and reasonable steps to provide meaningful, full-time, permanent employment and training to Section 3 residents. It is further reaffirmed that all vendor/contractors and any tier subcontractors that are awarded a contract of $100,000 or greater for work generated through the expenditure of HUD funding shall take all necessary and reasonable steps to provide contracting opportunities to Section 3 business concerns.

To comply with the Act and Board Resolution Number **2012-05**, the requirements of this policy is to obtain a reasonable level of success in the recruitment, employment, and utilization of HANO residents and other eligible persons and/or businesses by contractors working on contracts partially or wholly funded with HUD monies. HANO shall examine and consider a contractor’s potential for success in providing employment and business opportunities to those covered under Section 3 prior to acting on any proposed contract award.

In response to any Request for Proposals (RFP), Request for Qualifications (RFQ) or Invitation for Bids (IFB), HANO will require submission of the Section 3 Opportunities Plan, roster of Core Employees, and certification that the respondent will comply with the requirements of Section 3 and this policy.
HANO, in accordance with applicable laws and regulations, has established employment and training requirements that contractors and subcontractors are expected to meet in order to comply with Section 3 requirements. \textit{HANO’s Section 3 requirement is thirty percent (30\%) of any new hires for the term of the contract shall be Section 3 eligible workers, and 10\% (construction) or 3\% (non-construction) of the value of the contract shall be awarded to Section 3 eligible Businesses.} It is the contractor’s responsibility to implement progressive efforts to attain Section 3 compliance. Failure to attain Section 3 compliance in accordance with their contract will subject them to penalties including, but not limited to, the withholding of payments.

\section*{ii. DBE/WBE Policy Statement}
Consistent with Presidential Executive Orders 11625, 12138, and 12432, and as promulgated in 24 CFR Part 85 and in the Housing Authority of New Orleans’ (HANO) Board Resolution Number 2012-05, HANO hereby modifies the numerical requirements relative to contracting with Disadvantaged Business Enterprises (DBEs) and Woman Business Enterprises (WBEs) and reaffirms its commitment of ensuring that all contractors and any tier subcontractors that are awarded a contract of $100,000 or greater for work generated through the expenditure of HUD funding shall take all necessary and reasonable steps to provide Disadvantaged Business Enterprises (DBEs) and Woman Business Enterprises (WBEs) with the maximum opportunity to participate in the performance of contracts awarded by HANO.

\textit{HANO’s DBE requirement is 20\% of the value of the contract will be awarded to DBEs and 5\% of the value of the contract will be awarded to WBEs.}

To comply with this requirement and Board Resolution Number 2012-05, the requirements of this policy is to obtain a reasonable level of success in the utilization of eligible businesses by contractors working on contracts partially or wholly funded with HUD monies. HANO shall examine and consider a contractor’s potential for success in meeting these requirements prior to acting on any proposed contract award.

In response to any Request for Proposals (RFP), Request for Qualifications (RFQ) or Invitation for Bids (IFB), HANO will require submission of evidence and certification that the bidder will comply with the requirements of this policy.

\section*{D. Section 3 New Hire & Contracting Requirements}

\textbf{Section 3 Numerical Requirements and Order of Preference:}
In accordance with Section 3, HANO requires that all contractors and any tier subcontractors shall provide training and employment opportunities to Section 3 residents to meet or exceed a numerical requirement of 30\% of all new hires.

HANO has established employment and training requirements that contractors and subcontractors are expected to meet in order to comply with Section 3 requirements. It is the contractor’s responsibility to implement progressive efforts to attain Section 3 compliance.
Section 3 Hiring Preference
Contractors shall adhere to the following order of priority for employment purposes:

Priority 1: A low or very low-income resident of HANO housing site where the work is being done
Priority 2: A low or very low-income resident of any HANO housing developments
Priority 3: A participant in HUD Youthbuild program in Orleans Parish
Priority 4: HANO Housing Choice Voucher Participant
Priority 5: a) A Very low-income resident of Orleans Parish
   b) A Low-Income resident of Orleans Parish

Contracting Requirements
In accordance with Section 3, HANO requires that all contractors and any tier subcontractors shall direct 10% of the contract value to Section 3 business concerns for construction contracts and 3% for non-construction contracts in the following order of priority:

Priority 1: Business concerns that are 51% or more owned by residents of the HANO housing development or developments for which the Section 3 covered assistance is expended, or whose full-time, permanent workforce includes 30% of these persons as employees; or

Priority 2: Business concerns that are 51% or more owned by residents of other HANO housing developments that is expending the Section 3 covered assistance, or whose full-time, permanent workforce includes 30% of these persons as employees; or

Priority 3: HUD Youthbuild programs in Orleans Parish; or

Priority 4: Business concerns that are 51% or more owned by low or very-low income Section 3 residents, or whose permanent, full-time workforce includes no less than 30% Section 3 residents, or that subcontract in excess of 25% of the total amount of subcontracts to business concerns identified in paragraphs (1) and (2) of this section.

Section 3 businesses seeking a contract or subcontract shall be responsible for submitting evidence, if requested, to demonstrate to the satisfaction of the contracting party that the business concern is responsible and has the ability to perform successfully under the terms and conditions of the proposed contract.

Contractors must incorporate and enforce the provisions of the Section 3 policy and numerical requirements in any and all tier subcontracts. Requirements relative to employment and contracting with Section 3 residents and business concerns shall not apply to contracts less than $100,000 and shall not apply to contracts for the purchase of supplies and materials unless the contract for materials includes installation.

In some instances, the requirements relative to contracting with Section 3 business concerns and DBEs/WBEs may overlap; however, participation can only count toward one requirement. For example, if a subcontract is let to a Section 3 business concern that also qualifies as a DBE, then the contractor may count the subcontract either towards its Section 3 contracting requirements or towards its DBE contracting requirements; the contractor shall not be allowed to count the participation towards both requirements.
E. DBE/WBE Contract Requirements

**Numerical Requirements**
HANO requires that all contractors and any tier subcontractors shall direct their subcontracting opportunities to DBEs/WBEs as follows:

- Disadvantaged Business Enterprises - 20% of the total value of contract
- Woman Business Enterprises - 5% of the total value of contract

DBE and WBE businesses seeking a contract or subcontract shall be responsible for submitting evidence, if requested, to demonstrate to the satisfaction of the contracting party that the business concern is responsible and has the ability to perform successfully under the terms and conditions of the proposed contract.

Contractors must incorporate and enforce the provisions of this policy and numerical requirements in any and all tier subcontracts.

In some instances, the requirements relative to contracting with Section 3 business concerns and DBEs/WBEs may overlap; however, a individual companies participation can only count toward one requirement on a contract. For example, if a subcontract is let to a WBE concern that also qualifies as a DBE, then the contractor may count the subcontract either towards its WBE contracting requirements or towards its DBE contracting requirements; the contractor shall not be allowed to count the participation towards both requirements.

Requirements relative to contracting with DBEs/WBEs shall not apply to contracts less than $100,000 and shall not apply to contracts where the contractor is not subcontracting for any work, materials, supplies, services, etc, or when the sole source or specified items are not available from DBEs/WBEs.

100% of the participation of DBE/WBE suppliers shall count towards the requirements as long as the supplier maintains an inventory and/or significantly alters the product for distribution. In cases where the DBE/WBE supplier does not maintain an inventory and/or does not significantly alter products for distribution, only 25% of the DBE/WBE supplier’s participation shall count toward the requirements.
Part II- Procurement & Contractor Requirements and Procedures

A. Section 3 Contracting Requirements & Procedures

The procedures outlined herein shall apply to all contractors seeking contracting opportunities with the Housing Authority of New Orleans.

As part of the response to an IFB, RFP, RFQ, or other solicitation, respondents (prime) are required to submit a Section 3 Employment and Training Action Plan (SETAP) to identify overall projected employment by type and phase, Section 3 hiring, training and contracting requirements, objectives, and actions that will be implemented to ensure compliance with the requirements of Section 3. (See Section III for Section 3 Employment & Training Action Plan format).

The HANO Section 3 Coordinator will be responsible for coordinating with the Department of Procurement and Contracts to review the Section 3 Employment and Training Action Plan prior to the award of the contract. Upon selection, HANO will work with the selected firm to finalize the Section 3 Plan, including identification of HANO assistance to be provided (if any), timelines for action, and review of reporting and compliance requirements. The Section 3 Employment and Training plan is separate and apart from the Disadvantaged/Women Business Enterprise Plan and must be completed in addition to the DBE/WBE Plan.

I. Prior to Bid/Pre Certification Process: HANO Resident-Owned Businesses can Visit www.hano.org, to complete and submit a Section 3 Business Concerns Application.

II. Bid/Proposal Phase: Contractors submitting bids and/or proposals to HANO shall be required to complete and submit the following forms (Appendix):
- Section 3 Employment Action Plan
- Section 3 Training Action Plan
- Section 3 Contracting Action Plan
- Section 3 Employment and Training Schedule
- List of Core Employees (including date of hire for each core employee and address)
- Contracting Schedule
- Letter of Intent
- Statement of Understanding

III. Pre-Award Phase: Subsequent to the submission of bids/proposals, but prior to contract award, contractors may be requested to provide additional information regarding the submissions required in the Bid/Proposal Phase. Such requests may be made in instances where the contractor does not show sufficient detail in their required Action Plans, where the contractor’s required Schedules do not reflect achievement of the minimum stated requirements, where the contractor has not identified the name of the Section 3 subcontractor(s) in the required Schedules and does not have signed Letters of Intent, or where it is deemed necessary by HANO’s Section 3 Coordinator.
IV. Contract Performance Phase:

Section 3 Contract Performance Monitoring
HANO shall monitor and evaluate the contractor’s Section 3 compliance towards achieving the numerical requirements relative to Section 3 employment, training, and contracting throughout the contract period. The contractor shall be responsible for providing the following reports to HANO, which shall be submitted no later than 4:30 p.m., on the first business day of each month throughout the contract period (Appendix):

- Core Employee List Subcontractors / New Contracts
- Section 3 Employment and Training Compliance Reports
- Section 3 Manhour Report
- Contracting Compliance Report
- Section 3 Income Verification Form
- Employer Paid Training Report

Upon HANO’s request, the contractor and all tier level sub-contractors are required to provide supporting documentation and proof of previous employment of any and all core employees prior to working on a HANO project.

The contractor shall also ensure that for each Section 3 resident hired, a Section 3 Verification Form is completed. The Section 3 Income Verification Form shall be completed by the resident, and submitted to the contractor. This documentation should be included with the monthly reports submitted to HANO.

The contractor shall be responsible for monitoring the compliance of any tier subcontractors. In doing so, the contractor shall require monthly reports, in the formats provided, from its lower tier subcontractors.

Determination of Compliance
Contractors and their subcontractors are required to demonstrate compliance with the Section 3 employment and contracting requirements by meeting the numerical requirements set forth above. Contractors who do not meet the contracting numerical requirements must thoroughly document its inability to comply. In addition, HANO requires contractors that fail to meet the contracting requirements set forth in this policy use the alternative measures listed on page 16 to comply. Contractor’s efforts shall be directed towards identifying methods to achieve success under this program through the following requirements:

Hiring:

- Target recruitment of Section 3 residents for training and employment by taking steps such as:
  - Prominently place a notice of commitments under Section 3 at the project site or other places where applications for training and employment are taken;
- Contact HANO, HANO resident councils, HANO resident management corporations, and HANO residents;
- Consider contracting with HANO Resident Councils and/or Resident Management Corporations
- Contact HANO for a list of agencies which may be able to provide assistance regarding opportunities for training which can be utilized on this contract;
- Contact local job training centers, employment service agencies, and community organizations;
- Develop on-the-job training opportunities or participate in job training programs;
- Develop or participate in certified Pre-Apprenticeship/Apprenticeship Trainings Programs for construction trades on Construction Contracts and Paid Internship/Summer Employment Opportunities for Non-Construction Contracts.
- Advertise in the local media.

- Keep a list of Section 3 area residents who apply on their own or by referral for available positions.

- Send to labor organizations or representatives of workers with whom the recipient, contractor, or subcontractor has a collective bargaining agreement or other understanding, a notice about contractual commitments under Section 3.

- Select Section 3 area residents, particularly HANO residents, for training and employment positions.

- Provide ongoing monitoring of the program by the contractor and its subcontractors to ensure compliance and to identify problems or difficulties in meeting the requirements, and implement strategies to overcome the problems. Where problems or difficulties in meeting the requirements are encountered, take aggressive efforts to rectify the matter. Such action shall include, but not be limited to, convening a meeting with HANO to advise it of the problems and proposed solutions. HANO will offer its assistance whenever possible.

Where feasible, adjust the initial Section 3 and DBE/WBE Action Plan to increase the use of Section 3 residents in categories where the Plan has been successful to compensate for those categories of lower success.

**B. DBE/WBE Certification**

Businesses wishing to participate in HANO contracts as DBEs/WBEs must be certified by HANO’s Section 3/DBE/WBE Coordinator, in the Department of Client Services. Businesses claiming DBE/WBE status must be certified in order to have their participation counted toward the contracting requirements stated herein. Interested businesses must initiate the certification process by submitting an application for certification to the Housing Authority. Applications for certification may be obtained by visiting HANO’s website at [www.hano.org](http://www.hano.org).
Contracting Procedures:
The procedures outlined herein shall apply to all contractors seeking contracting opportunities with the Housing Authority of New Orleans.

I. Prior to Bid/Pre Certification Process: If qualified, contractors can visit www.hano.org, to complete and submit a Disadvantaged Business Enterprise Program Certification Application.

II. Bid/Proposal Phase: Contractors submitting bids and/or proposals to HANO shall be required to complete and submit the following forms (Appendix):

   A. DBE/WBE Contracting Action Plan
   B. Contracting Schedule
   C. Letter of Intent
   D. Statement of Understanding

III. Pre-Award Phase: Subsequent to the submission of bids/proposals, but prior to contract award, contractors may be requested to provide additional information regarding the submissions required in the Bid/Proposal Phase. Such requests may be made in instances where the contractor does not show sufficient detail in their required Action Plans, where the contractor’s required Schedules do not reflect achievement of the minimum stated requirements, where the contractor has not identified the name of the DBE/WBE subcontractor(s) in the required Schedules and does not have signed Letters of Intent, or where it is deemed necessary by HANO’s Compliance Officer.

IV. Contract Performance Phase: HANO shall monitor and evaluate the contractor’s compliance towards achieving the numerical requirements relative to DBE/WBE contracting throughout the contract period. The contractor shall be responsible for providing the following reports to HANO, which shall be submitted no later than 4:30 p.m., on the tenth business day of each month throughout the contract period:

   • Contracting Compliance Report

The contractor shall be responsible for monitoring the compliance of any tier subcontractors. In doing so, the contractor shall require monthly reports, in the formats provided, from its lower tier subcontractors.

Contracting:

   • Target recruitment of DBEs/WBEs by taking such steps as:
     o Contact DBEs/WBEs in the HANO’s directory;
     o Prominently place a notice of commitment relative to DBE/WBE contracting at the project site and other appropriate places;
     o Contact HANO for a list of certified firms;
     o Contact other organizations which might be helpful in identifying DBEs/WBEs;
o Advertise in the local media.

- Make every effort to use DBEs/WBEs included in HANO’s directory of certified firms. Such efforts may include, but are not limited to:
  o Dividing total work into smaller sub-tasks (i.e. by floor);
  o Using multiple firms for the same type of work (i.e. two drywall subcontractors or several plumbing suppliers);
  o Exercise flexibility in utilizing DBEs/WBEs in other or additional areas than initially proposed if necessary to meet the program objectives.

- Provide ongoing monitoring of the program by the contractor and its subcontractors to ensure compliance and to identify problems or difficulties in meeting the requirements, and implement strategies to overcome the problems. Where problems or difficulties in meeting the requirements are encountered, take aggressive efforts to rectify the matter. Such action shall include, but not be limited to convening a meeting with HANO to advise it of the problems and proposed solutions. HANO will offer its assistance whenever possible.

- Where feasible, adjust the initial DBE/WBE Contracting Action Plan to increase the use of Section 3 business concerns in categories where the Plan has been successful, to compensate for those categories of lower success.

C. Reporting Open Positions

All HANO contractors and subcontractors are required to report all job openings in connection with a contract resulting from any solicitation on crescentcityjobmatch.com, HANO’s website and to the onsite/project Section 3 Coordinator as soon as the job becomes available. This will aid in fulfilling the dual requirements of the shared job database by connecting low-income residents in need of employment with contractors seeking to hire Section 3 employees. Noncompliance with HANO’s requirement may result in sanctions, termination of the contract for default, and debarment or suspension from future HANO contracts.

* For Construction Projects – All new hires must go through the on-site hiring process with the Section 3 Coordinator
Compliance Requirements for Section 3/DBE/WBE Contracting

If a contractor or subcontractor cannot meet the Section 3, DBE, WBE contracting requirements it must thoroughly document its inability to comply. In addition, HANO requires contractors that fail to meet the contracting requirements set forth in this policy use the following alternative measures to comply:

- Contractors must contribute to HANO’s Section 3 Training Fund, which provides training and other economic opportunities for HANO residents:
  - **Trade, Construction and Rehab Contractors** must contribute 2% of the total contract amount.
  - **Non-Construction Contractors** (e.g. A&E, Consulting, Professional Services, Technical) must contribute 1% of the total contract amount.

HANO will primarily use the Section 3 Training Fund to pay for resident self-sufficiency programming through HANO’s partnerships with Local Colleges, State Approved Trade Programs, paid Work Experience /Internship Programs, Youth Summer Employment Programs and various other employment and training programs for residents. The site in which the construction or project is occurring will receive a portion of funds generated from that respective site for programs and equipment related to resident training.

Compliance Requirement for Project Labor Agreements or Community Workforce Agreements

HANO shall require that a Project Labor Agreement or Community Workforce Agreement be entered into between the trade unions and the developer, contractor, and subcontractors for all projects whose collective value under HANO contracts is $25 million or more. The Project Labor Agreement or Community Workforce Agreement shall comply with all requirements of the HANO Section 3 and DBE/WBE Employment, Training, and Contracting Policy dated March 13, 2012. The unions, developers, contractors, and subcontractors shall consult with HANO, resident leaders, and community stakeholders on the terms of the agreement prior to its execution.
Part IV – Training Requirements

**Training Requirements for Construction Contracts**

- HANO requires all construction contracts that are greater than ($100,000.00) one hundred thousand dollars in total construction cost and is anticipated to exceed 6 months of construction; to include a detailed and well defined plan on how they will provide a certified pre-apprenticeship or apprenticeship training programs to at least (1) one Section 3 Resident in its priority order. (1) One additional Section 3 Resident in its priority order will be provided training for every additional ($500,000) five hundred thousand to ($1,000,000.00) one million dollars of the total contract value. The training plan and trainings must be aligned with the scope of work in the contract and approved by HANO. A training program participant can only count for (1) one training slot per total contract amount. Those who do not offer a certified pre-apprenticeship or apprenticeship training program will contribute into the HANO Section 3 Training Fund as prescribed in the chart listed below.

**Training Requirements for Non-Construction Contracts**

- HANO requires that all non-Construction contracts that meet or exceed ($100,000.00) one hundred thousand dollars in total contract value include a detailed and well defined plan to provide paid internship or summer employment opportunities to Section 3 Residents in its priority order. An internship/summer employment program participant can only count for (1) one internship/summer employment slot per total contract amount. Those who do not offer a HANO approved paid internship or summer employment opportunity will contribute into the HANO Section 3 Training Fund as prescribed in the chart listed below.

* A Portion of All Funds Generated at A HANO Housing Site Will Remain At That Site for Resident Training Programs and Equipment

<table>
<thead>
<tr>
<th>Total Contract Amount</th>
<th>Number of Section 3 Training / Internship Slots</th>
<th>Contribution to HANO Training Fund if Training or Internship Slots Are not Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least $100,000, but less than $500,000</td>
<td>1</td>
<td>6% of the Total Contract Value up to $25,000</td>
</tr>
<tr>
<td>At least $500,000, but less than $1,000,000</td>
<td>2</td>
<td>5% of the Total Contract Value up to $40,000</td>
</tr>
<tr>
<td>At least $1,000,000, but less than $2,000,000</td>
<td>3</td>
<td>4% of the Total Contract Value up to $60,000</td>
</tr>
<tr>
<td>At least $2,000,000, but less than $4,000,000</td>
<td>4</td>
<td>3% of the Total Contract Value up to $80,000</td>
</tr>
<tr>
<td>At least $4,000,000, but less than $7,000,000</td>
<td>10</td>
<td>2% of the Total Contract Value up to $105,000</td>
</tr>
<tr>
<td>$7,000,000 or more</td>
<td>1 additional training slot for every additional $500,000.00</td>
<td>1.5% of that Total Contract Value, with no dollar limit</td>
</tr>
</tbody>
</table>

Board Approved March 13, 2012
Housing Authority of New Orleans
Section 3 Individual Verification Form

The following information will be used to verify your individual eligibility under the Section 3 regulations as set forth in 24 CFR Part 135.

A Section 3 resident seeking the preference in training and employment shall certify and submit evidence to demonstrate Section 3 eligibility.

I, ________________________________________, residing at ________________________________ (print name) (address) ____________________________________ have a family size of ______________ and my total annual income for the prior calendar year (20__) was $ _____________ as is evidenced by the attached documentation.

HANO Client Status (Check ONLY One of the Following)

☐ I live in Public Housing at _______________________________ (insert development name)
☐ I am a Housing Choice Voucher recipient
☐ None of the above

Proof of income and residency is a requirement for an individual to become Section 3 certified.

Proof of residency (Check at least one and provide a copy with this form):

☐ Copy of current lease
☐ 2 Utility Bills for the past 2 months (Utility bills must be in the name as shown above)
☐ Notarized statement from an individual with at least one of the above documents in their name attesting that the person seeking Section 3 Certification is living at their residence
☐ One of the acceptable proofs of income listed below
☐ Valid Federal or State ID

Proof of income (Check at least one and provide a copy with this form):

☐ Copy of receipt of public assistance
☐ Copy of Evidence of participation in a public assistance program
☐ Proof of income (Check stub, W-2, Tax forms, 1099, employer letter on letterhead, etc.)
☐ Proof of Unemployed Status

I have voluntarily provided the above information in conjunction with employment on a HANO related project. I attest to the truthfulness of my statements fully understanding that this information is subject to verification by the appropriate federal agencies.

Signature ____________________________________________ Date _____________

Contact Phone: ________________________________

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.

Willful falsification of any of the above statements may subject the contractor or subcontractor to civil or criminal prosecution. See Section 1001 of Title 18 and Section 231 of Title 31 of the U.S. Code.
Consistent with the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u) and with the Housing Authority of New Orleans’ (HANO) Board Resolution Number 2012-05, HANO hereby reaffirms its commitment of ensuring that all contractors and any tier subcontractors that are awarded a contract in excess of $100,000.00 by HANO for work generated through the expenditure of HUD funding shall take all necessary and reasonable steps to provide meaningful, full-time, permanent employment and training to Section 3 residents. It is further reaffirmed that all contractors and any tier subcontractors that are awarded a contract in excess of $100,000.00 by HANO for work generated through the expenditure of HUD funding shall take all necessary and reasonable steps to provide business opportunities to Section 3 business concerns.

Definitions:

Low-Income Person: A family (including single persons) whose income does not exceed 80% of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families.

Very Low-Income Person: A family (including single persons) whose income does not exceed 50% of the median family income for the area, as determined by the Secretary, with adjustments for smaller and larger families.

New Hires: Full-time employees for permanent, temporary or seasonal employment opportunities.

Section 3 Resident:

1) A low or very low income resident of HANO housing site where the work is being done; or
2) A low or very low income resident of any HANO housing site; or
3) A participant in HUD Youthbuild program in Orleans Parish; or
4) A HANO Housing Choice Voucher Participant
5) a) A very low-income resident of Orleans Parish
   b) A low-income resident of Orleans Parish

Statement of Numerical Requirements and Order of Preference: In accordance with Section 3, HANO requires that all contractors and any tier subcontractors shall provide training and employment opportunities to Section 3 residents to meet or exceed a numerical requirement of 30% of all new hires in the following order of priority:

Priority 1: A low or very low income resident of HANO housing site where the work is being done
Priority 2: A low or very low income resident of any HANO housing site
Priority 3: A participant in HUD Youthbuild program in Orleans Parish
Priority 4: A HANO Housing Choice Voucher Participant
Priority 5: a) A very low-income resident of Orleans Parish
   b) A low-income resident of Orleans Parish
Section 3 Individual Verification Form  
(Part C)  
ORLEANS PARISH, LOUISIANA  
SECTION 3 ANNUAL FAMILY INCOME LIMITS 2012

Orleans Parish Median Income: $61,900

<table>
<thead>
<tr>
<th>FY 2012 Income Limit Category</th>
<th>1 Person</th>
<th>2 Person</th>
<th>3 Person</th>
<th>4 Person</th>
<th>5 Person</th>
<th>6 Person</th>
<th>7 Person</th>
<th>8 Person</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Very Low (50%) Income Limits</strong></td>
<td>$21,700</td>
<td>$24,800</td>
<td>$27,900</td>
<td><strong>$30,950</strong></td>
<td>$33,450</td>
<td>$35,950</td>
<td>$38,400</td>
<td>$40,900</td>
</tr>
<tr>
<td><strong>Extremely Low (30%) Income Limits</strong></td>
<td>$13,000</td>
<td>$14,850</td>
<td>$16,700</td>
<td><strong>$18,550</strong></td>
<td>$20,050</td>
<td>$21,550</td>
<td>$23,050</td>
<td>$24,500</td>
</tr>
<tr>
<td><strong>Low (80%) Income Limits</strong></td>
<td>$34,650</td>
<td>$39,600</td>
<td>$44,550</td>
<td><strong>$49,500</strong></td>
<td>$53,500</td>
<td>$57,450</td>
<td>$61,400</td>
<td>$65,350</td>
</tr>
</tbody>
</table>

Definition of Section 3 Resident:

1) A Low or Very Low-Income Resident of HANO housing site where the work is being done; or
2) A Low or Very Low-Income Resident of any HANO housing site; or
3) A participant in a HUD Youthbuild program in Orleans Parish; or
4) A HANO Housing Choice Voucher Participant
5) a) A very low-income resident of Orleans Parish (one whose family income does not exceed the limits outlined above).
   b) A low-income resident of Orleans Parish (one whose family income does not exceed the limits outlined above).

HOUSING AUTHORITY OF NEW ORLEANS

SECTION 3 EMPLOYMENT ACTION PLAN

(Note: FINAL PLAN WILL BE INCORPORATED INTO CONTRACT, IF AWARDED.)

Provide a written Plan describing the process and steps that will be taken to ensure that the requirements relative to the hiring of Section 3 residents will be met. Include in the description what specific actions will be taken to ensure that subcontractors comply with the requirements. The description must outline specific steps to be taken and detail the program or strategy to be employed to achieve the requirements. For construction and related contracts where the General Contractor is unknown at the bid/proposal stage, Respondent must outline a process for meeting the stated requirements and commit to providing a detailed job projection within 30 days of contract execution. Complete attached Employment and Training Schedule outlining job projections by category and anticipated timeline.

NOTE: This plan shall incorporate actions to be taken by the bidder’s/offeror’s proposed subcontractors/suppliers.

Name: ___________________________ Title: ___________________________ Date: ___________________________
SECTION 3 TRAINING ACTION PLAN

(Note: FINAL PLAN WILL BE INCORPORATED INTO CONTRACT, IF AWARDED.)

Provide a written Plan describing the process and steps that will be taken to ensure that the requirements relative to pre-apprenticeship training, apprenticeship training, paid and unpaid internships of Section 3 residents will be met. Include in the description what types of internships, trainings, trades and the specific actions that will be taken to ensure that subcontractors comply with the requirements. The description must outline specific steps to be taken and detail the program or strategy to be employed to achieve the requirements. For construction and related contracts where the General Contractor or subcontractors are unknown at the bid/proposal stage, Respondent must outline a process for meeting the stated requirements and commit to providing a detailed job projection within 30 days of contract execution. Complete attached Employment and Training Schedule outlining job projections by category, internships, pre-apprenticeship trainings, apprenticeship trainings and anticipated timeline.

NOTE: This plan shall incorporate actions to be taken by the bidder’s/offeror’s proposed subcontractors/suppliers.

Name: ___________________________ Title: ___________________________ Date: ___________________________
HOUSING AUTHORITY OF NEW ORLEANS

CONTRACTING ACTION PLAN FOR SECTION 3/DBE/WBE

(FINAL PLAN WILL BE INCORPORATED INTO CONTRACT, IF AWARDED.)

Provide a written Plan describing the process and steps that will be taken to ensure that the requirements relative to contracting with Section 3 businesses, Minority and Women Business Enterprises will be met. Include in the description what specific actions will be taken to ensure that subcontractors comply with the requirements. The description must outline specific steps to be taken and detail the program or strategy to be employed to achieve the requirements. Provide an outline of the specific contracts that will be awarded to Section 3/DBE/WBE businesses, if known. Use additional sheets of paper, if necessary.

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__________________________________________________________________________________...
**HOUSING AUTHORITY OF NEW ORLEANS**

**LIST OF CORE EMPLOYEES**

**CONTRACT EXECUTION DATE:**

List all regular, permanent employees who are currently performing work, or who normally perform work for your company when work is available. Duplicate form if additional space is needed.

<table>
<thead>
<tr>
<th>EMPLOYEE NAME/ADDRESS</th>
<th>DATE OF HIRE</th>
<th>JOB CLASSIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Doe</td>
<td>1515 Mockingbird Lane City, State</td>
<td>10/10/00</td>
</tr>
</tbody>
</table>

Core Employee: Contractor’s regular, permanent employee who normally performs work for the contractor when work is available.

Name: ______________________ Title: ______________________ Date: ________________
Contracting Schedules that do not reflect a level of participation that meets or exceeds the stated requirements may cause the bid to be deemed non-responsive. Section 3, DBE, and WBE firms not certified by HANO shall not be included on this schedule and shall not be counted towards the participation requirements. Duplicate form if additional space is needed.

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION OF WORK TO BE PERFORMED</th>
<th>NAME AND ADDRESS OF COMPANY TO BE USED TO PERFORM THE WORK</th>
<th>TYPE OF WORK TO BE PERFORMED</th>
<th>TOTAL ESTIMATED AMOUNT OF WORK TO BE PERFORMED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>PAINTING</td>
<td>John Doe Resident Owned Painter, Inc. New Orleans, LA</td>
<td>X</td>
<td>$50,000</td>
</tr>
<tr>
<td>2.</td>
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</tbody>
</table>

Summary:

1) Total Amount to be Awarded to Section 3 Business Concern: $_________________________ Percentage of Total Contract Amount ________%
2) Total Amount to be Awarded to DBE: $_________________________ Percentage of Total Contract Amount ________%
3) Total Amount to be Awarded to WBE: $_________________________ Percentage of Total Contract Amount ________%

Name: ___________________________________________ Title: ___________________________________________ Date: ___________________________
HOUSING AUTHORITY OF NEW ORLEANS  
SECTION 3 EMPLOYMENT AND TRAINING SCHEDULE

**IFB NO. __________________________**

Employment and Training Schedules that do not reflect a level of participation that meets or exceeds the stated requirements may cause the bid to be deemed non-responsive. Duplicate form if additional space is needed. The Section 3 requirements set forth in this policy are:

<table>
<thead>
<tr>
<th>Job Category</th>
<th>Total Estimated Positions Needed for Contract</th>
<th>Total Estimated Number of Workforce Manhours Needed for Contract</th>
<th>Total Number of Positions Currently Occupied by Core Employees</th>
<th>Total Estimated Number of Workforce Manhours to be Performed by Current Core Employees</th>
<th>Total Estimated Number of Workforce Manhours to be Performed by Section 3 Residents</th>
<th>List Types of Pre-Apprenticeship and Apprenticeship Trainings That Will Be Provided to Section 3 Employees/HANO Residents</th>
<th>Number of “On The Job Training” Positions Available to Section 3 Residents</th>
<th>List The Name Of The Training Program Provider</th>
<th>What Type of Certification Will Be Provided At The Completion of Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. Clerical</td>
<td>2</td>
<td>80 hours</td>
<td>1</td>
<td>50 hours</td>
<td>30 hours</td>
<td>List Types of Pre-Apprenticeship and Apprenticeship Trainings That Will Be Provided to Section 3 Employees/HANO Residents</td>
<td>1</td>
<td>List The Name Of The Training Program Provider</td>
<td>What Type of Certification Will Be Provided At The Completion of Training</td>
</tr>
</tbody>
</table>

Name: ___________________________________________ Title: ___________________________________________ Date: ___________________________________________
HOUSING AUTHORITY OF NEW ORLEANS

LETTER OF INTENT – Subcontractor Commitment Form

To: ________________________________  IFB# ________________________________

Name of Prime Contractor

The undersigned will enter into a signed agreement with the Prime Contractor listed above. Copies of agreements including, but not limited to joint ventures, subcontracts, supplier agreements or purchase orders referencing the IFB, RFP, RFQ, or Purchase Order Number shall be forwarded to HANO at:

Housing Authority of New Orleans
4100 Touro Street
New Orleans, Louisiana 70122
Attn: Section 3/DBE/WBE Coordinator

Name of Subcontractor _______________________________________________________

Description of Work to Be Performed by Subcontractor ____________________________

Contract Value (inclusive of change orders) $______________________________

Term of Contract (include start and end dates) _________________________________

Subcontractor Status (Section 3, DBE, WBE) ________________________________

By: __________________________________________

Prime Contract Signature

______________________________________________

Printed or Typed Name

Title: _______________________________________

Date: _______________________________________

If a corporate seal is not affixed, this document must be notarized. Provide Letter of Intent on Company Letterhead.

Subscribed and sworn to (Notary Public)
before me this ______ day of ______________________, 20___

My Commission expires: ______________________

Date Executed: ________________________________
HOUSING AUTHORITY OF NEW ORLEANS

STATEMENT OF UNDERSTANDING

IFB NO. __________________________

Under penalties of perjury, as prescribed in 18 U.S.C. 1001, the undersigned certifies that it:

- Has prepared and submitted its bid/proposal to HANO with a full understanding of HANO’s requirements with respect to employment, training, and contracting with Section 3 residents, Section 3 business concerns, Disadvantaged Business Enterprises (DBEs), and Women Business Enterprises (WBEs); and
- Agrees to act in good faith to ensure that the specified requirements relative to employment, training, and contracting are met; and
- The representations contained in the Section 3 Employment and Training Action Plan submitted with the bid/proposal are true and correct as of this date; and
- Proposes to use the services of the Section 3 business concerns, DBEs, and WBEs listed in the Contracting Action Plan; and
- Will not alter the level of employment, training, and contracting with Section 3 residents, Section 3 business concerns, DBEs, and WBEs identified in the Section 3 Employment and Training Schedule and in the Contracting Schedule without prior written notice to HANO; and
- Agrees to provide regular compliance reports to HANO, at the intervals specified by HANO and in the format specified by HANO; and
- Will monitor, ensure, and report subcontractor compliance with respect to HANO’s employment and contracting requirements;
- Will provide HANO with documentation in the format and timeframe requested by HANO, such as subcontractor certifications, employee income verifications, etc. to confirm eligibility of those employees, trainees, subcontractors claiming Section 3, DBE, and/or WBE status.

Bidder’s/Offeror’s Name

By: ______________________________
   Signature

Printed or Typed Name

Title: ______________________________

Date: ______________________________

If a corporate seal is not affixed, this document must be notarized.

Subscribed and sworn to (Notary Public)
before me this ________ day of ____________________, 20___

My Commission expires: __________________________

Date Executed: __________________________
# Contractors Section 3 Employment and Training Compliance Report

**Reporting Period:** ________________

To be submitted before 5:00 p.m. on the first business day of the month

Prime Contractor:

Contract No.:

Contract Start Date:

Contract Completion Date: ________________

<table>
<thead>
<tr>
<th>Craft/Trade</th>
<th>Total Number of New Hires</th>
<th>Tier 1 Residents Hired</th>
<th>Tier 2 Residents Hired</th>
<th>Tier 3 Residents Hired</th>
<th>Tier 4 Residents Hired</th>
<th>Tier 5 (a) Residents Hired</th>
<th>Tier 5 (b) Residents Hired</th>
<th>Total Number of Section 3 Residents Hired*</th>
<th>Percentage of Section 3 Total Number of Section 3 Residents in Apprenticeship Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example:</td>
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<tr>
<td>Laborer</td>
<td>6</td>
<td>2</td>
<td>1</td>
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<td>3</td>
<td>0</td>
<td>6</td>
<td>100%</td>
</tr>
</tbody>
</table>

Name: __________________________________________ Title: __________________________________________

Date: __________________________________________

Board Approved March 13, 2012
HOUSING AUTHORITY OF NEW ORLEANS

Employer Paid Training Report

To be submitted before 5:00 p.m. on the first business day of the month

Company Name: ________________________________

Type of Training: ________________________________

<table>
<thead>
<tr>
<th>SECTION 3 RESIDENTS ATTENDED</th>
<th>TRAINING PROVIDER</th>
<th>TRAINING DATES</th>
<th># OF TRAINING HOURS</th>
<th>TOTAL COST OF TRAINING &amp; TRAINING MATERIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td></td>
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Employer Name: ________________________________ Date: __________

Title: ________________________________

** You must attach Training agenda as well as proof that your organization paid for the training such as Receipt, Copy of Check, Purchase Order, etc.**
HOUSING AUTHORITY OF NEW ORLEANS

Section 3 Manhour Report

To be submitted before 5:00 p.m. on the first business day of the month

Contractor: ___________________________ Contract No.: ___________________________

Contract Start Date: _________________ Contract Completion Date: _________________

Report for month of: _________________ 20 __________

Identify all Section 3 residents who have performed work in connection with this project to date. All Section 3 employees must appear on the Certified Payroll Form. List all employees who work on this Project.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address, City/State</th>
<th>Last 4 of Social Security#</th>
<th>Referral Source</th>
<th>Section 3 Category Preference</th>
<th>Number of Manhours Worked This Period</th>
<th>Hire Date</th>
<th>Termination Date</th>
<th>Total Number Man-hours</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

For the period of this report, indicate:

Total Number of Manhours Worked by all Employees: _________________

Total Number of Manhours Worked by Section 3 Employees: _________________

Total Percentage of Manhours Worked by Section 3 Employees: _________________

Name: _____________________________________________________________

Title: _____________________________________________________________

Date: _____________________________________________________________

**Attach Section 3 Resident Certification Forms for each new hire reported.**

Board Approved March 13, 2012
**Contracting Compliance Report**

To be submitted before 5:00 p.m. on the first business day of the month

Contractor: ___________________________ Contract No.: ___________________________

Contract Start Date: ________________ Contract Completion Date: ________________

Original Contract Amount: $______________________________

Current Contract Amount (Including Change Orders): $______________________________

Report for month of: ____________________ 20________

List all Section 3/DBE/WBE Subcontractors and Suppliers utilized on this contract to date. Copies of all subcontract/supplier agreements executed during this reporting period must be submitted with report. Make copies of form if additional space is needed.

<table>
<thead>
<tr>
<th>Name of Subcontractor/Supplier</th>
<th>Indicate HANO Certification (DBE/WBE/Section 3)</th>
<th>Scope of Work Performed</th>
<th>Total Subcontract Amount Including Change Orders</th>
<th>Amount Paid this Period</th>
<th>Amount Paid To Date</th>
<th>Balance Due</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Total Amount Paid to Contractor by HANO:

This Period: $_________________________ To Date: $_________________________

Total Amount Paid by Contractor to Section 3 Business Concerns:

This Period: $_________________________ To Date: $_________________________

Total Amount Paid by Contractor to DBEs:

This Period: $_________________________ To Date: $_________________________

Total Amount Paid by Contractor to WBEs:

This Period: $_________________________ To Date: $_________________________

Name:________________________________

Title:_________________________________

Date:_________________________________
Section 3
Employment and Training Assessment

This Assessment is designed to capture potential Section 3 Certified candidates’ employment interest, work experience and training information. Information will be forwarded to employers based upon the skills required for the open positions. Applicants will be considered for positions without regard to race, color, religion, sex national origin, age or marital status.

Personal Information
Name_____________________________________________Date__________________
Address_________________________________________________________________
City____________________________________State_________ Zip_______________
Home Telephone ______________________Alt. Telephone_______________________
Current Age___________                             Date of Birth_________________________
Do you reside at a HANO affordable housing site? ( ) YES ( ) NO
If Yes, Which Site:________________________Name of Head of Household________________________
Are you a HANO Housing Choice Voucher Participant ( ) YES ( ) NO
If Yes, Name of Head of Household________________________
Do you reside at a federally supported housing unit? ( ) YES ( ) NO
Are you a HUD Youth Build Participant? ( ) YES ( ) NO

Education
Highest Level of Education (Grade Completed) ___________
High School Diploma____________GED________Some College_______
College_______List Degree_________________Year Completed_______________
Name of last School Attend____________________________City_______________State_____
Last Year Attended________________________

Employment
1. Have you ever worked before? Yes______No______
2. Are you currently working? Yes______No______Full Time______Part Time______
3. Current Job Title____________________________Hourly Rate_____________
4. Have you ever completed an occupational skills training? If so, what, when and where.
_____________________________________________________________________

Board Approved March 13, 2012
5. Do you have an occupational skills credential/license? If so, what and expiration date.

_____________________________________________________________________

6. Have you ever participated or completed work readiness training? If so, when.

_____________________________________________________________________

7. Are there any problems or issues that may prevent you from working consistently? If so, explain.

_____________________________________________________________________

8. What type of environment would you like to work in? ____Indoors ____Outdoors

9. What types of machinery/office equipment do you know how to operate?

_____________________________________________________________________

_____________________________________________________________________

Employment History

<table>
<thead>
<tr>
<th>Name of Employer Address/ City/State</th>
<th>Dates of Employment Start/End</th>
<th>Job Title</th>
<th>Beginning Hourly Rate</th>
<th>Ending Hourly Rate</th>
<th>Reason For Leaving</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Transportation

1. Do you have a valid driver’s license? Yes_____ No______ State________________

2. Do you own a car or have access to reliable transportation to get to and from work?
   Yes _______ No_______ If yes, make /model/year of car.
If no vehicle or license, what is your primary means of transportation? __________

References:  DO NOT INCLUDE RELATIVES.

Name_____________________________________________________________
Address___________________________________________________________
City___________________________State_______ Zip Code________________
Telephone _______________________ Position/Relationship______________

Name_____________________________________________________________
Address___________________________________________________________
City___________________________State_______ Zip Code________________
Telephone _______________________ Position/Relationship______________

Name_____________________________________________________________
Address___________________________________________________________
City___________________________State_______ Zip Code________________
Telephone _______________________ Position/Relationship______________

Signature: ___________________________ Date: ______________________

Print Name: ___________________________
# SKILLS ASSESSMENT

I. Place an (X) on the area(s) in which you have skills and list the number of years of experience.

<table>
<thead>
<tr>
<th>Trade</th>
<th># Of Years Experience</th>
<th>Trade</th>
<th># Of Years Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Carpentry</strong></td>
<td></td>
<td><strong>Drywall</strong></td>
<td></td>
</tr>
<tr>
<td>Form Carpentry</td>
<td></td>
<td>Painting</td>
<td></td>
</tr>
<tr>
<td>Cement Forms Finisher</td>
<td></td>
<td>Drywall Hanger</td>
<td></td>
</tr>
<tr>
<td>Rough Frame Carpentry</td>
<td></td>
<td>Drywall Finisher</td>
<td></td>
</tr>
<tr>
<td>Finish Carpentry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finish Interior Carpenter</td>
<td></td>
<td>Flooring</td>
<td></td>
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<tr>
<td>Finish Exterior</td>
<td></td>
<td>Carpet Installation</td>
<td></td>
</tr>
<tr>
<td>Door Installation</td>
<td></td>
<td>Tile Setting</td>
<td></td>
</tr>
<tr>
<td>Window Installation</td>
<td></td>
<td>Wood Flooring Installation</td>
<td></td>
</tr>
<tr>
<td><strong>Machine Operation</strong></td>
<td></td>
<td><strong>Misc. Items</strong></td>
<td></td>
</tr>
<tr>
<td>Forklift</td>
<td></td>
<td>Appliance Installation</td>
<td></td>
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<tr>
<td>Boom/lift</td>
<td></td>
<td>Fencing</td>
<td></td>
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<tr>
<td>Bob Cat</td>
<td></td>
<td>Landscaping</td>
<td></td>
</tr>
<tr>
<td>Back Hoe</td>
<td></td>
<td>Plumbing</td>
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</tr>
<tr>
<td>Excavator</td>
<td></td>
<td>Plumbing Fixture Install</td>
<td></td>
</tr>
<tr>
<td>Sweeper</td>
<td></td>
<td>Janitorial</td>
<td></td>
</tr>
<tr>
<td><strong>Electrical</strong></td>
<td></td>
<td>HVAC</td>
<td></td>
</tr>
<tr>
<td>Electrical (wiring)</td>
<td></td>
<td>General Labor</td>
<td></td>
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<tr>
<td>Electrical (Connection)</td>
<td></td>
<td>Other 1</td>
<td></td>
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<tr>
<td>Electrical (Fixture Install)</td>
<td></td>
<td>Other 2</td>
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<td></td>
<td></td>
<td>Other 3</td>
<td></td>
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<tr>
<td><strong>Concrete / Masonry</strong></td>
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<td>Other 4</td>
<td></td>
</tr>
<tr>
<td>Cement</td>
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<tr>
<td>Steel Setter</td>
<td></td>
<td></td>
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<tr>
<td>Business</td>
<td># Of Years Experience</td>
<td>List any Other Field</td>
<td># Of Years Experience</td>
</tr>
<tr>
<td>Administrative Assistant</td>
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<tr>
<td>Accountant</td>
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<tr>
<td>Architect</td>
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<td>Engineer</td>
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<td>Social Service</td>
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<tr>
<td>File Clerk</td>
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<td>Legal Aid Assistant</td>
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<tr>
<td>Receptionist</td>
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<tr>
<td>Mail Clerks</td>
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<tr>
<td>Clerical Assistant</td>
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<tr>
<td>Customer Service Rep</td>
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<tr>
<td>Project Assistant</td>
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</tbody>
</table>
I. Please place an (X) by the area(s) in which you are interested in training.

<table>
<thead>
<tr>
<th>Carpentry</th>
<th>Electrical</th>
<th>Painting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet Installation</td>
<td>Cement / Masonry</td>
<td>Fencing</td>
</tr>
<tr>
<td>Drywall</td>
<td>Landscaping</td>
<td>Plumbing</td>
</tr>
<tr>
<td>Tile Setting</td>
<td>Wood Flooring installation</td>
<td>Iron Work</td>
</tr>
<tr>
<td>Machine Operation</td>
<td>HVAC</td>
<td>Appliance Installation</td>
</tr>
<tr>
<td>Bricklaying</td>
<td>Janitorial</td>
<td>General labor</td>
</tr>
<tr>
<td>Security</td>
<td>Window Installation</td>
<td>Door Installation</td>
</tr>
<tr>
<td>Fixtures Installation</td>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

II. Comments

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HAZMAT
HAZWOPER
Truck Driving
OSHA
Pipe laying
Green Construction