



## ADDENDUM NUMBER TWO

September 18, 2020

**RFQu #20-912-28**

### **INTERIOR REPAIRS TO UNITS AT THE FISCHER III HOUSING COMMUNITY**

THIS ADDENDUM IS BEING ISSUED TO INCORPORATE THE FOLLOWING IN THE REFERENCED REQUEST FOR QUOTES.

#### **ITEM #1 REQUEST FOR QUOTES**

DELETE: remove "Fischer III" from all instances within the RFQu package.

INSERT: replace "Fischer III" with "Fischer" in all instances within the RFQu package.

#### **ITEM #2 SCOPE OF WORK**

DELETE: remove the "SCOPE OF WORK" in its entirety from the RFQu.

INSERT: add "REVISED SCOPE OF WORK" to the RFQu, as attached.

#### **ITEM #3 SUPPLEMENTAL CONDITIONS, CONTRACT PERIOD**

DELETE: "...within **One Hundred Twenty (120)** calendar days..."

INSERT: "...within **One Hundred Fifty (150)** calendar days..."

#### **ITEM #4 EMPLOYMENT, TRAINING, AND CONTRACTING POLICY**

INSERT: add the "EMPLOYMENT, TRAINING, AND CONTRACTING POLICY" to the RFQu, as attached.

#### **ITEM #5 WRITTEN QUESTIONS RECEIVED**

**Q1: We visited: 1650 Hero, 1646 Hero and 2057 Wagner, the contract documents included: 1650 Hero, 2057 Wagner and 2108 L.B. Landry. Are we to remove 2108 L.B Landry from the bid?**

A1: Refer to ITEM #2 of this Addendum.

**Q2: As far as 1646 Hero - this was not part of contract documents, are we expecting a scope of work for this house?**

A2: Refer to ITEM #2 of this Addendum.

**Q3: The scope of work calls for the contractor to inspect the systems and repair/replace as necessary, how exactly we should quantify these items in order to price correctly, if we find something malfunctioning during construction will this be considered an unforeseen condition and added as a change order?**

A3: Refer to ITEM #2 of this Addendum.

**Quotes must be received by the Housing Authority of New Orleans (HANO) in the Office of Procurement and Contracts by 2:00 p.m., local time on Friday, September 25, 2020. All terms and conditions shall remain as stated in the original Request for Quotes. All addenda must be acknowledged.**

**END OF ADDENDUM NUMBER TWO**

**HOUSING AUTHORITY OF NEW ORLEANS  
PROCUREMENT AND CONTRACTS DEPARTMENT  
INTERIOR REPAIRS TO UNITS AT THE FISCHER HOUSING COMMUNITY  
REQUEST FOR QUOTES #20-912-28**

**REVISED SCOPE OF WORK**

The Housing Authority of New Orleans is seeking a General Contractor for the Interior Repairs at Various Units in the Fischer Housing Communities. The units are 1944 Hendee Street, 2057 Wagner Street, 1646 and 1650 Hero Street.

The Work pursuant to this Contract includes, except as otherwise specified, includes all supervision, labor, fees, taxes, permit costs, equipment, materials, tools, temporary facilities and transportation and other direct or indirect costs and expenses incidental to the performance of the Work. The work required consists of making all necessary repairs to the interior of the unit so that it meets Federal Housing Quality Standards, all current building codes and will be ready for occupancy upon Final Completion of work and accepted by HANO.

The Scope of Work entails removing, replacing installing, and repairing all materials which shall include flooring, walls, ceilings, prep and painting, cabinets, counter tops, electrical, wiring, outlets, switches, plates, lighting, rough and finish plumbing, HVAC systems, sinks, faucets, tub, toilet, bathroom fixtures, kitchen fixtures, appliances, wood trim, doors, windows, storm door and all necessary components that will make a complete and fully functional unit and ensure the work meets current building construction codes and practices. The Contractor is to field verify all dimensions and quantities.

Below is a list of the approximate room sizes. Measurements are estimates only. The Contractor is still responsible to verify size and quantities.

**2057 Wagner Street 3-B/R – Fischer 3**

- Living/Dine Room (13' 6"x 12' sf)
- Kitchen (9' x 7' sf)
- Wash Room Closet (3' x 3' sf)
- Hall Down
- 3- Bathrooms (9' x 7' sf)
- Bedroom 1 (13' x 11' sf)
- Bedroom 2 (11' x 10' sf)
- Bedroom 3 (11' x 15' sf)
- All Closets throughout unit
- Hall up (18' x 3' sf)

**1944 Hendee Street 4-B/R – Fischer 1**

- Living/Dine Room (13' 6"x 12' sf)
- Kitchen (9' x 7' sf)
- Wash Room Closet (6' x 3' sf)
- Hall Down
- 3- Bathrooms (9' x 7' sf)
- Bedroom 1 (13' x 11' sf)
- Bedroom 2 (11' x 10' sf)
- Bedroom 3 (11' x 15' sf)
- Bedroom 4 (13' x 11' sf)
- All Closets throughout unit
- Hall up (18' x 3' sf)

**1650 Hero Street 4-B/R – Fischer 3**

- Living/Dine Room (13' 6"x 12' sf)
- Kitchen (9' x 7' sf)
- Wash Room Closet (6' x 3' sf)
- Hall Down
- Bath Down (9' x 7' sf)
- Bedroom 1 (13' x 11' sf)
- Bedroom 2 (11' x 10' sf)
- Bedroom 3 (11' x 15' sf)
- Bedroom 4 (13' x 11' sf)
- All Closets throughout unit
- Hall up (18' x 3' sf)

**1646 Hero Street 4-B/R – Fischer 3**

- Living/Dine Room (13' 6"x 12' sf)
- Kitchen (9' x 7' sf)
- Wash Room Closet (6' x 3' sf)
- Hall Down
- Bath Down (9' x 7' sf)
- Bedroom 1 (13' x 11' sf)
- Bedroom 2 (11' x 10' sf)
- Bedroom 3 (11' x 15' sf)
- Bedroom 4 (13' x 11' sf)
- All Closets throughout unit
- Hall up (18' x 3' sf)

**NOTE:** General Requirements shall apply to **ALL** units in this contract and key notes shall be specific to each unit. Some items may be duplicated in both sections.

## GENERAL REQUIREMENTS

1. All construction shall comply with all applicable City, State and National Codes and Standards.
  2. The Contractor is responsible for paying for all taxes and licenses as a result of his work.
  3. The Contractor shall verify all dimensions and existing conditions prior to commencing work.
  4. The Contractor shall be responsible for cleaning and removing all dust and debris on a daily basis.
  5. A full time superintendent, experienced in and skilled in this type of construction work, shall be on the job at all times during all work. The superintendent shall represent the Contractor in his absence, and all directions given to him shall be binding as if given directly to the Contractor.
  6. The Contractor is responsible for providing his own trash removal. The Contractor shall consult with the Housing Authority for a location for the Contractor's dumpster.
  7. The Contractor shall protect all existing to remain and all new construction from damage during his work in progress. The Housing Authority must approve all repairs.
  8. The Contractor is responsible for the replacement and/or repair at his own expense for any and all existing construction that is damaged by his work. This new repair or replacement work shall be done to the Owner's satisfaction, or the Owner shall have the right to repair or replace damaged construction at the Contractor's expense.
  9. No hazardous or flammable materials are to be stored at the job site at any time.
  10. The Contractor shall repair all existing surfaces to match existing wherever new work or demolition makes this necessary.
  11. The Contractor shall visit the site and be familiar with all existing conditions.
  12. Davis Bacon Wage Rates are in effect for this project and certified payroll must be submitted weekly.
- NOTE:** As per the Department of Labor (DOL) any employee on the Contractor's payroll must show deductions subtracted from payment. The Contractor cannot use 1099 in lieu of deductions. If the Contractor does not want to show deductions then all employees will be considered sub-contractors and will be required to submit their own certified payrolls.
13. The Contractor shall guarantee all his work and the work of his sub-contractors for one (1) full calendar year from the date of final acceptance, unless otherwise specified in writing.
  14. Construction and work safety for the workers, the public, and building occupants is solely the Contractor's responsibility. Contractor shall take extra care to prevent damage to any vehicle parked around or near the building or any other property. The Contractor will be responsible for all damages incurred.
  15. Building permits and filing of any work are part of this contract and will be the responsibility of the Contractor. Any costs associated with any permits, filing fees, inspections, licensing, etc. will be the responsibility of the Contractor.

16. Contractor is required to file the contract with the New Orleans Clerk of Court and provide documentation of contract recordation prior to the submission of the first Pay Application. Once the project is complete the Contractor will be require to get a Clear Lien and Privilege Certificate form the same department.
17. The Contractor shall thoroughly clean the entire unit of **ALL** furniture, trash, grease, dirt, dust, debris, smoke damage, graffiti, mirrors, wood boards, nails, tacks, screws, stickers, tape, etc. from **ALL** walls, ceilings, trim, etc. Apply an odor and stain blocking primer to **ALL** surfaces to ensure all stains are eliminated. Apply enough coats to ensure proper coverage.
18. The Contractor shall provide building and area security during construction.
19. The Contractor shall ensure all windows are in proper working condition as per the manufacturer recommendations. Replace all damaged or broken glass, locks, balances, and screens. Match existing.
20. The Contractor shall ensure that **all** bathroom ceramic tile & grout are completely cleaned.
21. Product submittals are required for each item stated in the general requirements and specification sections.
22. All Work shall be performed in a neat, workman-like manner.
23. The performance of the Work shall be limited to weekdays and non-holidays only unless specific approval is obtained from Property Management. Work hours shall be: 7:00 AM to 5:00 PM, or as may otherwise be restricted by City ordinance.
24. Workers may park in the drives of the individual houses included in this Scope of Work or on the street immediately in front of the house. Other worker parking shall be in the staging area designated by the Contractor as approved by HANO or as otherwise may be allowed by Property Management in writing. Violators will be subject to having their vehicles towed at their expense.
25. The Contractor shall document the condition of each building/unit prior to the start of any construction activities using photographs and video. Pre-construction documentation must clearly denote existing damage to elements not to be repaired or replaced as part of this Scope of Work. Pre-construction documentation shall be given to HANO prior to starting construction activities.
26. The Contractor shall provide his own building and area security throughout the construction period until Final Acceptance. Contractor will be given a key to each unit by Property Management. Contractor is responsible for maintaining control of this key and shall not give it to anyone other than the Project Superintendent.
27. Smoking inside the buildings is strictly prohibited.
28. The use of alcoholic beverages and/or illegal drugs on HANO property is strictly prohibited.

### Flooring

1. The Contractor shall remove all layers of carpet, vinyl and/or laminated flooring and old glue throughout unit. Contractor shall prep floors as recommended by the manufacturer to accept new flooring. Remove all shoe molding and store for reinstallation. Any shoe molding damaged as a result of removal, termite, rot or water damage shall be replaced with new. If none exists then the Contractor shall install new throughout unit. Match existing in size and style.

2. The Contractor shall furnish and install new Armstrong 6" x 48" Luxe Plank Vinyl Tile or approved equivalent flooring up to the point where you can create an easy transition to all existing areas. Install new transition strip wherever needed. Style, size, and color shall be selected by Owner. All flooring shall be cleaned as per manufacturer's recommendation.
3. Ensure all sub-flooring is glued and nailed tight and sound.
4. The Contractor shall thoroughly clean and repair/replace all ceramic floor and wall tiles and threshold in **ALL** bathrooms. Match existing in size, style and color.

### Drywall

1. The Contractor shall assess **ALL** drywall walls and ceilings for all areas that are easily detectable as a patch and replace. Match existing in size and finish.
2. The Contractor shall replace **ALL** wet, mildewed, damaged and missing drywall on walls and ceilings throughout unit. Use water resistant drywall at all wet walls. Use the fire rated drywall at all ceilings, party and stairwell walls. Tape, float and texture all surfaces to prepare for paint. Ensure that **ALL** walls and ceilings have a smooth and even finish prior to painting. Match existing in size and finish.

### Thermal and Moisture

1. The Contractor shall replace **ALL** wet, damaged or mildewed insulation at all exterior, party, and plumbing walls wherever drywall is missing or has to be replaced. Match existing.
2. The Contractor shall inspect and make all necessary repairs to ensure all windows are in proper working condition. Replace all damaged or broken glass, locks, balances, and screens. Match existing.
3. The Contractor shall replace **ALL** window and door blinds with new 1" vinyl mini blind. Match existing in size, style and color. Note: No paper blinds shall be used.

### Painting

1. The Contractor shall prep, prime and paint all surfaces to include walls, ceilings, wood trim, (standing and running), doors, base, shoe molding, etc. (one (1) prime coat and two (2) finish coats. Walls and Ceilings to receive a semi-gloss and all doors and trim high gloss. (Color to be selected by site staff). Note: Each unit may require several colors.
2. The Contractor will clean, prep and paint the exterior and interior side of **ALL** entry doors and all door wood trim. Match existing type of paint/stain, color and finish.

### Finish Carpentry

1. The Contractor shall remove existing, furnish and install new pre-hung steel entrance doors at front and rear of units with new dead bolt and lockset. Match existing in style, size, and color.
2. The contractor shall remove existing steps that are rough lumber, painted or carpeted and replace **ALL** stair treads and risers with a sanded finished hardwood. The treads will be stained and finished with a three coats of polyurethane. (Color to be selected by site staff). The stair risers and skirt board will be prepped and painted. (Color to be selected by site staff).

3. The Contractor shall sand and refinish handrail to match stair treads. Furnish and install all new handrail brackets. Ensure handrail is adequately supported with brackets. Minimum 4 spaced evenly.
4. The Contractor shall replace all damaged interior doors. Match existing in size style and finish. **Note: The interior door type vary per unit.**
5. The Contractor shall replace all damaged wood trim (standing and running) throughout unit. Baseboards, shoe molding, window trim, stool & apron, door trim, etc. Match existing in size, style and grade. Caulk, prep, prime, to prepare for paint.
6. The Contractor shall replace **ALL** damaged, rotted, flawed etc. crown molding trim throughout each unit. Match existing in size, style, grade and color.
7. The Contractor shall replace the attic stairs and trim. Install new lock and pull cord on each stair in units. Match existing. Ensure the door is working as designed by the manufacturer.
8. The Contractor shall furnish and install **ALL** new wood base and wall cabinets, counter top, sink, faucet, sprayer and necessary plumbing to make a complete installation. Match existing size and layout (color and style to be selected by site staff). Note: If the unit is equipped with a garbage disposal then the Contractor shall replace also.
9. Furnish and install in all bathrooms, all new **wood** cabinet and vanity top & necessary plumbing to include (faucet, water & drain lines, etc.) to make a complete installation. Match existing in size, style and finish. (Color to be selected by HANO staff).

### **Electrical**

1. The Contractor shall inspect the entire electrical system to ensure it's in proper working condition and will meet current code. Replace all necessary parts as needed (outlets, switches, wiring, breakers, panel box, etc.). The Contractor shall replace **ALL** switch and outlet plates. Match existing in style and color.
2. The Contractor shall clean **ALL** electrical panel covers and relabel **ALL** breakers.
3. The Contractor shall remove **All** cable wire that is not properly in-closed in a box.
4. The Contractor shall replace all exterior wall light fixtures and GFCI outlets at front and rear entry doors of units. Submit three medium grade samples to be selected by HANO. Replace all light bulbs in unit with an LED energy efficient bulbs.
5. The Contractor shall replace **ALL** smoke detectors throughout units. All smoke detectors shall be hard wired and synchronized.
6. The Contractor shall replace **All** existing light fixtures to include can lights and trim, heater vent light, ceiling fans, ceiling and wall light fixtures, door bell, etc. with new. Match existing in size and style. Replace all light bulbs in unit with an LED energy efficient bulb. Contractor shall provide 3 medium grade sample fixtures which HANO will select from.

### **Mechanical**

1. The Contractor shall inspect the entire plumbing system to ensure it's in proper working condition and will meet current code. Replace all necessary parts as needed. (Drain lines, vent lines, water lines, cut off valves, etc.) Also as needed rod all drain lines to assure no blockage, trash or debris is in the line.

2. The Contractor shall replace **ALL** Sink and Tub faucets and shower head. Match existing in size, style and color.
3. The Contractor shall replace the complete toilet in **ALL** bathrooms with the American Standard Cadet 3 Flo-Wise Tall Height 2 piece 1.28 GPF High Efficiency Elongated Toilet with Slow Close seat or approved equal. Replace all components (wax ring, bolts, etc.) necessary to make a complete installation. Match existing color.
4. Furnish and install new water heater, stand and all necessary components necessary to have a complete installation and ensure it meets current code.
5. The Contractor shall replace the central HVAC system with a new Carrier 16 seer cooling and heating system or approved equal and all necessary components to make a complete and fully functional system and to convert the existing system to accept the new 410A-refrigerant. All controls, power connections, existing supply and return ductwork and appurtenances shall be retained for re-connection with the new units. Any additional adjustments or components not listed herein which are required to complete the installation is solely Contractor's responsibility. The Contractor shall replace **ALL** thermostats.
6. The Contractor shall replace **ALL** a/c register vents and return air grill throughout units. Match existing in size, style and color.
7. The Contractor shall replace **ALL** dryer vent pipes in wash room closet.

### Specialties

1. The Contractor shall treat entire unit for all types of insects. Roaches, spiders, ants etc.
2. The Contractor shall replace all bathroom accessories. (Towel bars, toilet seats, toilet paper holder, shower rod, mirrors, medicine cabinet, etc.)
3. The Contractor shall replace all shelving and closet rods in closets throughout unit. Match existing in size, style and finish.
4. The Contractor shall replace the door bell system to assure it is in proper working condition. (Chimes, button, wire, transformer, etc.) Match existing
5. The Contractor shall replace **ALL** interior hardware to include door locks, hinges, door stops, ball catches, etc. Match existing in size and style, grade and color. The Contractor shall install new rigid vinyl self-adhesive wall protector wherever possible.
6. The Contractor shall replace all **appliances** to include stove, dishwasher, refrigerator, and vent hood. HANO to provide the size, style and color. The Stoves will be a Frigidaire 30" White Electric Range, The Refrigerator will be a Frigidaire 18 cubic ft. Model#543727 or approved equal.
7. The Contractor shall ensure that **ALL** bathroom fixtures, tubs, ceramic tile & grout are completely cleaned. Replace any damaged or cracked tiles. Repair any minor chips on tubs. Match existing in size, style and color.
8. Furnish and install new stainless steel back splash behind all stoves in each unit.

9. The Contractor shall install a new fire extinguisher in unit. Match existing in size and style.
10. Furnish and Install new threshold, weather strip and door sweep at **All** exterior doors.

## **KEYNOTES**

### **1650 Hero Street – (Fischer 3)**

1. The Contractor shall remove existing, furnish and install new pre-hung steel entrance doors at front and rear of unit. Replace existing with new complete keyed alike knob and deadbolt locksets and ensure they are installed per manufacturer's instruction. Match existing in style, size, and color.
2. The Contractor shall cut out all damaged drywall that was previously patched and replace with new drywall. Tape, float and texture and ensure a smooth transition to existing drywall. Match existing in size and finish.
3. The Contractor shall replace **ALL** damaged interior door frames with new. Match existing in size, style and finish.
4. The Contractor shall replace **ALL** outlets, switches and plates and ensure electrical meets current code. Color shall be Ivory.
5. The Contractor shall remove existing and replace **All** stair treads and risers with a sanded finished hardwood. The treads will be stained and finished with a three coats of polyurethane. (Color to be selected by site staff). The stair risers and skirt board will be prepped and painted. (Color to be selected by site staff).
6. The Contractor shall sand and refinish handrail to match stair treads. Furnish and install all new handrail brackets. Ensure handrail is adequately supported with brackets. Minimum 4.
7. Furnish and install new tub enclosures at **ALL** bathrooms (3) within unit. Match existing in style and finish. (Color to be selected by site staff).
8. Clean, prep and paint **ALL** walls and ceilings inside A/C closet. Replace plywood flooring inside closet also. Match existing.
9. Furnish and install **ALL** new closet shelving at all closets in unit. Match existing in size style and color.

### **1646 Hero Street – (Fischer 3)**

1. The Contractor shall remove existing, furnish and install new pre-hung steel entrance doors at front and rear of unit. Replace existing with new complete keyed alike knob and deadbolt locksets and ensure they are installed per manufacturer's instruction. Match existing in style, size, and color.
2. The Contractor shall cut out all damaged drywall that was previously patched and replace with new drywall. Tape, float and texture and ensure a smooth transition to existing drywall. Match existing in size and finish.

3. The Contractor shall replace **ALL** damaged interior door frames with new. Match existing in size, style and finish.
4. The Contractor shall replace **ALL** outlets, switches and plates and ensure electrical meets current code. Color shall be Ivory.
5. The Contractor shall remove existing and replace **All** stair treads and risers with a sanded finished hardwood. The treads will be stained and finished with a three coats of polyurethane. (Color to be selected by site staff). The stair risers and skirt board will be prepped and painted. (Color to be selected by site staff).
6. The Contractor shall sand and refinish handrail to match stair treads. Furnish and install all new handrail brackets. Ensure handrail is adequately supported with brackets. Minimum 4.
7. Furnish and install new tub enclosures at **ALL** bathrooms within unit. Match existing in style and finish. (Color to be selected by site staff).
8. Clean, prep and paint **ALL** walls and ceilings inside A/C closet. Replace plywood flooring inside closet also. Match existing.
9. Furnish and install **ALL** new closet shelving at all closets in unit. Match existing in size style and color.

#### **2057 Wagner Street – (Fischer 3)**

1. Furnish and install new pre-hung steel entrance doors at front, rear and balcony of unit. Replace existing with new complete keyed alike knob and deadbolt locksets and ensure they are installed per manufacturer's instruction. Match existing in style, size, and color.
2. The Contractor shall cut out all damaged drywall that was previously patched and replace with new drywall. Tape, float and texture and ensure a smooth transition to existing drywall. Match existing in size and finish.
3. The Contractor shall replace all damaged interior door frames with new. Match existing in size, style and finish.
4. The Contractor shall replace all outlets, switches and plates and ensure electrical meets current code. Color shall be Ivory.
5. The Contractor shall remove existing carpet and wood and replace **All** stair treads and risers with a sanded finished hardwood. The treads will be stained and finished with a three coats of polyurethane. (Color to be selected by site staff). The stair risers and skirt board will be prepped and painted. (Color to be selected by site staff).
6. The Contractor shall sand and refinish handrail to match stair treads. Furnish and install **All** new handrail brackets. Ensure handrail is adequately supported with brackets. Minimum 4.
7. Furnish and install new tub enclosures at **All** bathrooms (3) within unit. Match existing in style and finish. (Color to be selected by site staff).

8. Prep and paint **All** walls and ceilings inside A/C closet. Replace plywood flooring inside closet also. Match existing.
9. Furnish and install **All** new closet shelving at all closets in unit. Match existing in size style and color.
10. Remove existing, furnish and install new tubs, tub surround and faucets at both bathrooms upstairs. The Contractor will be responsible to replace any damaged ceramic floor tile as a result of removing or installing the tubs. Match existing.

#### **1944 Hendee Street - (Fischer 1)**

1. Furnish and install new pre-hung steel entrance doors at front and rear of unit. Replace existing with new complete keyed alike knob and deadbolt locksets and ensure they are installed per manufacturer's instruction. Match existing in style, size, and color.
1. The Contractor shall thoroughly clean inside the a/c closet. Prep and paint **All** walls and ceilings inside A/C closet. Replace flooring inside closet also. Match existing.
2. The Contractor shall replace doors on the washroom closet with new. Match existing in size and style.
3. The Contractor shall remove existing wood and replace **All** stair treads and risers with a sanded finished hardwood. The treads will be stained and finished with a three coats of polyurethane. (Color to be selected by site staff). The stair risers and skirt board will be prepped and painted. (Color to be selected by site staff).
4. The Contractor shall sand and refinish handrail to match stair treads. Furnish and install all new handrail brackets. Ensure handrail is adequately supported with brackets. Minimum 4.
5. The Contractor shall remove **All** cable wire that is not properly in-closed in a box.
6. Remove existing, furnish and install new tub surround and faucets at all bathrooms. Match existing in size, style. Color to be selected by site staff.
7. The Contractor shall investigate the possible water leak in ceiling in bedroom at front and make the necessary repairs to stop the leak. Repair all damaged drywall, tape, float and texture. Blend to ensure a smooth transition. Match existing finish.
8. The Contractor shall remove all wet and damaged underlayment and sub (approximately 128sf) flooring in front bedroom and closet upstairs. Furnish and install new treated plywood for subfloor and Fiberock for underlayment. Match existing in size style and thickness.



*Housing Authority of New Orleans*

**EMPLOYMENT, TRAINING, AND CONTRACTING POLICY**

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## **Part I: Policy, Purpose, Requirements, Definitions**

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### **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**

Requirements	Section 3 Hiring	Section 3 Training & Internship	DBE Contracting	WBE Contracting	Section 3 Contracting
	30% of new hires	Paid Training and Internship Spots as listed in Chart on Page 17	20% of the value of the contract	5% of the value of the contract	10% of the value of construction contracts  3% of the value of non-construction contracts

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. *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.

**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.

*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.

**D. Section 3 New Hire & Contracting Requirements**

**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 Orleans Parish 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, an individual company's 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**

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### **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](http://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 Development & Modernization. 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](http://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:
  - Contact DBEs/WBEs in the HANO's directory;
  - Prominently place a notice of commitment relative to DBE/WBE contracting at the project site and other appropriate places;
  - Contact HANO for a list of certified firms;

- Contact other organizations which might be helpful in identifying DBEs/WBEs;
  - 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:
    - Dividing total work into smaller sub-tasks (i.e. by floor);
    - Using multiple firms for the same type of work (i.e. two drywall subcontractors or several plumbing suppliers);
    - 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 HANO's Section 3/MWBE Program Coordinator, 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

## Part III- Compliance Requirements

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### 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 (\$100,00.00) 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 .

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

**Part V – Contracting and Compliance Forms**

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## 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  
(city, state, zip code)  
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 Zero Income and did not receive any form of subsidy during the calendar year listed above

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.



**Section 3 Individual Verification Form  
(Part B)  
SECTION 3 REQUIREMENTS**

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 2018**

Orleans Parish Median Income: \$65,600

FY 2018 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
<u>Very Low (50%) Income Limits</u>	23,000	26,250	29,550	32,800	35,450	38,050	40,700	43,300
<u>Low (30%) Income Limits</u>	13,800	16,460	20,780	25,100	29,420	33,740	38,060	42,380
<u>Low (80%) Income Limits</u>	36,750	42,000	47,250	52,500	56,700	60,900	65,100	69,300

**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).

\*Source – HUD FY 2018 Income Limits Documentations System, <http://www.huduser.org/portal/datasets/il/2018/2018summary.odn>



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.

Lined area for writing the plan.

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

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.

Lined area for writing the training action plan.

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.

Lined area for writing the contracting action plan.

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 SCHEDULE**

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.

ITEM #	DESCRIPTION OF WORK TO BE PERFORMED	NAME AND ADDRESS OF COMPANY TO BE USED TO PERFORM THE WORK	TYPE OF WORK TO BE PERFORMED			TOTAL ESTIMATED AMOUNT OF WORK TO BE PERFORMED		
			LABOR	MATERIALS	BOTH	SECTION 3	DBE	WBE
EXAMPLE	PAINTING	John Doe Resident Owned Painter, Inc. New Orleans, LA			X	\$50,000		
1.								
2.								
3.								
4.								
5.								
6.								
7.								

**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 \_\_\_\_\_%
- 2) Total Amount to be Awarded to WBE: \$ \_\_\_\_\_ Percentage of Total Contract Amount \_\_\_\_\_%

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\_\_\_\_ (Seal)

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:

- o 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
o Agrees to act in good faith to ensure that the specified requirements relative to employment, training, and contracting are met; and
o 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
o Proposes to use the services of the Section 3 business concerns, DBEs, and WBEs listed in the Contracting Action Plan; and
o 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
o Agrees to provide regular compliance reports to HANO, at the intervals specified by HANO and in the format specified by HANO; and
o Will monitor, ensure, and report subcontractor compliance with respect to HANO's employment and contracting requirements;
o 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\_\_\_\_
(Seal)

My Commission expires: \_\_\_\_\_

Date Executed: \_\_\_\_\_



HOUSING AUTHORITY OF NEW ORLEANS

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: \_\_\_\_\_

Craft/Trade	Total Number of New Hires	Tier 1 Resident Hires	Tier 2 Resident Hires	Tier 3 Resident Hires	Tier 4 Resident Hires	Tier 5 (a) Resident Hires	Tier 5 (b) Resident Hires	Total Number of Section 3 Residents Hired*	Percentage of Section 3	Total Number of Section 3 Residents in Apprenticeship Programs
Example: Laborer	6	2	1	0	0	3	0	6	100%	2

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_



**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: \_\_\_\_\_ Position: \_\_\_\_\_

Type of Training: \_\_\_\_\_

TRAININGS CLIENT ATTENDED	TRAINING PROVIDER	TRAINING DATES	# OF TRAINING HOURS	TOTAL COST OF TRAINING & TRAINING MATERIALS
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				

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 Employees Including 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 (if applicable).**

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

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.**



**HOUSING AUTHORITY OF NEW ORLEANS**

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 subcontractor/supplier agreements executed during this reporting period must be submitted with report. Make copies of form if additional space is needed.

**ALL SECTION 3/DBE/WBE CONTRACTORS ARE REQUIRED TO LIST ALL SUBCONTRACTORS**

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

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.

\_\_\_\_\_

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**

Name of Employer Address/ City/State	Dates of Employment Start/End	Job Title	Beginning Hourly Rate Ending Hourly Rate	Reason For Leaving

**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.

Trade	# Of Years Experience	Trade	# Of Years Experience
<i>Carpentry</i>		<i>Drywall</i>	
Form Carpentry		Painting	
Cement Forms Finisher		Drywall Hanger	
Rough Frame Carpentry		Drywall Finisher	
Finish Carpentry			
Finish Interior Carpenter		<i>Flooring</i>	
Finish Exterior		Carpet Installation	
Door Installation		Tile Setting	
Window Installation		Wood Flooring Installation	
<i>Machine Operation</i>		<i>Misc. Items</i>	
Forklift		Appliance Installation	
Boom/lift		Fencing	
Bob Cat		Landscaping	
Back Hoe		Plumbing	
Excavator		Plumbing Fixture Install	
Sweeper		Janitorial	
		HVAC	
<i>Electrical</i>		Security	
Electrical (wiring)		General Labor	
Electrical (Connection)		Other 1	
Electrical (Fixture Install)		Other 2	
		Other 3	
<i>Concrete / Masonry</i>		Other 4	
Cement			
Steel Setter			
Business	# Of Years Experience	List any Other Field	# Of Years Experience
Administrative Assistant			
Accountant			
Architect			
Engineer			
Social Service			
File Clerk			
Legal Aid Assistant			
Receptionist			
Mail Clerks			
Clerical Assistant			
Customer Service Rep			
Project Assistant			

I. Please place an (X) by the area(s) in which you are interested in training.

<input type="checkbox"/>	Carpentry	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Painting
<input type="checkbox"/>	Carpet Installation	<input type="checkbox"/>	Cement / Masonry	<input type="checkbox"/>	Fencing
<input type="checkbox"/>	Drywall	<input type="checkbox"/>	Landscaping	<input type="checkbox"/>	Plumbing
<input type="checkbox"/>	Tile Setting	<input type="checkbox"/>	Wood Flooring installation	<input type="checkbox"/>	Iron Work
<input type="checkbox"/>	Machine Operation	<input type="checkbox"/>	HVAC	<input type="checkbox"/>	Appliance Installation
<input type="checkbox"/>	Bricklaying	<input type="checkbox"/>	Janitorial	<input type="checkbox"/>	General labor
<input type="checkbox"/>	Security	<input type="checkbox"/>	Window Installation	<input type="checkbox"/>	Door Installation
<input type="checkbox"/>	Fixtures Installation	<input type="checkbox"/>	Other	<input type="checkbox"/>	

<input type="checkbox"/>	HAZMAT	<input type="checkbox"/>	LIST OTHERS	<input type="checkbox"/>	
<input type="checkbox"/>	HAZWOPER	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Truck Driving	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	OSHA	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Pipe laying	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Green Construction	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

II. Comments
