AS3P

Association of Section 3 Professionals

Question:

"What mechanism is being used for giving contractors access to residents and residents access to opportunities? Is there a software for that? What software is being used for Section 3 monitoring/management?" Atlanta, GA

St. Louis, MO

At MHDC, everything is done by hand. We do not have a data system for Section 3. Our developers put an ad in the newspaper for notice of Section 3 work and the required signage is posted at the worksite. They post share information with neighborhood groups.

Syracuse, NY

I assume there are many software products available on the market for monitoring participation of any type including Section 3. One such software that I know of is called LCP Tracker. LCP Tracker, although not being utilized by our local housing authority, is being used by the city of Syracuse to track local hiring. A local advocacy group called the Urban Jobs Task Force(UJTF) which I am a part of, works to promote the contracting and hiring of local low-income residents/businesses. The group pushed for and won the passing of a 20% local hiring ordinance, and advocated for the use of LCP Tracker to monitor such hiring & letting of contracts on projects that utilize local tax dollars and inducements. The system has been in use now for less than a year so we are still waiting to see annual results. Preliminary results however show that the system is working and provides a good matrix to track who's actually working on the city's projects. There is a panel of local stakeholders who reviews the reports quarterly.

As for a mechanism to give contractors access to residents and vice versa. Continual outreach with our resident councils, educational facilities, community organizations and workforce development agencies etc. is being done to build our database of qualified candidates and their skill-sets. When Section 3 resident opportunities present themselves via our projects we connect them with the contractors seeking them. This process is also duplicated for Section 3 businesses. Opportunities beyond our projects sometimes become available for the residents/businesses because of these efforts.
The city is currently duplicating this process to address the local hiring ordinance. Conversations and attempts at having one central agency (probably the housing authority) to collect the data locally have been had although no long term formal agreements have been made. Conversations are anticipated to continue until a suitable method and memorandum of understanding is reached. An ideal system should be cloud based with access to the information made available to the entities via a limited pass code. The ability for residents to prequalify and list themselves would also be a plus.

Las Vegas, NV

I can answer the first question relating to how we link both the contractors and residents together as far as employment opportunities go but as far as the software used for that, my reply is none.

I (Section 3 Coordinator) attend the Pre-Bid meetings to educate the contractors and vendors who plan to bid on our contracts what their Section 3 requirements will be after contract award should they be the successful bidder. (Subject to requirements of 24 CFR 135 i.e. type of funds used, labor component or not, etc.)

Once that contractor or vendor is awarded the contract I meet with them to go over the requirements again, specifically the numerical goal of hiring at least 30% of all new hires (to the greatest extent feasible) from my Section 3 Job Bank. How the vendor gets access to the residents in the Section 3 Job is simple. They fill out an Intent to Hire form EVERYTIME they have a need to hire based on their awarded contract with the SNRHA. They must allow me first opportunity to search my resident pool (Job Bank) for qualified candidates based on what they listed on the Intent to Hire form. If I cannot locate anyone qualified, they are given the green light to hire outside of the Job Bank.

If I find qualified candidates based on what skills they tell me they are looking for, I contact the residents first (pre-screen) to make sure their phone number is still valid and they are not working and confirm their interest in the opportunity. If they say yes, I submit their resume to the vendor or contractor who must contact them to, at the bare minimum, interview them for the job. If they don't hire the resident, they must document why that resident was not hired. I have not had that happen except where multiple residents' resumes were submitted for only one job. The contractor or vendor then completes another form called the Employment Placement Report, which lets me know who was hired and when their start date is and some other information.

Residents get access to the opportunities in a few ways. The main way is when they attend their briefing they get a packet with information including the Section 3 Job Bank Application and can fill that out and submit that along with a current resume to me. Then, they are invited to a Section 3 Job Bank Orientation which lasts for about three hours and explains about Section 3 in detail. If and when a match for a job comes up, the resident(s) are contacted (see above two paragraphs) and an interview is scheduled. If a special project, a position at the housing authority, or a need arises and there is no one qualified from the Job Bank, then flyers will be created and posted in the common areas of our Public Housing Properties describing the opportunity and how to apply for it to try and solicit more candidates who meet the specific requirements for the position.

Section 3 Business Concerns are another matter and we constantly struggle with that area at my HA. I believe that HUD tried to create the Section 3 Business Registry for this purpose but I am not sure how successful it is, https://portalapps.hud.gov/Sec3BusReg/BRegistry/What.

San Antonio, TX

There is software called B2G Now. I, however, do not use that. I use Google Forms to post job opportunities and MailChimp to distribute to the Section 3 database.

Housing Agency Procurement Assistance

I have a very basic Section 3 module on the procurement (bidding) software that I designed and utilize, Housing Agency Marketplace (formerly known as NAHRO eProcurement). The module allows Section 3 residents to register and allows contractors to see the resident information for each development at a housing agency. If anyone wishes a demo of this very basic program, please contact me, Mike Gifford, at gifford52@yahoo.com.

Motivation, Inc.

Motivation, Inc. has a cloud based Section 3 compliance monitoring/reporting software that allows full tracking of all residents with verifiable training and or employment that produces search results by trade/discipline. It also tracks all opportunities and can print resident name and contact information along with the hours of work and/or classroom experience for each, so contractors can do their outreach in a direct targeted approach. All residents are notified that their contact info only (phone #) is provided to hiring or training contractors in advance.

The software also has a case notes section for follow up information. If the contractor hired or not, all of that data can easily be placed in the notes and/or payroll/training record. The system automatically quantifies the data into the correct funding source report and shows under that specific contract and contractor. This makes tracking easy and accurate. For more information, contact Keith Swiney at keiths@motivation-inc.com.

Motivation, Inc. recommends posting all opportunities for employment, training, and/or contracting on your website and all Section 3 beneficiaries be driven to the site for easy and 24/7 access. The website, linked with and to any social media platforms can do an immediate and more timely notice than any other reasonable medium.