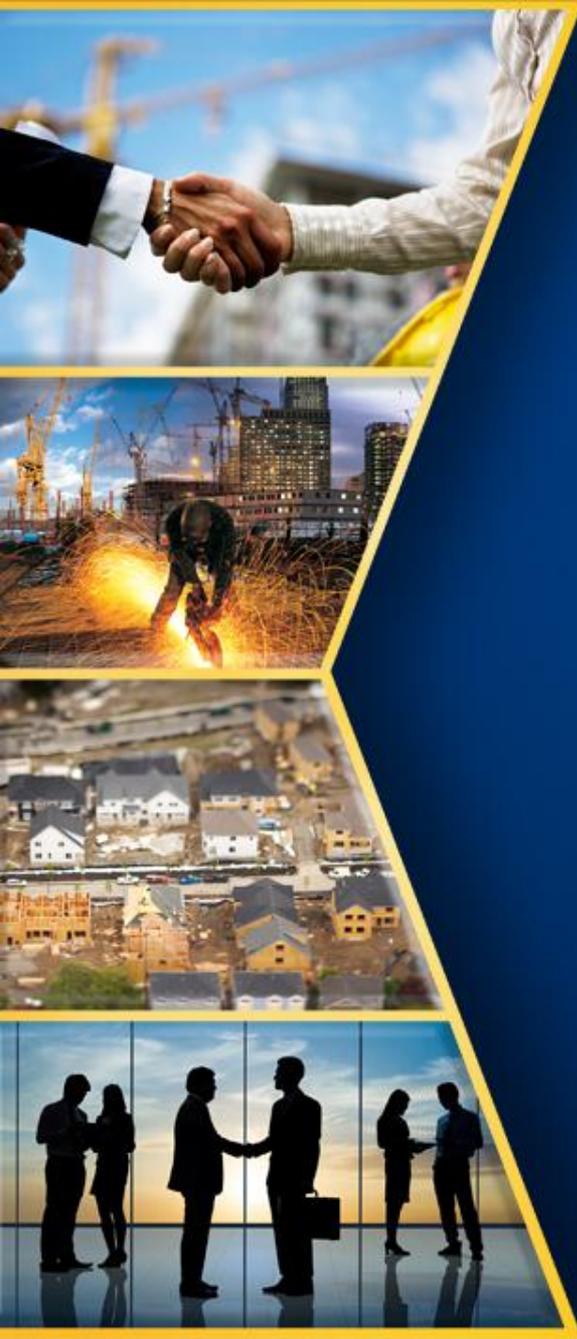




## Section 3 Annual Summary Report New 60002 System

# Grantee Training





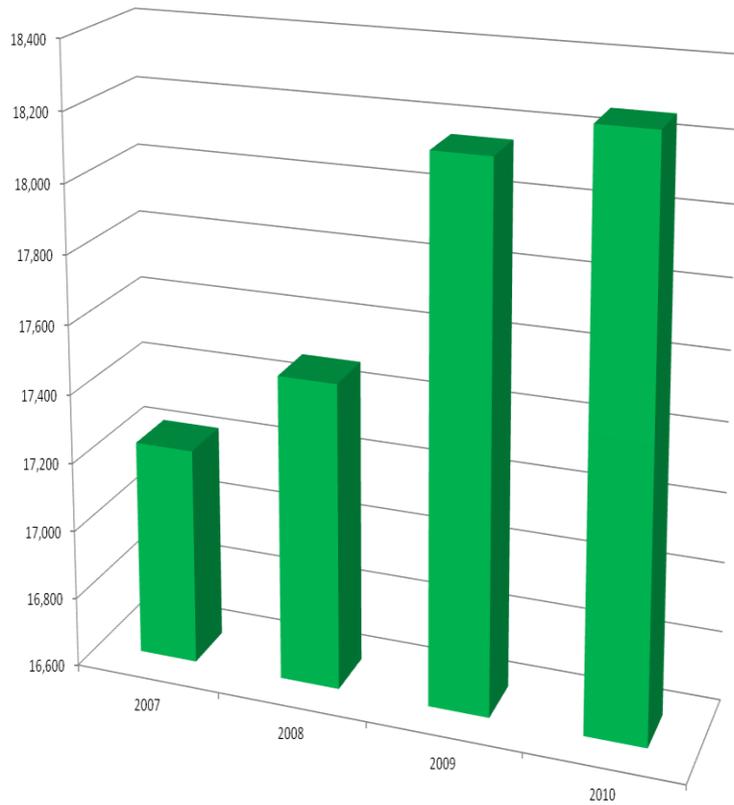
# Agenda

- Overview
- Limitations of Existing System
- Highlights of New System
- Example Submissions on the New System
- Safeguards from erroneous entries
- Transition for Grantees

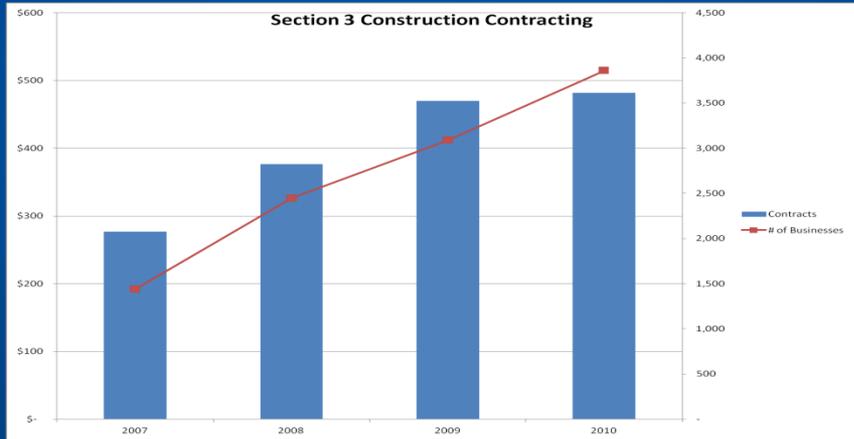


# Performance Indicators

Section 3 Employment and Training



Section 3 Construction Contracting



Section 3 Non-construction Contracts





# Submission of Reports

- Report Due Dates will remain the same:
  - PHAs - January 10<sup>th</sup>
  - HCDs (all others) – coincides with submission of performance reports (ex. CAPERS)
- The Reporting Period for all grantees:  
The Federal Fiscal Year (FFY) : Oct. 1<sup>st</sup> to Sep. 30<sup>th</sup>
- Consistent with HUD's Line of Credit Control System (LOCCS)



# Old versus New

## Current Form

- Developed in the 1990s with outdated software\*
- Emphasis on Award vs. Expenditures
- Totally dependent on user input → incomplete reporting
- Overly sensitive – prone to failure
- Users frequently confused about requirements
- \_\_\_\_\_
- \*OCIO has mandated elimination of outdated software

## New Form

- Developed with current, web-based software
- Direct link to expenditures from LOCCs
- Safeguards against incomplete reporting
  - flags shortfalls for numerical goals
  - prevents submission w/o explanation
- Facilitates multiple entries per recipient
- Users can save output in PDF





# Section 3 Webpage

Section 3 - Economic Opportunities - HUD - Windows Internet Explorer

http://portal.hud.gov/hudportal/HUD?src=/program\_offices/fair\_housing\_equal\_opp/section3/section3

HUD.GOV  
U.S. Department of Housing and Urban Development  
Secretary Shaun Donovan

HOME PRESS ROOM HOMEOWNER HELP STATE INFO PROGRAM OFFICES TOPIC AREAS ABOUT HUD RESOURCES CONTACT US

FHEO Home | File a Complaint | Enforcement Activity | Programs | Topics | Library | Contact | Outreach Tools

HUD > Program Offices > Fair Housing > Section 3 > Section 3 - Economic Opportunities

### Section 3

Section 3: A Historical Perspective

From the 1955 Riots, through Kerner, to the present day, the struggle for economic empowerment continues.

WATCH THE VIDEO

Popular Links

- Section 3 Regulations: 24 CFR 135
- Complaint Register HUD Form 958
- Sample Certification Form for Residents
- Sample Certification Form for Businesses
- English Section 3 Brochure / Spanish Brochure
- Association of Section 3 Professionals

Select Language

The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent possible, provide job training, employment, and contract opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods.

If you live in government-assisted housing or if your household income falls below [HUD's income limits](#), you may qualify as a Section 3 resident or Section 3 business concern. [Learn more about Section 3.](#)

How can we help?

Section 3 FAQs  
Section 3 - Resident Training/Employment

Section 3 FY12 Awardee's

- City of Springfield, MA
- Housing Authority of the City of Trenton, NJ
- Hortons Redevelopment and Housing Authority, VA
- Housing Authority of the City of Orlando, FL
- Housing Authority of Joliet, IL
- Housing Authority of the City of San Antonio, TX
- Housing Authority of Kansas City, MO
- Housing Authority of Denver, CO
- Housing Authority of the County of San Joaquin, CA
- Housing Authority of Portland, OR
- Stateville Housing Authority, MO
- Sanford Housing Authority, NC

FHEO NEWS

Tuesday, Oct 22, 2013  
NORMAN-DETROIT CHAPTER HONORS PARTICIPANTS

Experiencing Technical Difficulties?

**REGISTER YOUR BUSINESS NOW!**

**SECTION 3 REPORTING SYSTEM (FORM HUD 60002)**

**GET STARTED NOW**





# Agency Selection Page (city)

Section 3 Form 60002 Recipient Selection - Windows Internet Explorer

Section 3 Summary Report Form

Instructions FAQs Contact Us OMB Approval No.2529-0043 (exp. 8/17/2015)

### Section 3 Covered Funding Recipient

Public reporting for this collection of information is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB Number. Section 3 of the Housing and Urban Development Act of 1968, as amended, U.S.C. 1701u, mandates that the Department ensure that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very-low income persons, particularly those who are recipients of government assistance for housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as a self-monitoring tool. The data is entered into a database and will be analyzed and made available to the public upon request. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

| Select Your State | Select Your City   | Select Your Agency          |
|-------------------|--|-----------------------------|
| TEXAS             | <ul style="list-style-type: none"><li>None Selected</li><li>HICO</li><li>HILLSBORO</li><li>HONDO</li><li><b>HOUSTON</b></li><li>HUBBARD</li><li>HUGHES SPRINGS</li><li>HUNTINGTON</li><li>HUNTSVILLE</li><li>INGLESIDE</li><li>IRVING</li><li>JASPER</li><li>JEFFERSON</li><li>JOHNSON CITY</li><li>JUNCTION</li><li>KARNES CITY</li><li>KEMP</li><li>KENEDY</li><li>KERENS</li><li>KILLEEN</li><li>KINGSVILLE</li><li>KINGWOOD</li><li>KIRBYVILLE</li><li>KNOX CITY</li><li>KYLE</li><li>LA GRANGE</li><li>LA JOYA</li><li>LAREDO</li><li>LEAGUE CITY</li><li>LEONARD</li><li>LEVELLAND</li></ul> | Select State and City First |

Session Timeout Warning: This application has a one-hour session timeout period. If there is no system activity (keystrokes or mouse clicks) this application will timeout and your data will be lost.

U.S. Department of Housing and Urban Development 451 7th St., Washington, DC 20548-0001 Telephone: (202) 708-1112 TTY: (202) 708-1455 [HUD](#)

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7:51 PM 11/19/2013



# Agency Selection Page (agency)

Section 3 Form 60002 Recipient Selection - Windows Internet Explorer

Section 3 Summary Report Form

Instructions | FAQs | Contact Us | OMB Approval No.2529-0043 (exp. 8/17/2015)

### Section 3 Covered Funding Recipient

Public reporting for this collection of information is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB Number. Section 3 of the Housing and Urban Development Act of 1968, as amended, U.S.C. 1701u, mandates that the Department ensures that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very-low income persons, particularly those who are recipients of government assistance for housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as a self-monitoring tool. The data is entered into a database and will be analyzed and made available to the public upon request. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

| Select Your State | Select Your City | Select Your Agency |
|-------------------|------------------|--------------------|
| TEXAS             | HOUSTON          | None Selected      |

[Continue](#)

Session Timeout Warning: This application has a one-hour session timeout period. If there is no system activity (keystrokes or mouse movement) after one-hour, this application will

- None Selected
- AIDS FOUNDATION HOUSTON INC
- ASSOCIATED CATHOLIC CHARITIES OF
- AVENUE COMMUNITY DEVELOPMENT CORP
- BREAD OF LIFE, INC.
- BUFFALO BAYOU PARTNERSHIP
- CAREER & RECOVERY RESOURCES
- CHANGE HAPPENS
- CITY OF HOUSTON**
- CITY OF HOUSTON HSG AUTH
- COALITION FOR THE HOMELESS OF
- COVENANT HOUSE TEXAS
- HARMONY HOUSE, INC.
- HARRIS COUNTY
- HARVEST LIFE FOUNDATION
- HOUSTON AREA COMMUNITY SERVICES, INC.
- HOUSTON AREA WOMEN'S CENTER
- MENTAL HLTH & MENTAL RETARD
- MONTROSE COUNSELING CENTER, INC
- NORTHWEST ASSISTANCE MINISTRIES
- SALVATION ARMY/WILLIAM BOOTH GARDEN
- SANTA MARIA HOSTEL, INC
- SEARCH HOMELESS SERVICES
- STAR OF HOPE MISSION
- STOP TURNING ENTERING PRISON, INC.
- TEMENOS COMMUNITY DEV CORP
- THE WOMEN'S HOME INC
- UNIVERSITY OF HOUSTON
- W LEO DANIELS TOWER
- WELLSPRINGS INC

U.S. Department of Housing and Urban Development 451 7th Street S.W., Washington, DC 20410 Telephone: (202)

Done | Local intranet | Protected Mode: Off | 100%

7:53 PM 11/19/2013



# Agency Profile Page

Section 3 Form 60002 Agency Profile - Windows Internet Explorer

File Edit View Favorites Tools Help

HUD@work Section 3 Form 60002 A...

## Section 3 Summary Report Form

Instructions FAQs Contact Us OMB Approval No.2529-0043 (exp. 8/17/2015)

### Agency Profile

**Agency Name:** CITY OF HOUSTON

#### Recipient Agency Contact and Identification Information

|   |   |
|---|---|
| <b>Recipient Agency Name and Address</b><br><b>Recipient Name:</b> CITY OF HOUSTON<br><b>Street(Recipient Address):</b> 601 SAWYER, 4TH FLOOR<br><b>City:</b> HOUSTON<br><b>State:</b> TEXAS<br><b>Zip:</b> 77007 | <b>Contact Person Name</b><br><b>Contact Person:</b> Laura Ortis                                  |
| <b>Date of report</b><br><b>Date of report:</b> Wed Jun 26 11:56:46 EDT 2013  | <b>Contact Telephone &amp; Fax #</b><br><b>Phone Number:</b> (713) 868-8300<br><b>Fax Number:</b> |
|   | <b>Contact Email Address</b><br><b>Email Address:</b> Test@123.com                                |

Done Trusted sites | Protected Mode: Off 100% 1:09 PM 6/26/2013



# Agency Expenditure Summary

Section 3 Form 60002 Agency Summary - Windows Internet Explorer

File Edit View Favorites Tools Help

HUD@work Section 3 Form 60002 A...

### Agency Expenditure Summary: 2013

Reporting Period: 2013

| Program Code        | Program Name                   | Total Draw-down Amount |
|---------------------|--------------------------------|------------------------|
| <b>All Programs</b> | <b>All Programs</b>            | <b>\$31,186,364.87</b> |
| SOG                 | EMERGENCY SOLUTIONS GRANTS     | \$68,223.20            |
| EC1                 | ENTITLED CITIES                | \$10,550,231.32        |
| HMC                 | HOME INVESTMENT CPD            | \$7,857,606.01         |
| HRP                 | HOMELESS PREVENTION & REHSNG   | \$3,930.07             |
| PWF                 | HOPWA (FORMULA)                | \$3,295,877.30         |
| LHB                 | LEAD HAZARD REDUCT             | \$637,507.76           |
| LHH                 | LEAD HEALTHY HOME              | \$58,937.45            |
| LHD                 | LEAN DEMO                      | \$927,607.43           |
| NS3                 | NEIGH STABIL PROG 3            | \$1,694,741.28         |
| NSF                 | NEIGHBORHOOD STABILIZATION PRG | \$6,091,703.05         |

Agency Submission Summary: 2013  
Nothing found to display.

[Previous](#) [Exit Form 60002](#) [Start Report](#)

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# New Hire Page

Section 3 Form 60002 Agency Hires - Windows Internet Explorer

https://portalapps.hud.gov/Form6002/Form9080/AgencyHires.action

File Edit View

HUD HUD@Work

Section 3 Form 60002 A...

**NEW HIRES**

[Previous](#)
[New Hires](#)
[Contracting](#)
[Summary](#)
[Compliance](#)
[Certification](#)

Agency Name: CITY OF HOUSTON

Please select the reporting period and program code

Reporting Period: 2013

Program Code Name: NSF \$6,091,703.05

**Employment and Training Opportunities**

List employment opportunities created by the recipient agency, its subrecipients, and contractors as a result of the expenditure of the covered funds listed above.

| Job Category           | Number of New Hires | Number of New Hires that are Section 3 Residents | Percentage of Section 3 New Hires | Percentage of Total Staff Hours for Section 3 Employees(Optional) | Number of Section 3 Trainees |
|------------------------|---------------------|--|-----------------------------------|---|------------------------------|
| Carpentry              | 5                   | 2  | 40 %                              | 10 %  | 1                            |
| Masonry                | 3                   | 0  | %                                 | %   |                              |
| Plumbing               | 4                   | 1  | 25 %                              | 15 %  | 2                            |
| Electrical             | 1                   | 1  | 100 %                             | 20 %  |                              |
| Select Item...         |                     |  | %                                 | %   |                              |
| <b>CATEGORY TOTAL:</b> | <b>13</b>           | <b>4</b>   | <b>30.8 %</b>                     | <b>45 %</b>   | <b>3</b>                     |

[Previous](#)
[New Job Category](#)
[Continue](#)

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# Contracting Page

Section 3 Form 60002 Contracting - Windows Internet Explorer

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HUD@work Section 3 Form 60002 C...

Instructions FAQs Contact Us OMB Approval No.2529-0043 (exp. 8/17/2015)

## Contracting Opportunities

[Previous](#) [New Hires](#) **[Contracting](#)** [Summary](#) [Compliance](#) [Certification](#)

Agency Name: CITY OF HOUSTON

### List Contracting Opportunities for Both Construction and Non-Construction Contracts:

| Construction Contracting Opportunities                                  |             | Non-Construction Contracting Opportunities                                  |           |
|---|-------------|---|-----------|
| Total Dollar Amount of Construction Contracts Awarded                   | \$4,400,000 | Total Dollar Amount of Non-Construction Contracts Awarded                   | \$600,000 |
| Dollar Amount of Construction Contracts Awarded To Section 3 Businesses | \$500,000   | Dollar Amount of Non-Construction Contracts Awarded To Section 3 Businesses | \$15,000  |
| Percentage  | 11.4%       | Percentage  | 2.5%      |
| Number of Section 3 Businesses that Received Construction Contracts     | 4           | Number of Section 3 Businesses that Received Non-Construction Contracts     | 1         |

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# Summary Page

Section 3 Form 60002 Summary - Windows Internet Explorer

File Edit View Favorites Tools Help

Section 3 Form 60002 Summary - Windows Internet Explorer

Below is a summary of your compliance with the Section 3 minimum numerical goals based upon the information submitted.

|   |   |
|---|---|
| <b>Agency Name:</b> CITY OF HOUSTON                 | <b>Reporting Year:</b> 2013               |
| <b>Agency Street Address:</b> 601 SAWYER, 4TH FLOOR | <b>Program Code:</b> NSF \$6,091,703.05   |
| <b>Agency City:</b> HOUSTON                         | <b>Total Amount:</b> \$4,400,000          |
| <b>Agency State:</b> TEXAS                          | <b>Total Amount drawn-down:</b> \$500,000 |
| <b>Agency Zip:</b> 77007                            |   |

|  |   |  |
|--|---|--|
| <b>Employment Opportunities</b>  | <b>Construction Opportunities</b>   | <b>Non-Construction Opportunities</b>  |
| <b>Total Number of New Hires:</b> 13                                       | <b>Total Dollar Amount of Construction Contracts Awarded:</b> \$4,400,000                   | <b>Total Dollar Amount of Non-Construction Contracts Awarded:</b> \$600,000                        |
| <b>Number of Section 3 New Hires:</b> 4                                    | <b>Dollar Amount of Construction Contracts Awarded To Section 3 Businesses:</b> \$500,000   | <b>Dollar Amount of Non-Construction Contracts Awarded To Section 3 Businesses:</b> \$15,000       |
| <b>Percent:</b> 30.8   | <b>Percent:</b> 11.4  | <b>Percent:</b> 2.5  |
| (*The minimum numerical goal for Section 3 new hires is 30%)<br><b>MET</b> | (*The minimum numerical goal for Section 3 construction opportunities is 10%)<br><b>MET</b> | (*The minimum numerical goal for Section 3 non-construction opportunities is 3%)<br><b>NOT MET</b> |

Done

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6/26/2013



# Compliance Page

Section 3 Form 60002 Compliance - Windows Internet Explorer

Summary of Best Efforts to Comply

[Previous](#) [New Hires](#) [Contracting](#) [Summary](#) **[Compliance](#)** [Certification](#)

Agency Name: CITY OF HOUSTON

### Best Efforts to Comply by Agency, Subrecipients or Contractors

Indicate the efforts taken to direct employment, training or contracting opportunities to Section 3 residents and businesses.

Section 3 Recruitment

Recruited section 3 residents through: local advertising media, signs prominently displayed at the project site, contacts with community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.

Training or Employment of Section 3 Residents

Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.

Promoting Section 3 Businesses

Participated in a HUD program or other program which promotes the award of contracts to businesses concerns that meet the definition of a Section 3 business concern.

Pre-Apprenticeship Programs

Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.

Other efforts for achieving compliance, barriers encountered, etc.

Other Efforts; Please describe. **Your agency did not meet all three minimum numerical goals for the reporting period. You must provide an explanation below.**

Despite best efforts, solicitation of qualified Section 3 businesses to provide architectural and engineering services only yielded one contract @ \$15,000, 2.5% of all S-3 non-construction contracts. We attned quarterly meetings with the local minority chamber of commerce and, sponsor business development courses at the Greater Houston Community College.

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6/26/2013



# Certification Page

Section 3 Form 60002 Certification - Windows Internet Explorer

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hud@work Section 3 Form 60002 C...

## Section 3 Summary Report Form

Instructions FAQs Contact Us OMB Approval No.2529-0043 (exp. 8/17/2015)

### Submit Form

[Previous](#) [New Hires](#) [Contracting](#) [Summary](#) [Compliance](#) [Certification](#)

Agency Name: CITY OF HOUSTON Reporting Year: 2013 Program Code: NSF \$6,091,703.05

By submitting this Section 3 report, I certify under penalty of perjury under 28 U.S.C. § 1746 that the statements and information contained herein regarding the **CITY OF HOUSTON** : (1) meet the regulatory requirements of Section 3 of the Housing and Urban Development Act of 1968 as set forth at 24 CFR § 135; and (2) are, to the best of your knowledge, truthful and accurate.

[Previous](#) [Print PDF Copy of Report](#) [Submit Form](#)

Done Trusted sites | Protected Mode: Off 100%

12:43 PM 6/26/2013



# Agency Selection Page

Section 3 Form 60002 Recipient Selection - Windows Internet Explorer

Section 3 Summary Report Form

Instructions | FAQs | Contact Us | OMB Approval No.2529-0043 (exp. 8/17/2015)

### Section 3 Covered Funding Recipient

Public reporting for this collection of information is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB Number. Section 3 of the Housing and Urban Development Act of 1968, as amended, U.S.C. 1701u, mandates that the Department ensures that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very-low income persons, particularly those who are recipients of government assistance for housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as a self-monitoring tool. The data is entered into a database and will be analyzed and made available to the public upon request. The collection of Information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

| Select Your State | Select Your City | Select Your Agency             |
|-------------------|------------------|--------------------------------|
| INDIANA           | INDIANAPOLIS     | INDIANAPOLIS HOUSING AUTHORITY |

[Continue](#)

**Session Timeout Warning:** This application has a one-hour session timeout period. If there is no system activity (keystrokes or mouse movement) after one-hour, this application

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# Agency Profile Page

Section 3 Form 60002 Agency Profile - Windows Internet Explorer

Section 3 Summary Report Form

Instructions | FAQs | Contact Us | OMB Approval No.2529-0043 (exp. 8/17/2015)

### Agency Profile

Agency Name: INDIANAPOLIS HOUSING AUTHORITY

#### Recipient Agency Contact and Identification Information

|   |   |
|---|---|
| <b>Recipient Agency Name and Address</b><br>Recipient Name: INDIANAPOLIS HOUSING AUTHORITY<br>Street(Recipient Address): 1919 N. MERIDAN STREET<br>City: INDIANAPOLIS<br>State: INDIANA<br>Zip: 46202 | <b>Contact Person Name</b><br>Contact Person: Bobby Reddick                         |
| <b>Date of report</b><br>Date of report: Tue Nov 19 19:22:08 EST 2013   | <b>Contact Telephone &amp; Fax #</b><br>Phone Number: (262) 377-2545<br>Fax Number: |
|   | <b>Contact Email Address</b><br>Email Address: br@indyha.org                        |

[Exit Form 60002](#) [Continue](#)

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# Agency Expenditure Summary

Section 3 Form 60002 Agency Summary - Windows Internet Explorer

Section 3 Summary Report Form

Instructions | FAQs | Contact Us | OMB Approval No 2529-0043 (exp. 8/17/2015)

### Section 3 Covered Funding

Agency Name: INDIANAPOLIS HOUSING AUTHORITY  
Address: 1919 N. MERIDAN STREET, INDIANAPOLIS, INDIANA 46202  
Contact Information: Name: Bobby Reddick, Phone Number: (262) 377-2545, Fax Number: , EMail Address: br@indyha.org.

#### Agency Expenditure Summary: 2013

Reporting Period  
2013  
(Oct 1, 2012 - Sep 30, 2013)

| Program Code        | Program Name                   | Total Draw-down Amount |
|---------------------|--------------------------------|------------------------|
| <b>All Programs</b> | <b>All Programs</b>            | <b>\$8,553,275.75</b>  |
| CFP                 | CAPITAL FUND PROGRAM           | \$2,234,828.72         |
| PFS                 | PERFORM FUNDING SYS            | \$5,747,339.00         |
| FHS                 | PUBLIC HSG OP FUND FINAN HARD  | \$481,145.00           |
| RFS                 | RESIDENT/OPPORT/SUPPORT SERVIC | \$89,963.03            |

#### Agency Submission Summary: 2013

Nothing found to display.

[Previous](#) [Exit Form 60002](#) [Start Report](#)

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# New Hire Page

Section 3 Form 60002 Agency Hires - Windows Internet Explorer

Section 3 Form 60002 Agency Hires

## Section 3 Summary Report Form

Instructions | FAQs | Contact Us | OMB Approval No.2529-0043 (exp. 8/17/2015)

### New Hires

[Previous](#) | **[New Hires](#)** | [Contracting](#) | [Summary](#) | [Compliance](#) | [Certification](#)

Agency Name: INDIANAPOLIS HOUSING AUTHORITY

Please select the program code

Reporting Period: 2013 (Oct 1, 2012 - Sep 30, 2013)

Program Code Name: PFS \$11,949,815.00

Message from webpage

You have not entered any new hires. However, your agency will be required to provide an explanation on the Compliance Page.

OK

### Employment and Training Opportunities

List employment opportunities created by the recipient agency, its subrecipients, and contractors as of

| Job Category    | Number of New Hires  | Number of New Hires that are Section 3 Residents | Percentage of Section 3 New Hires | Percentage of Total Staff Hours for Section 3 Employees(Optional) | Number of Section 3 Trainees |
|-----------------|----------------------|--|-----------------------------------|---|------------------------------|
| Select Item...  | <input type="text"/> | <input type="text"/>                             | <input type="text"/> %            | <input type="text"/> %  | <input type="text"/>         |
| Select Item...  | <input type="text"/> | <input type="text"/>                             | <input type="text"/> %            | <input type="text"/> %  | <input type="text"/>         |
| Select Item...  | <input type="text"/> | <input type="text"/>                             | <input type="text"/> %            | <input type="text"/> %  | <input type="text"/>         |
| Select Item...  | <input type="text"/> | <input type="text"/>                             | <input type="text"/> %            | <input type="text"/> %  | <input type="text"/>         |
| Select Item...  | <input type="text"/> | <input type="text"/>                             | <input type="text"/> %            | <input type="text"/> %  | <input type="text"/>         |
| CATEGORY TOTAL: | <input type="text"/> | <input type="text"/>                             | <input type="text"/> %            | <input type="text"/> %  | <input type="text"/>         |

[Previous](#) | [New Job Category](#) | **[Continue](#)**

U.S. Department of Housing and Urban Development 451 7th Street S.W., Washington, DC 20410 Telephone: (202) 708-1112 TTY: (202) 708-1455. [HUD](#)

/Form6002/Form9080/AgencyContracting.action | Local intranet | Protected Mode: Off | 100%

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# New Hire Page- bad logic

Section 3 Form 60002 Agency Hires - Windows Internet Explorer

Section 3 Form 60002 Agency Hires

## Section 3 Summary Report Form

Instructions | FAQs | Contact Us | OMB Approval No.2529-0043 (exp. 8/17/2015)

### New Hires

Previous | **New Hires** | Contracting | Summary | Compliance | Certification

Agency Name: INDIANAPOLIS HOUSING AUTHORITY

Please select the program code

Reporting Period: 2013 (Oct 1, 2012 - Sep 30, 2013)

Program Code Name: PFS \$11,949,815.00

Message from webpage

You can't enter more Section 3 new hires than actual number of new hires by the recipient, subrecipient and contractor.

OK

#### Employment and Training Opportunities

List employment opportunities created by the recipient agency, its subrecipients, and contractors as

| Job Category           | Number of New Hires | Number of New Hires that are Section 3 Residents | Percentage of Section 3 New Hires | Percentage of Total Staff Hours for Section 3 Employees(Optional) | Number of Section 3 Trainees |
|------------------------|---------------------|--|-----------------------------------|---|------------------------------|
| Electrical             | 5                   | 10   | %                                 | %   |                              |
| Select Item...         |                     |  | %                                 | %   |                              |
| Select Item...         |                     |  | %                                 | %   |                              |
| Select Item...         |                     |  | %                                 | %   |                              |
| Select Item...         |                     |  | %                                 | %   |                              |
| <b>CATEGORY TOTAL:</b> | 5                   |  | %                                 | %   |                              |

Previous | **New Job Category** | Continue

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# New Hire Page- correction

Section 3 Form 60002 Agency Hires - Windows Internet Explorer

Section 3 Summary Report Form

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## New Hires

[Previous](#) | **[New Hires](#)** | [Contracting](#) | [Summary](#) | [Compliance](#) | [Certification](#)

Agency Name: INDIANAPOLIS HOUSING AUTHORITY

Please select the program code

Reporting Period: 2013 (Oct 1, 2012 - Sep 30, 2013)

Program Code Name: CFP \$2,234,828.72

### Employment and Training Opportunities

List employment opportunities created by the recipient agency, its subrecipients, and contractors as a result of the expenditure of the covered funds listed above.

| Job Category  | Number of New Hires | Number of New Hires that are Section 3 Residents | Percentage of Section 3 New Hires | Percentage of Total Staff Hours for Section 3 Employees(Optional) | Number of Section 3 Trainees |
|---|---------------------|--|-----------------------------------|---|------------------------------|
| Electrical  | 10                  | 2  | 20 %                              |   |                              |
| Masonry   | 6                   | 1  | 16.7 %                            |   |                              |
| Other-Describe<br>Enter New Job Category:<br>Laborers | 1                   | 1  | 100 %                             |   | 5                            |
| Select Item...  |                     |  | %                                 | %   |                              |
| Select Item...  |                     |  | %                                 | %   |                              |
| <b>CATEGORY TOTAL:</b>                                | <b>17</b>           | <b>4</b>   | <b>23.5 %</b>                     |   | <b>5</b>                     |

[Previous](#) | **[New Job Category](#)** | [Continue](#)

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# Contracting Page – bad logic 1

Section 3 Form 60002 Contracting - Windows Internet Explorer

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HUD@work Section 3 Form 60002 C...

## Section 3 Summary Report Form

Instructions FAQs Contact Us OMB Approval No.2529-0043 (exp. 8/17/2015)

### Contracting Opportunities

Previous New Hires **Contracting** Summary Compliance Certification

Agency Name: INDIANAPOLIS HOUSING AUTHORITY

List Contracting Opportunities for Both Construction and Non-Construction Contracts:

Construction Contracting Opportunities

|   |  |   |                               |
|---|--|---|-------------------------------|
| Total Dollar Amount of Construction Contracts Awarded                   | <input type="text" value="\$1,000,000"/> | Contracts Awarded   | <input type="text"/>          |
| Dollar Amount of Construction Contracts Awarded To Section 3 Businesses | <input type="text" value="\$500,000"/>   | Contracts Awarded To Section 3 Businesses                               | <input type="text"/>          |
| Percentage  | <input type="text" value="500 %"/>       | Percentage  | <input type="text" value=""/> |
| Number of Section 3 Businesses that Received Construction Contracts     | <input type="text"/>                     | Number of Section 3 Businesses that Received Non-Construction Contracts | <input type="text"/>          |

Message from webpage

You can't have more Section 3 Construction dollars than the total construction dollar amount.

OK

Previous Continue

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# Contracting Page – bad logic 2

Section 3 Form 60002 Contracting - Windows Internet Explorer

Section 3 Summary Report Form

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### Contracting Opportunities

[Previous](#) | [New Hires](#) | **[Contracting](#)** | [Summary](#) | [Compliance](#) | [Certification](#)

Agency Name: INDIANAPOLIS HOUSING AUTHORITY

#### List Contracting Opportunities for Both Construction and Non-Construction Contracts:

**Construction Contracting Opportunities**

|   |  |
|---|--|
| Total Dollar Amount of Construction Contracts Awarded                   | <input type="text" value="\$1,000,000"/> |
| Dollar Amount of Construction Contracts Awarded To Section 3 Businesses | <input type="text" value="\$50,000"/>    |
| Percentage  | <input type="text" value="5"/> %         |
| Number of Section 3 Businesses that Received Construction Contracts     | <input type="text" value="5000"/>        |

**Non-Construction Contracting Opportunities**

|   |                                 |
|---|---------------------------------|
| Non-Construction Contracts Awarded                                      | <input type="text" value="\$"/> |
| Non-Construction Contracts Awarded To Section 3 Businesses              | <input type="text"/>            |
| Percentage  | <input type="text" value=""/> % |
| Number of Section 3 Businesses that Received Non-Construction Contracts | <input type="text"/>            |

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**Message from webpage**  
Value can't be greater than 500





# Summary Page- alert

Section 3 Form 60002 Summary - Windows Internet Explorer

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hud@work Section 3 Form 60002 S...

|   |                                      |
|---|--------------------------------------|
| <b>Agency Zip:</b>                                  | 46202                                |
| <b>Reporting Year:</b>                              | 2013<br>(Oct 1, 2012 - Sep 30, 2013) |
| <b>Program Code/Program Name:</b>                   | CFP - CAPITAL FUND PROGRAM           |
| <b>Total Amount Drawn Down:</b>                     | \$2,234,828.72                       |
| <b>Total Amount of All Contracts Awarded:</b>       | \$1,300,000                          |
| <b>Total Amount of Section 3 Contracts Awarded:</b> | \$59,500                             |

Message from webpage

Your agency has not met all three Section 3 minimum numerical goals. You must enter an explanation on the next page.

OK

|   |      |  |           |
|---|------|--|-----------|
| <b>Employment Opportunities</b>   |      | <b>Construction Opportunities</b>  |           |
| <b>Total Number of New Hires:</b>   | 17   | <b>Total Amount of Non-Construction Contracts Awarded:</b>                                   | \$300,000 |
| <b>Number of Section 3 New Hires:</b>                                       | 4    | <b>Amount of Non-Construction Contracts Awarded To Section 3 Businesses:</b>                 | \$9,500   |
| <b>Percent:</b>   | 23.5 | <b>Percent:</b>  | 3.2       |
| (*The minimum numerical goal for Section 3 new hires is 30%) <b>NOT MET</b> |      | <b>Number of Section 3 Businesses that Received Construction Contracts :</b>                 | 1         |
|   |      | <b>Number of Section 3 Businesses that Received Non-Construction Contracts :</b>             | 1         |
|   |      | (*The minimum numerical goal for Section 3 construction opportunities is 10%) <b>NOT MET</b> |           |
|   |      | (*The minimum numerical goal for Section 3 non-construction opportunities is 3%) <b>MET</b>  |           |

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# Compliance Page - alert

Section 3 Form 60002 Compliance - Windows Internet Explorer

Section 3 Summary Report Form

Instructions | FAQs | Contact Us | OMB Approval No.2529-0043 (exp. 8/17/2015)

### Summary of Best Efforts to Comply

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Agency Name: INDIANAPOLIS HOUSING AUTHORITY

#### Best Efforts to Comply by Agency, Subrecipients or Contractors

Indicate the efforts taken to direct employment, training or contracting opportunities to Section 3 residents and businesses.

**Section 3 Recruitment**

Recruited section 3 residents through: local advertising media, signs prominently displayed at the project site, or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.

**Training or Employment of Section 3 Residents**

Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.

**Promoting Section 3 Businesses**

Participated in a HUD program or other program which promotes the award of contracts to businesses concerns that meet the definition of a Section 3 business concern.

**Pre-Apprenticeship Programs**

Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.

**Other efforts for achieving compliance, barriers encountered, etc.**

Other Efforts: Please describe. **Your agency did not meet all three minimum numerical goals for the reporting period. You must provide an explanation below.**

[Previous](#) | [Continue](#)

Message from webpage

Your explanation can't be empty

OK

Done | Local intranet | Protected Mode: Off | 100% | 7:45 PM 11/19/2013



# Safeguards from erroneous entries

- Addresses several OIG Audit findings
- Facilitates complete reporting for all program expenditures
- Prevents bad logic
  - ✓ Check Section 3 hires does not exceed all new hires
  - ✓ Checks Section 3 contracting does not exceed total contracting
  - ✓ Limits the number of recorded businesses
- Prevents submission of reports that don't meet numerical goals w/o explanation
- Password protection in development



# Transition

- The old system has been deactivated
- New system goes live December 2013
- Reporting due dates remain the same
- The reporting period coincides with the FFY
- LOCCs data has been uploaded for FFY 2013
- Ongoing training will be provided
- Direct questions to [60002Questions@hud.gov](mailto:60002Questions@hud.gov)