Resident Employment & Opportunity Program
Assisting Sustainability by Seeking Employment & Training (ASSET)

Our Philosophy:

Denver Housing Authority is deeply committed to and energetically supports HUD’s Resident Employment & Opportunity Program. DHA’s Assisting Sustainability by Seeking Employment & Training (ASSET) Program has been designed to support the Section 3 regulations of 24 CFR Part 135. DHA strives to create sustainable economic opportunities for public housing residents through partnerships with our contractors.

All DHA contracts over $25,000 are required to address participation in the Resident Employment & Opportunity Program (ASSET) by completing the attached ASSET Plan.

The goal of the Resident Employment & Opportunity Program – ASSET is to invest in the community as partners with our vendors and subcontractors. Our greatest investment is more than the structures and edifices that are left when the project is completed – our greatest investment is the people.

Available Contractor Support:

The ASSET Program addresses the main issues facing businesses today:

- Proper Selection of Potential Employees
- Training of Employees
- Tax Benefits
- Possible Wage Assistance
- Employee Retention

DHA will provide the following for companies interested in developing a Resident Employment & Opportunity Program:

- A staff person to assist your firm in designing a successful program that effectively meets the training and short and long term staffing needs of your company.
- Assistance with job referrals and job placement support.
- Preference when competing for DHA contracts.

DHA works closely with program candidates in order to provide the following soft skills training:

- Job Readiness Training
- Resume Writing & Interview Basics
- Barrier Assessment

DHA recognizes that trained and qualified candidates are needed to fill these various positions. DHA works closely with community training partners so that candidates have access to the latest technologies and training. Candidates are encouraged to have ongoing training so that skills are current. DHA currently works with the following providers who provide training in emerging industries:

- Red Rocks Community College
- Arapahoe Community College
- Mile High Youth Corps
- OED Workforce Centers
**Competitive Advantage:**

Companies that have included a Resident Employment & Opportunity Program Implementation Plan as part of their proposal for a DHA contract receive a preference based on the following evaluation criteria:

- Provides economic opportunities for low income residents of the Denver Housing Authority.
- Participates in the DOL sponsored YouthBuild program in metropolitan Denver.
- Provides economic opportunities for low and every low income persons residing with the metropolitan area (or non-metropolitan county) in which the assistance is provided.
- Employs more than 30% of low and very low income workers.
- Subcontracts 25% of contract efforts to any of the above priority categories.

DHA will work with your company to ensure the successful implementation of your Plan. The successful implementation of the Resident Employment & Opportunity Program will be highlighted in our contractor performance evaluation files. This maximizes your company’s competitive position on future DHA procurement efforts.

**Section 3 Residents**

Categories – A Section 3 resident is a low or very low income individual who:

a. Category One - is a DHA resident and lives in close proximity to the construction site.

b. Category Two – is a resident of other housing developments managed by DHA.

c. Category Three – are participants in HUD Youthbuild Program located in Metro Denver

d. Category Four – is a resident of the City and County of Denver.

<table>
<thead>
<tr>
<th>Number of Persons in the Family</th>
<th>Very Low Income Limit</th>
<th>Lower Income Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>$26,600.00</td>
<td>$42,550.00</td>
</tr>
<tr>
<td>Two</td>
<td>$30,400.00</td>
<td>$48,650.00</td>
</tr>
<tr>
<td>Three</td>
<td>$34,200.00</td>
<td>$54,700.00</td>
</tr>
<tr>
<td>Four</td>
<td>$38,000.00</td>
<td>$60,800.00</td>
</tr>
<tr>
<td>Five</td>
<td>$41,050.00</td>
<td>$65,650.00</td>
</tr>
<tr>
<td>Six</td>
<td>$44,100.00</td>
<td>$70,550.00</td>
</tr>
<tr>
<td>Seven</td>
<td>$47,100.00</td>
<td>$75,400.00</td>
</tr>
<tr>
<td>Eight</td>
<td>$50,150.00</td>
<td>$80,250.00</td>
</tr>
</tbody>
</table>

- *2009 Denver Figures*
Section 3 Business Concern Representation:

The offeror represents and certifies as part of its offer that it:

( ) Is a Section 3 Business Concern as indicated below (check applicable box):

( ) Category 1 Business – 51% or more owned by residents of the housing development or developments for which the Section 3 covered assistance is expended or whose full-time, permanent workforce includes 30% of such residents as employees.

( ) Category 2 Business - 51% or more owned by residents of other housing development or developments managed by the housing authority that is expending the Section 3 covered assistance is expended or whose full-time, permanent workforce includes 30% of such residents as employees.

( ) Category 3 Business – An entity selected to carry out a Youthbuild program in the metropolitan area, or nonmetropolitan county, in which the section 3 covered funding is expended.

( ) Category 4 Business – 51% or more owned by Section 3 Residents or whose full time, permanent workforce includes no less than 30% Section 3 residents or that will subcontract in excess of 25% of the total amount of subcontracts to Category 1, 2 or 3 Section 3 businesses as identified above.

( ) Is not a Section 3 Business

If vendor has checked one of the above boxes, please complete the Section 3 Business Concern Affidavit.

DHA strives to uplift, energize, motivate and employ members of our community
Denver Housing Authority  
Resident Employment & Opportunity Program  
Assisting Sustainability by Seeking Employment & Training (ASSET)

<table>
<thead>
<tr>
<th>RFP/Quote#:</th>
<th>Project Plan/Scope:</th>
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<tbody>
<tr>
<td>Company Name:</td>
<td>Address:</td>
</tr>
<tr>
<td>Contact Name:</td>
<td>Title/Position:</td>
</tr>
<tr>
<td>Telephone:</td>
<td>Email:</td>
</tr>
<tr>
<td>Address:</td>
<td>City/State/Zip:</td>
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Discuss Your Company’s Commitment to the Resident Employment & Opportunity Program:

<table>
<thead>
<tr>
<th>Job Openings Expected during Term of Contract:</th>
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<tbody>
<tr>
<td>Job Title</td>
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</table>

Are you a signatory to a labor agreement for this contract? ____________________________

_________% (# of Section 3 hires divided by the # of new hires) is the anticipated goal for Section 3 hires for this contract.

Training Opportunities Expected during Term of Contract:

<table>
<thead>
<tr>
<th>Training</th>
<th>Total Number Trained</th>
<th>Anticipated Date of Training</th>
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Please contact a Denver Housing Authority representative to discuss anticipated job openings and training opportunities:

Lynne Picard  720-932-3052  
Shaina Olson  720-956-3844
SECTION 3 BUSINESS CONCERN AFFIDAVIT

AFFIDAVIT OF

STATE OF COLORADO )
) ss.
COUNTY OF DENVER )

I, ____________________________, first being duly sworn, state as follows:

I am a(n) ____________________________ over the age of 18 years.

1. I am the ____________________________ (Title) of,
   ____________________________ (Complete legal
   name of Company), which is located at ____________________________
   ____________________________ (Street Address, City, State, Zip Code).

2. ____________________________ (Name of
   Company) is a ____________________________ (Type of
   Business i.e. corporation, partnership, sole proprietorship, joint venture, limited
   liability company).

3. The Company is a Section 3 Business Concern as defined below (check all that
   apply):

   □ A business that is fifty-one percent (51%) or more owned by Section 3
     residents; or
   □ A business whose permanent, full-time employees include persons, at least
     thirty percent (30%) of whom are currently Section 3 residents, or within
     three (3) years of the date of first employment with the business concern
     were Section 3 residents; or
   □ A business that provides evidence of a commitment to subcontract in
     excess of twenty-five percent (25%) of the dollar award of all subcontracts
     to be awarded to business concerns that meet the qualifications set forth in
     paragraphs (1) and (2) above.

4. I have read and understand the definitions contained herein.

5. The Company hereby agrees to provide within thirty (30) days upon request, any
   documents DHA requires to verify the information provided herein.
6. I understand and acknowledge that the following penalties will apply if DHA determines that the Company has submitted a false Section 3 Business Concern Affidavit:

A. If discovered prior to any contract being awarded, the Company will be ineligible for award of the contract, and will be permanently placed on the DHA debarment list; or
B. If discovered during the term of the contract, the contract will immediately be terminated, and the Company will be permanently placed on the DHA debarment list; or
C. If discovered after the completion of the contract, the Company will be permanently placed on the DHA debarment list.

7. I am the ___________________________ (Title) of the Company, and I am authorized to execute this affidavit on its behalf, and to bind the Company regarding the matters contained herein. I have personal knowledge of the statements made in this affidavit and state that the same are true.

FURTHER Affiant sayeth naught.

Signature

____________________________

Subscribed and sworn to before me this ___ day of __________, 20___ by

____________________________

WITNESS my hand and official seal.

My commission expires: ________________________________

____________________________

[SEAL]