

Connecticut Housing Finance Authority
Very Low-Income ("VLI") Construction Employment Status Report
Applicable to Projects of \$1 Million or More in "Hard Construction Cost" (Base Contract)



Instructions: This form is to be used to report accomplishments regarding employment and other economic opportunities provided to low and very low-income persons and must accompany each monthly request for Construction Advance. The information will be used to monitor compliance with the VLI Construction Employment Policy established by Connecticut Housing Finance Authority ("CHFA"). This form applies to projects funded by CHFA multifamily mortgages and/or Low-Income Housing Tax Credits ("LIHTCs") that have \$1 million or more in "Hard Construction Cost". For the purposes of this form, VLI means families (including individuals) whose incomes do not exceed 50 percent of the Area Median Income of the location of the development.

A completed form HUD 60002 (Part I only) must be submitted if, as a result of good faith efforts undertaken, VLI residents were hired during the reporting period to perform work generated by CHFA multifamily mortgage and/or LIHTCs.

CHFA-funded developments otherwise required to comply with Section 3 of the Housing and Community Development Act of 1968 or a local government hiring program will be deemed in compliance with this policy. The Mortgagor or General Contractor must provide documentation evidencing Section 3 compliance; such documentation must substantiate that the Mortgagor or General Contractor has met the minimum numerical goals set forth at 24 CFR Part 135.30.

Mortgagor Name:	Contact Person:	Phone Number:
_____	_____	_____
General Contractor Name:	Contact Person:	Phone Number:
_____	_____	_____
Reporting Period:	Development Name:	
_____	_____	
Construction Advance #	Development Number:	
_____	_____	
Base Amount of Budgeted Hard Construction Cost: \$ _____		

The undersigned represent that the information provided herein, to the best of such undersigned's knowledge and belief, is accurate and complete.

_____ General Contractor Name
_____ Signature of Authorized Official and Date
_____ Printed Name and Title of the Authorized Official

_____ Mortgagor Name
_____ Signature of Authorized Official and Date
_____ Printed Name and Title of the Authorized Official

Failure to comply with CHFA's VLI Construction Employment Policy requirements will result in the Mortgagor, the General Contractor, and their principals and related entities as determined by CHFA, being barred from applying to CHFA for multifamily development mortgage financing or LIHTCs for a period of 12-months unless waived by CHFA's Board of Directors.

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Note: Mortgagor and/or General Contractor are required to undertake activities totaling 4-Points, of which no more than 2-points can be from the 1-Point category and 2-points from the 2-Points category. Any Mortgagor and/or General Contractor that earn points shall periodically (at least twice per each calendar year, with a minimum of 3-month interval) report on its good faith efforts undertaken or procedures designed and/or implemented to train and/or hire VLI persons.

Summary of Efforts Undertaken During The Reporting Period to Train and/or Recruit VLI Persons:

Documentation evidencing good faith efforts undertaken must be included with this form, e.g. copies of flyers posted and/or mailed, copies of advertisements in local media, copies of sign-in sheets for informational meetings conducted by the Mortgagor or General Contractor, copies of contracts entered into with job coordinator or business that is licensed in the field of job placement, etc.

1-Point (No more than 2-points may be earned from this category)

Advertised training and employment positions by distributing and posting flyers (that identify the positions to be filled, the qualifications required and where to obtain additional information about the application process) to every occupied dwelling unit, common areas, or other prominent areas in the housing development(s).

Contacted resident councils, resident management corporations, or other resident organizations, where they exist, in the housing development(s) and community organization(s) in the neighborhood to request their assistance in notifying residents of the training and employment positions to be filled.

Consulted with state and local agencies administering training programs funded through Workforce Investment Act (WIA) or Jobs First Employment Services (JFES), probation and parole agencies, unemployment compensation programs, community organizations and other officials or organizations to assist with recruiting VLI residents.

Advertised the positions to be filled through local media, such as community television networks, newspapers of general circulation, and radio advertising.

2-Points (No more than 2-points may be earned from this category)

Sponsored a job informational meeting conducted by the owner, developer, or contractors at a location in the housing development or local neighborhood.

Arranged assistance with conducting job interviews and completing job applications for the residents of the housing development(s) and in the neighborhood or area in which the development(s) is located.

Established a location in the housing development(s) where VLI persons reside or the neighborhood of the development(s), where job applications may be delivered to and collected by a recipient or contractor representative(s).

Contacted agencies administering HUD Youthbuild programs, and requested their assistance in recruiting participants in HUD Youthbuild programs.

Employed a job coordinator or contracted with a business that is licensed in the field of job placement to match eligible and qualified VLI persons with the training and employment positions that the mortgagor, developer, or contractors intend to fill.

Where there are more qualified VLI persons than there are positions to be filled, maintained a file of eligible qualified low-income residents for future employment positions.

Undertook job counseling, education, and related programs in association with local educational institutions.

Undertook such continued job training efforts as may be necessary to ensure the continued employment of VLI persons previously hired for employment opportunities.

After selection of bidders, but prior to contract execution, incorporated into the contract negotiated provisions for a specific number of VLI persons to be trained or employed.

3- Points

Entered into "first source" hiring agreements with organizations representing VLI persons.

Sponsored or established employment and training program for other VLI persons.

Coordinated employment opportunities and training needs with the local Workforce Investment Board, Dept. of Labor, or local CTWorks office.

Employed VLI residents directly on either a permanent or a temporary basis to perform work generated by CHFA's funding. **(Part I of form HUD 60002 must be submitted if claiming points from this category)**

Subcontracted with a Section 3 certified or public housing resident owned business for a portion of the construction.