



## HOC WORKS OPPORTUNITIES PLAN

### Section A. Project Information

Project Name:	Business Name:
Select one: Grant/ Contract/ Loan Amount:	Date:
Principal Contact Name:	Principal Contact's Telephone and Email Information:
This is a plan for a:	Are you an HOC Works Business Concern?: Yes <input type="checkbox"/> or No <input type="checkbox"/>

### Section B. HOC Works Plan Goals

\*\*For contracts valued **below** \$50,000, please continue below with #1. For contracts valued **above** \$50,000, please skip ahead to #2.

1. My contract is valued **below** \$50,000. Therefore, I intend to comply with the requirements of the HOC Works Program of the Housing Opportunities Commission of Montgomery County by selecting one of the following options.

A. Training

I am committing my organization to provide training opportunities for HOC residents (especially on-the-job training). These training opportunities will fall under one, or more, of the following categories:

- Life skills/employment readiness skills – Budgeting, resume writing, interview techniques, etc.;
- Workforce training – Applied training such as forklift operation, truck driving, computer skills with Microsoft Office, etc.;
- Business development skills – Entrepreneurship and small business training skills.
- Other – Contractors may submit recommendations, which HOC staff will review for approval.

**OR**

**B. Minimum Cash Contribution**

I am committing my organization to make a minimum cash contribution of three percent (3%) of the total value of the contract amount, plus any modifications to the price, to HOC's nonprofit affiliate, Housing Opportunities Community Partners (HOCP). Contributions are directed towards employment-related skills training opportunities for HOC residents and are tax deductible. Payment will be made out to *Housing Opportunities Community Partners, Inc.* with a notation that the contribution is for the purposes of meeting the contractor's HOC Works obligations.

**OR**

**C. Acts of Service**

I am committing my organization to sponsor family activities for HOC residents. For this option, contractors must submit recommendations to the HOC Works Program Coordinator for approval.

2. My contract is valued **above** \$50,000. Therefore, I intend to comply with the requirements of the HOC Works Program of the Housing Opportunities Commission of Montgomery County by selecting one of the following options.

**A. Direct Hiring**

To the extent feasible, I am committing my organization to employ HOC residents as five percent (5%) of the aggregate number of new hires for this contract. I affirm that the jobs identified by this contractor shall be for meaningful employment opportunities related to this project.

**OR**

**B. Subcontracting**

To the extent feasible, I am committing my organization to award subcontracts to HOC Works Business Concerns for at least five percent (5%) of the total dollar amount of the given contract. Please see Appendix B of the HOC Works Program Requirements for the definition of an HOC Works Business Concern. **(Note: The contractor must notify HOC of the opening of the bidding process for subcontracting in connection with this project. HOC must be notified 14 days prior to the start of the subcontract and receive documentation of the efforts taken to solicit HOC Works Business Concerns for these subcontracts.)**

**OR**

**C. Other Economic and Training Opportunities**

I am committing my organization to make a minimum cash contribution of five percent (5%) of the total value of the contract amount, plus any modifications to the price, to HOC's nonprofit affiliate, Housing Opportunities Community Partners (HOCP). Contributions are directed towards employment-related skills training opportunities for HOC residents and are tax deductible. Payment will be made out to *Housing Opportunities Community Partners, Inc.* with a notation that the contribution is for the purposes of meeting the contractor's HOC Works obligations.

**OR**

- I am committing my organization to provide training opportunities for HOC residents (especially on-the-job training). Opportunities should fall under one, or more, of the following categories:
  - Life skills/employment readiness skills – Budgeting, resume writing, interview techniques, etc.;
  - Workforce Training – Applied training such as forklift operation, truck driving, computer skills with Microsoft Office, etc.;
  - Business development skills – Entrepreneurship and small business training skills; and/or
  - Other – Contractors may submit recommendations, which will be reviewed by HOC staff for approval.

**Section C. Action Plan Narrative**

Please provide a narrative description of the methods to be used to achieve your HOC Works goals. This narrative must include your plan for executing the option selected in Section B above. Please write your narrative either in the space below or on a separate sheet.

**Section D. Contractor Certification**

The contractor hereby agrees to comply with all of the provisions of HOC Works as set forth in HOC’s HOC Works Program Requirements document. Failure to make bona fide attempts to comply with the above-approved plan may be deemed a compliance violation and could result in a breach of contract.

\_\_\_\_\_  
Contractor’s Signature

\_\_\_\_\_  
Date

# INSTRUCTIONS FOR HOC WORKS OPPORTUNITIES PLAN

(Please do not return this portion to HOC)

The purpose of this Opportunities Plan is to articulate the commitment of HOC's contractors to provide jobs for HOC residents and award contracts to businesses that share HOC's commitment to continually bettering the community which HOC serves.

This plan is to be completed for all work performed under any contract with HOC, which is funded by any source other than the U.S. Department of Housing and Urban Development (HUD). HOC established the HOC Works Program Requirements, as may be amended by the Agency, upon direction by the Executive Director of HOC.

- A. In Section A, enter (type or write) information requested in the text boxes.
- B. In Section B, enter a check in the corresponding boxes.

For contracts valued **below** \$50,000, please complete Section B, Part 1. For contracts valued **above** \$50,000, please complete Section B, Part 2.

If the contractor chooses the minimum cash contribution option, payment should be made out to *Housing Opportunities Community Partners, Inc.* with a notation that the contribution is for the purposes of meeting the contractor's HOC Works obligations. Checks can be mailed to the following HOC staff:

John Vass  
Legislative and Public Affairs  
Housing Opportunities Commission of Montgomery County  
10400 Detrick Avenue  
Kensington, MD 20895

- C. In the Action Plan in Section C, you must write a narrative describing how you will achieve your HOC Works Opportunities Plan goals. Please write your narrative either in the space provided or on a separate sheet. Below is a list of **HOC Works Best Practices** to assist you with developing your plan and suggestions for helping you to draft your narrative. You may also contact the HOC Works Program Coordinator at [hoc.works@hocmc.org](mailto:hoc.works@hocmc.org) or 240-528-4855 for additional guidance.
- D. Please sign and date the plan and submit it to the HOC Works Program Coordinator at the following address:

HOC Works Coordinator  
Compliance Department  
Housing Opportunities Commission of Montgomery County  
10400 Detrick Avenue  
Kensington, MD 20895  
[hoc.works@hocmc.org](mailto:hoc.works@hocmc.org)

## HOC WORKS BEST PRACTICES

(Please do not return this portion to HOC)

1. HOC maintains a list of resident resumes and will advertise HOC Works positions to qualified residents. Please contact the HOC Works Program Coordinator for further information.
2. Advertising HOC Works opportunities in general circulation media, low-income targeted media, and minority and women focused media; YouthBuild programs, to provide disadvantaged youth opportunities for employment, education, leadership development, and training.
3. Directing written solicitations to HOC Residents and HOC Works Business Concerns for specific contracting opportunities whenever possible.
4. Identifying portions of work where HOC Works Residents or HOC Works Business Concerns are likely to be successful.
5. Providing specific reasons for the inability to directly hire HOC Works Residents and/or HOC Works Business Concerns.
6. Establishing programs to assist HOC Works Residents and/or HOC Works Business Concerns to meet insurance, bonding, and other contracting requirements.
7. Employing joint venture agreements whenever feasible.
8. Erection of signage at project sites soliciting HOC Works Residents and HOC Works Businesses
9. Maintain records (including copies of correspondence, memoranda) that document the process and steps followed to meet a contractor's identified HOC Works goals.
10. Inclusion of the HOC Works Opportunities Plan in the contractor's and subcontractor's bid documents or other contract solicitations.
11. Contact resident councils and community organizations in the housing development or developments where HOC Works Residents reside to request assistance in notifying residents of the employment and training positions to be filled.
12. Entering contracts on a negotiated rather than a bid basis whenever possible.
13. Maintain assistance to the Chamber of Commerce Small Business Service Center to assist HOC Works businesses with the development of a business profile and other administrative activities.
14. Whenever feasible, holding job information meetings and workshops and to assist HOC Works Residents in completing applications. Arranging to conduct interviews in the housing development or developments or the neighborhood service area of a project.
15. Appoint or recruit an executive official of the contractor's organization as the Equal Opportunity Officer to coordinate the implement HOC Works activities.

## NARRATIVE SUGGESTIONS

(Please do not return this portion to HOC)

The Narrative in the Action Plan (Section C) should have detailed information; it should address who, what, when, where and how. Below are some questions and suggestions to develop the plan in your narrative.

### HIRING SUGGESTIONS:

- Follow the hiring priorities.
- Attend community meetings in the project development area.
- Host a job fair in the community.
- Post notices in the community of the jobs available.
- Require the minimum job qualifications for job descriptions.

#### Questions:

- When do you anticipate hiring? In which publications will you advertise the HOC Works jobs? (List the publications). When will this occur?
- If you hold a job fair, when do you anticipate having it and where will it be hosted? How will you market the job fair?
- What community organizations will you contact to notify them of the HOC Works job opportunities? (List the names of the groups)

### SUBCONTRACTING SUGGESTIONS:

- Follow the contracting priorities.
- Coordinate pre-bid meetings with local subcontractors in the project area.
- Contact community organizations in the project area regarding each HOC Works contracting opportunity.
- Require the subcontractor to submit an HOC Works Opportunities Plan once selected.
- Advertise contracting opportunities in local community publications.
- Require subcontractors with whom you regularly work to become HOC Works Business Concerns.

#### Questions:

- When will the subcontractor anticipate putting the work out to bid? What marketing or outreach will the subcontractor engage in with businesses that may qualify or are already HOC Works Business Concerns? (Describe)
- Explain and discuss the break out of the HOC Works contracting.
- What compliance measures will the contractor put in place so as to ensure that the subcontractor is meeting their own HOC Works goals?

### ALL PROJECTS:

- Identify a point of contact for all HOC Works concerns for this contract and any subcontract connected to this contract.
- All contractors subject to HOC Works must submit an HOC Works Opportunities Plan.