



**HOC Works Guidelines**  
for HOC Contractors  
October 2021

## HOC WORKS – Establishment

- Established by HOC in 2015.
- Designed to guarantee that HOC employment and other economic opportunities located within Montgomery County are directed toward low- and very-low income persons, particularly those who participate in HOC housing programs.
- The HOC Works regulations are defined in the HOC Works Program Requirements document.
  - Included in all HOC Invitations for Bids (IFB) and Requests for Proposals (RFP).

## HOC WORKS – Goals

- Through the HOC Works program, HOC seeks to foster:
  - local economic development,
  - neighborhood economic improvement, and
  - individual self-sufficiency.
- The ultimate goal of the HOC works program is to:
  - Connect HOC residents to jobs and training,
  - Award contracts to businesses that share HOC's commitment to continually bettering the community.

## HOC WORKS – Applicability

- All **non-HUD funded** contracts, including memoranda of understanding, for the provision of services to HOC.
  - Cooperative purchasing agreements;
  - Contracts for professional services (e.g. Audit and accounting, brokerage, architecture, and legal);
  - Maintenance, repairs, labor, landscaping, modernization projects, construction;
  - Employee training; and/or
  - HOC resident education and services.

## HOC WORKS – Key Terms

- HOC Works Resident:
  1. An affordable housing resident of HOC; or
  2. An individual who resides in the metropolitan area or nonmetropolitan county in which the work to be completed under the HOC Works contract will be done, and is a low income person (HUD).
- HOC Works Business Concern:
  1. Business that is at least 51% or more owned, controlled, and managed daily by HOC Works Residents.
  2. Business where permanent employees include persons, at least 30% of whom are currently HOC Works Residents.
  3. An entity that provides evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to HOC Works Business Concerns.
  4. Business that is at least 51% owned, controlled, and managed daily by a minority person/s as defined by county code.

## HOC WORKS – Compliance Thresholds

Contract < \$50,000

Contract > \$50,000

## HOC WORKS – Compliance (UNDER \$50,000)

- Option 1: Direct Hiring
  - Directly employ HOC Works Residents, to the greatest extent feasible, for at least 30% of all new hires related to the contract.
- Option 2: Training
  - Direct Training:
    - Life skills/employment readiness skills;
    - Workforce training;
    - Business development skills;
    - Contractors may submit recommendations, which HOC staff will review for approval.
  - HOC Works Fund contribution
    - 3% of the total amount of the contract.
    - Tax deductible.
    - Funds HOC's resident job training programs.
- Option 3: Acts of Service
  - Contractors may sponsor family activities for HOC residents.
  - Must submit recommendations to the HOC Works Program Coordinator for approval.

## HOC WORKS – Compliance (OVER \$50,000)

- Option 1: Direct Hiring
  - Directly employ HOC Works Residents, to the greatest extent feasible, for at least 30% of all new hires related to the contract.
- Option 2: Subcontracting
  - Subcontract work under this contract to HOC Works Business Concerns for at least 5% of the total amount of the contract.
- Option 3: Other Economic Opportunities
  - A.) HOC Works Fund contribution of 5% of the total amount of the contract.
  - B.) Training for HOC residents
    - Life skills/employment readiness skills;
    - Workforce training;
    - Business development skills;



## HOC WORKS OPPORTUNITIES PLAN

- Complete HOC Works Opportunities Plan and submit with your proposals.
- Check option/s that your company will utilize to meet compliance.
- Include a description in the narrative section.

# Questions?

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