Section 3 Opportunities:

Employer Registration and 
Job Posting Instruction 
Manual

Revised 7/20/2016
The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, be directed toward low and very low income persons.

Under CHA’s Section 3 program, there are multiple requirements for every contract. Hiring and Contracting are both required under Section 3, and vendors cannot choose between the two.

Section 3 does not apply to Supply & Delivery contracts. CHA’s Section 3 requirements are outlined in HUD’s 24 CFR 135.
Subcontracting with Section 3 Business Concerns

**Hiring:** 30% of New Hires

**Contracting:** 10% Construction and 3% All Other Contracts

**Other Economic Opportunities:**
If for any reason, a business is unable to subcontract the full percentage requirement to a Section 3 Business Concern, CHA requires the vendor to propose other economic opportunities that would benefit the residents and future businesses. Examples include, but are not limited to teaming agreements, mentorship programs, internship programs, or anything creative that the Prime Contractor can propose.

Section 3 Compliance Schedules

► **Schedule B** - Section 3 Utilization Plan

► **Schedule C** - Letter of Intent

► **Schedule D** - Section 3 Hiring Report
*Disclaimer: Federal wage determinations (either Davis-Bacon or HUD-Determined Wage Rates) preempt any conflicting State prevailing wage rate or the Minimum Wage Requirement when the State prevailing wage rate or the Minimum Wage Requirement is higher than the Federally-imposed wage rate (24 CFR 965).

Every Contract solicited or advertised on or after the December 1, 2015 effective date of the CHA Minimum Wage Requirement shall contain a provision or provisions stipulating that the Contractor will: (i) pay its Employees no less than Thirteen Dollars per hour ($13.00/hr.) for work performed under the Contract; and (ii) require any subcontractors of the Contractor to pay their Employees no less than Thirteen Dollars per hour ($13.00/hr.) for work performed under the Contract. *Example: The Requirement covers a security guard or landscaping worker at a CHA jobsite.*
Welcome to Chicago Housing Authority’s (CHA) Section 3 job website. This website has been created to make the job search and hiring process easier for our Section 3 community and Contractors.

CHA is a federally funded agency, and with the funding, we require contractors to follow HUD guidelines on every applicable contract. Any Prime Contractor who has a need for new hires under their CHA contract, is required to hire Section 3 employees to equal at least 30% of those new hires.

CHA worked with HUD to build this website for your use. Each Contractor must build their own profile on here, and manage the users who will have access to this system for your company. You will be responsible for posting Section 3 job openings on this website and hiring qualified Section 3 employees through this hiring process. You are in control of this process and CHA is here to assist you.

This document will show you how to setup your Company’s profile, individual Job Profiles, how to review applicants, and how the Section 3 Hiring Specialists work with you through this process.

Let’s get started!
HOW DO I GET STARTED?

Please visit [http://Section3jobs.thecha.org](http://Section3jobs.thecha.org)

If your Company does not have an account yet, select “Vendor Log-in” link and follow the instructions...

Once you do register, you will just sign-in with your email address and selected password.
To start this process, you will first need to build your company’s profile in the Section 3 Opportunities system.

- Enter the company’s business information
- Enter the company’s main contact person
  - Note: You can add more users for this system once your initial profile is set up
- Read the privacy/terms of use, check that box and click on “Submit”
Completing your registration is easy. Once you submit the company’s main profile, you will receive an automated email from the system confirming your Employer Profile and temporary password. Follow the prompts and change your password by selecting “Settings” and “Change Password.”
Okay, now that you are logged in, let’s review each link on your Dashboard...

**Home:** This will always take you back to main Dashboard page.

**Account:** Allows you to edit your profile or the Company’s information.

**Jobs:** Allows you to either create a job announcement (add the Job Profile Details to open positions) or Review Announcements that need approval and/or edits.

**View:**
- Users for your company with access to this system
- Contracts with open Job Profiles in the system
- Applicant Selection
  - You will use this page to review Applicant’s profiles for your company’s open positions
  - Jobs will be posted online for 10 days and you cannot view the applicants until the 10 days pass
- Hire/Interview Status
  - This page will allow you to enter the updates for each applicant who you either interviewed or reviewed their profile after they applied for your open position

**Settings:** Add a new user or change individual password.

**Contracting:** Allows you to gain entry into the CHA’s Directory of Section 3 Business Concern, as well as browse and search data throughout the director.

**About Section 3:** A brief overview of Section 3 requirements.

**Open Positions:** These are the job openings you have open to the public for applications. These jobs will be posted for 10 days before you can review the applicants and schedule interviews.

**Pending Actions:** These are the jobs that you have to either enter the job details to for the Section 3 Hiring Specialist to approve, or they are the job details that need edits prior to approval by the Section 3 Hiring Specialist.

**Note:** Pay attention to the special notes sent to you for any openings with required edits.

**Outstanding Positions:** This is a direct link to the Job Openings you need to enter details for, in order for approval and posting.

**Closed:** These are the Job Openings that you filled and are now considered closed and completed.
First, the **CHA Section 3 Hiring Specialist** will enter a Job Profile for your Contract with CHA. Once this is created, they will assign Job Titles/Openings to your Contract. The Section 3 Hiring Specialists will enter the job titles that you outlined on your Schedule B, which were approved by your Contract Compliance Specialist.

Section 3 Hiring Specialist will click on “Create Job Profile” and then “Add Position” one by one for each open job title→ This will be reflected on the Section 3 Hiring Specialist’s Dashboard **and** your Employer Dashboard! This is where **you** really get started!
CREATING A NEW JOB POSTING

• “Outstanding Positions” will have a number next to it, showing you the total open positions where you need to provide Job Profile Details

• Once you click on “Outstanding Positions” you will be taken to your list of Outstanding Positions. Select each one, one-by-one, and provide the details
“Outstanding Positions” will have a number next to it, showing you the total open positions where you need to provide Job Profile Details.

Once you click on “Outstanding Positions” you will be taken to your list of Outstanding Positions. Select each one, one-by-one, and provide the details.

You can add a Subcontractor to this Contract in order to assign a Job to them on future pages - click on “Assign Subcontractor.” The subcontractor must be assigned before entry of job announcement.
Certain information should auto-populate for you, like the Contract Number and/or RFP/IFB Number

Select the Position Title you want to enter details for

Select the No. of Openings: You are entering these details for
There could be multiple positions with the same title (ex: 3 Laborers). If this is the case, you can enter all of the positions with the same details, including start and end dates, or you can enter them individually if they have different requirements

Select the Industry and click on the asterisks if you need more clarity on the Industry

Enter the Start Date

Enter the End Date

Job Location: This will be the location the employee will perform their job duties

Will the employee(s) work onsite every day or will their work schedule change based on the need for their position? (usually applicable for construction trade positions)

Is Public Transportation Available? Yes or No

Job Term: How long is this position?

Shift: What are the hours required to work in this position?

Schedule: Are the requirements to work weekdays, weekends, or both?

Hours Per Week: How many hours per week are required to work within this role?

Minimum Salary: What is the minimum salary?

Required Screenings: Is a drug or alcohol test required?

Required Certification/License: If a position requires union participation, we need the union requirement within the job announcement. We ask that you add the union requirements or any other required certifications within this field

Click “Save and Continue” at the bottom of the screen
QUALIFICATIONS

Educational Achievement: What education level is required for this position?

General Computer/Technical Skills: What skills are needed for this position? Can they have a beginner level set of skills, or do you need them to be able to program and provide more advanced skills? Maybe no computer skills are needed...

Physical Demands: Identify the possible physical demands

Click “Save and Continue” at the bottom of the screen
MEMBERSHIPS AND AFFILIATIONS

• If this position is a union hire, identify that here by selecting “Yes” and listing the Local # and Union Type
• Click “Save & Continue” to save your information and move to the next page
• You will use this page if you need to enter any additional details or a written description of the Job Opening
• Click “Save & Continue” to move on to the final step of creating the Job Profile
• Review all of the information you entered on previous screens
  • If you need to make any edits, click on “Edit” by that section and make your changes
    • You will need to click “Save & Continue” through each page again to get back to the Preview page

• If it looks correct, click on “Submit”

• Once you submit the Position Information, the Section 3 Hiring Specialist will review it.
  • Upon review, there may be comments you will need to address or it may be approved and post to the website that day
Once you submit the Job Profile Details for approval, you should see the “Outstanding Positions” number decrease and see the “Pending” count increase...
• Once the Employer submits the Job Profile through the system, it is sent to the Section 3 Hiring Specialist for approval
  • The Section 3 Hiring Specialist will review their dashboard and click on “Pending Actions” and then select the applicable Job Title from the list of pending and open Job Profiles
• Section 3 Hiring Specialists will review the **Announcements** portion of this page to review and approve or deny the Job Profiles submitted by the Employer

• Section 3 Hiring Specialist will click on “Edit Status” and review the details that you entered

• The status will be updated and sent to your attention as the Employer

Add Response:
This will allow the Section 3 Hiring Specialists to Approve the Job Profile or Deny it and provide comments to you for required edits
Once the Section 3 Hiring Specialist approves your Job Profile, you will see it show up in your “Open Positions” on your dashboard.

This means it is open for Section 3 applicants to apply for 10 calendar days!
To view the applicants who applied for your positions, after the 10 days have passed, you will click on “View” in your top tool bar and select “Applicant Selection”

- You will be supplied with a list of applicants who you will have to review one by one and in tier preference order (to review the Applicant’s profile, click on their name).
- Employers must review applicants in the order they were provided in the Hiring System and make updates. The applicants are sorted by tier and within each tier sorted by date applied.

The tier system is as follows:

1. CHA residents that live at the construction/project site
2. CHA residents live other than the construction/project site
3. HCV/Scattered Site Residents
4. Youthbuild
5. Low income persons in the Chicago metropolitan Area.
Once the Applicant’s Profile opens, review it and then select “Update Interview/Hire Status” to proceed to the next step...
**UPDATE INTERVIEW/HIRE STATUS**

**Position Title:** This will pre-fill from the Job Profile

**Candidate Name:** This will pre-fill from the Job Profile

**Interview Scheduled:** Select Yes or No

**Interview Date:** Enter the date you will interview the Applicant (if an interview will take place)

**If the candidate was not interviewed, select a reason why or add more details in the “Other” box which will allow you to write out your explanation**

Once you interview the Applicant/Candidate or decide you will not move forward with an interview, select “Yes” or “No” from the “Recommended for Hire” drop down box

• If you have to come back to this page for the Applicant, the information will be saved and ready for you to update the page with the hiring status

**If requesting a hire, enter the Employee’s Start Date**

If not requesting a hire, select a reason why or add more details in the “Other” box which will allow you to write out your explanation
REQUEST TO HIRE

When you submit a request to hire, the request will be reviewed for approval or denial within 48 hours by the CHA Section 3 Hiring Specialist. Once approved, you will receive a courtesy email from Section3@thecha.org that CHA has approved your request to hire.
The CHA Section 3 Hiring Specialist will review the submitted request for hire. An audit will be conducted to ensure fair hiring practices were implemented and that each applicant qualified was granted the opportunity to interview and or hired in accordance to the tier system. If all proves satisfactory, an approval will be granted within 48 hours of submittal.
After you have received a courtesy email that the approval for hire was granted, you can accept the approval by returning to your dashboard and click on “View” in your top tool bar and select “Hire/Interview Status”

• You will be supplied with a list of applicants who you screened previously and notated with an outcome status. You will select the applicant that was approved for hire.

• Next, you will accept the determined hire.
The CHA Section 3 Hiring Specialist will review the submitted request for hire. An audit will be conducted to ensure fair hiring practices were implemented and that each applicant qualified was granted the opportunity to interview and or hired in accordance to the tier system. If proven unsatisfactory, a general explanation of denial will be submitted at which time you will be granted the opportunity to submit one appeal. Additionally, you will receive an email notification from Section3@thecha.org that CHA has denied your request to hire.
In the event the CHA Section 3 Hiring Specialist denies your request to hire, you will have one time to appeal the determined denial. To appeal the denial, you will return to the dashboard and click on “View” in the top tool bar and select “Hire/Interview Status”

- Select the applicant that received the denial status.
- You will be provided the option to accept the denial or appeal. If you want to appeal, select “Appeal.”
- A pop up screen will appear for you to appeal the denial and to upload any substantial documentation to support the appeal. When done, select “Appeal” to submit. Once submitted, it will appear under the status history.
- The CHA Section 3 Hiring Specialist will respond back with the final determination within 48 hours.
The CHA Section 3 Hiring Specialist will review the submitted appeal by job announcement number and applicant. A review of the appeal and supportive documentation will be accessed. In 48 hours, a final determination of an approval or denial will be submitted.

- If the appeal is approved, the determined hire will be approved.
- If the appeal is denied, you will have to either go back and review and select another candidate as a request to hire or speak with the Hiring Specialist and assigned Compliance Specialist on alternatives e.g. submittal of change request form or other economic opportunities.
TIPS FOR EMPLOYERS

• Make sure you maintain updated contact information in the system

• You are responsible for setting up interviews and all follow-up with each applicant
  
  • CHA will not provide you assistance in following-up with Applicants for interviews, missing information, etc.
  • CHA is not responsible for setting up interviews

• Employers must review the Applicants in the order they are provided to you and make the necessary updates in the system

• If you have a former employee you want to interview for the open position, they must apply for the position like everyone else

  No side referrals and/or exceptions will be made to this process
Several ways to call for assistance!

- **Section 3 Hotline**
  - (312)542-8802
  - Section3@thecha.org

**Staff Contacts**
- Director, Section 3 Field Office
  - Claudia Weems: (312) 913-7806
- Manager, Section 3 Field Office
  - Johnetta Scott: (312) 913-5874
- Section 3 Hiring and Contracting Specialist
  - Okediji Orimalade: (312) 913-7358
  - Brandy Phillips (312) 542-8870
- Section 3 Coordinator
  - Belinda Phillips: (312) 786-3251