

Send me your information about job availability, and I will send out a flier like the sample below to our residents and to SkillSource!

**Now Hiring!**

Your Company  
(The type of business your company is in)

12345 Main street  
USA

Looking for (EXAMPLE):  
Job title  
\_ to \_ years experience  
able to lift minimum \_\_\_ lbs

**Contact information:**

Your Name  
yourname@gmail.com  
(703)123-4567

**Contractors aside...**

**Who else must comply with Section 3 ?**

**Answer:**  
**Sub-Recipients!**

**Who is a Sub-Recipient?**

Answer: Any organization such as local non-profits or Community Housing Development Organizations (CHDO's) who receive at least \$200,000 in federal HUD funds (Federal Housing and Urban Development Agency) annually.

**What role do Sub-Recipients play in regard to Section 3?**

Answer: Sub-Recipients must follow all the same hiring, training, and contracting goals as the primary recipient (in this case HCD) for compliance with Section 3 regulations.

**What is the Section 3 compliance rule?**

Answer: To the greatest extent feasible, provide training, employment and contracting opportunities to low income residents and persons in conjunction with projects and activities in their neighborhoods.

**Maximum income limits per household size for FY 2011 to qualify as a Section 3 eligible New Hire:**

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
\$45,100	\$51,550	\$58,000	\$64,400	\$69,600	\$74,750	\$79,900	\$85,050



Fairfax County Department of Housing and Community Development

## In the Spotlight:

This summer the PROGRESS Center had its summer interns call all of HCD's construction and rehab related contracted businesses to see if they were hiring. We discovered a number of businesses that were hiring!

Businesses have a responsibility to attempt to hire HCD residents and/or other low income people in FX County, and report their efforts and outcomes.

All you need to do is let me know and I will send out a flier with your job information on it! Then report to me any low income new hires with the self certification form.

Compliance with Section 3 is easy!

## Streamlining Section 3!

Come to the September 27th workshop and collect a set of revised, shortened, and streamlined forms for Section 3 compliance!

In an effort to help businesses come into compliance with section 3 regulations, our forms have been shortened and streamlined as much as possible.

Our mechanism for informing our residents and SkillSource's job-ready clients, of your company's employment needs has greatly improved!

Come and find out how to make Section 3 work for your company!

### Contractor /Partner Section 3 Workshop

Tuesday, September 27, 2011

10:00 am -11:30 am

Pennino Building

12011 Government Center Parkway

Fairfax, VA 22035,

Conference Room 505

RSVP

Diane Jenkins, Section 3 Coordinator

diane.jenkins@fairfaxcounty.gov

703-246-5251



The information in this flyer will be made available to persons with disabilities in alternative format upon request. Call 703-246-5101 or TTY 703-385-3578. Please allow seven working days for preparation of materials.

Complying with Section 3 is as easy as 1, 2, 3, 4!

Send us your information about job availability, and we will send out a flier to our residents and to SkillSource!

Did you know?

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(The type of business your company is in)

12345 Main street  
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Looking for (EXAMPLE):  
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\_ to \_ years experience  
able to lift minimum \_\_\_ lbs

**Contact information:**

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yourname@gmail.com  
(703)123-4567

**Section 3 Reporting**

**Step One:** Notify the Section 3 Coordinator when you receive a new or re-negotiated contract with HCD, and/or before your company begins a new project by submitting a Section 3 Plan.

**Step Two:** Coordinate with the Section 3 Coordinator and with the SkillSource Business Services Supervisor in order to advertise and interview your Section 3 new hires.

**Step Three:** Have your Section 3 new hires complete the self-certification form and send that form to the Section 3 Coordinator.

**Step Four:** Submit monthly Section 3 report forms to the Section 3 Coordinator, and repeat steps One, Two, and Three as needed.

**Contact Information:**

**Diane Jenkins**  
*Section 3 Coordinator*  
Fairfax County Department of Housing and Community Development  
3700 Pender Drive, Fairfax, VA 22030  
703-246-5251 (Office)  
703-246-5115 (Fax)  
Diane.jenkins@fairfaxcounty.gov

**Mouly Aloumouati**  
*Business Services Supervisor*  
Fairfax County Department of Family Services, Skill-Source

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## Fairfax County Department of Housing and Community Development

### In the Spotlight:

#### Upcoming Job Fairs



Are you out of work and having a difficult time finding employment? Are you looking for a parttime job to help make ends meet every month? Here's an opportunity for you!

The PROGRESS Center will hold a mini job fair. Employers will be on-site to discuss their company needs, take applications and provide preliminary on-site interviews.

The following Fairfax County Department of Housing and Community-contracted businesses will be represented: **Mister Janitor, First Lady and Caldwell & Gregory.** All are cleaning or laundry service companies. Other mini job fairs featuring other industries will follow. Requirements for employment include: current driver's license; age 18 or older; legal authorization to work in the United States; ability to lift up to 50 pounds; and ability to work with a variety of chemicals.

Bring your resume and required documentation to one of the following locations to be considered:

**Saturday, February 18, 2012**

**10 a.m.—12 p.m.**

West Ford Community Center  
3013 Westford View Court, Alexandria, VA

**Saturday, March 10, 2012**

**10 a.m.—12 p.m.**

Robinson Square Community Center  
4400 St. Edwards Place, Fairfax, VA

Questions? Want more information? Contact Diane Jenkins at [dhcd-section3@fairfaxcounty.gov](mailto:dhcd-section3@fairfaxcounty.gov) or call 703-246-5283; call 703-246-5101 for a reasonable accommodation.

### Fathers Only Program

*This free program includes monthly father-child activities, access to county resources and dinner every Thursday.*

Do you want to be more involved and influential in the lives of your children? Are you interested in improving your parenting skills?

The **Fathers In Touch** program is designed to enrich the lives of children by helping fathers become teachers and role models for their children. It teaches self-awareness, self-care, parenting skills, and relationship skills in a safe and comfortable group of peers.

Classes begin February 9 and run through April 26, 2012. **For more information, contact Calvin Robertson at 703-324-7144 or Champana Bernard at 703-324-3611.**

### Free Tax Preparation Assistance

Tax season is upon us. IRS-certified volunteers are available to provide free tax preparation services to families and individuals making less than \$50,000 in 2011.

This year's Volunteer Income Tax Assistance (VITA) program begins Wednesday, January 18, at 21 Northern Virginia sites. The program runs through April 17.

**For a list of sites and more information, contact Fairfax Job Center at 703-324-7280, TTY 711 or the VITA website at <http://nvacash.org/vita/>.**

#### Going Paperless

Attention all residents! We would like your email address so we can communicate with you more effectively!

Please email us at [dhcd-section3@fairfaxcounty.gov](mailto:dhcd-section3@fairfaxcounty.gov) with the email addresses of the adults in your household who would like to receive the PROGRESS Center news and other information via email.



## Important Scholarship News

Are you the parent of a high school senior and thinking about paying for college? Check out some of these scholarship resources:

**National Leased Housing Association (NLHA)** is a scholarship available to Housing Choice Voucher Program participants. There are four separate scholarships: one for graduate students, one for non-traditional students, and two for high school seniors or undergraduate students. For more information, call 202-785-8888 or visit: [www.hudnlha.com/education\\_fund/](http://www.hudnlha.com/education_fund/).

**Applications for this scholarship are due to the PROGRESS Center by February 10, 2012.**

**Virginia Association of Housing and Community Development Officials (VAHCDO)** is a scholarship available to High School Seniors who are residents of Public Housing and Fairfax County Rental Program, or Housing Choice Voucher Program participants. For more information, call 757-233-6903 or visit: [www.vahcdo.org](http://www.vahcdo.org) and click on "scholarship."

**Applications for this scholarship are due to the PROGRESS Center by February 24, 2012.**

To apply for these scholarships, please send completed scholarship application packets by the due dates cited above to HCD, c/o The PROGRESS CENTER, 3700 Pender Drive, Fairfax, VA 22030.

For a list of other scholarships available to residents of the Commonwealth of Virginia, visit the State Council of Higher Education for Virginia (SCHEV) at: [www.schev.edu/students/undergradFinancialAidPrograms.asp](http://www.schev.edu/students/undergradFinancialAidPrograms.asp)

## Youth Summer Employment: It's Not Too Early to Start Looking!

If you are a youth looking for summer employment, start checking job centers and websites now for openings and job fairs!

**Here's a lead: The National Park Service will hold a job fair on Saturday, January 28 from 1 p.m. - 5 p.m. at Wolftrap National Park for the Performing Arts!**

Resources like the SkillSource Job Corner can help you to find other openings, complete applications, and practice for the interview. **For more information and a list of locations, please call 703-531-6290.**

## SAVE THE DATE!

### Money Smart One-Day Seminars

Upcoming financial literacy seminars for adults 18 years old and over will be held one Saturday each month from January through August 2012.

All classes will be held in the following locations from 9 a.m. until 3 p.m. Lunch will be provided.

<b>South County Human Services</b> 8350 Richmond Highway, Room 220 Alexandria, VA	<ul style="list-style-type: none"><li>• January 28</li><li>• March 31</li><li>• May 26</li><li>• July 28</li></ul>
<b>Fairfax County Department of Housing and Community Development</b> 3700 Pender Drive, HCD Center Fairfax, VA	<ul style="list-style-type: none"><li>• February 25</li><li>• April 28</li><li>• June 30</li><li>• August 25</li></ul>

Registration is required and seating is limited. Please call 703-246-5007 to reserve your spot by 1 p.m. on the day before the scheduled class. Please call 703-246-5101 for a reasonable accommodation.

A Certificate of Completion will be awarded to each participant at the end of each class.

## Responsible Renter Program: Partnership with Shelter House Helps Renters Succeed

Are you a first-time renter? Are you looking for some time-saving suggestions for housekeeping? Do you have difficulty passing inspections? Need help dealing with difficult neighbors or landlords?

Shelter House is offering this pilot program to help renters deal with these issues and many more. Classes will be held on Saturdays in February at Greenwood Community Center, 6175 -A Greenwood Drive, Falls Church, VA. All classes will meet from 10 a.m. until 1 p.m. and lunch will be provided.

For more information and to sign up, contact Carissa Vines at Shelter House at 703-536-2155.



February 2012  
A Fairfax County, VA publication

## Fairfax County Department of Housing and Community Development

### In the Spotlight:

#### Adult Career Pathways Program



In Spring 2011, Northern Virginia Community College (NOVA) launched the Adult Career Pathways (ACP) program, a new initiative in adult education.

Are you unemployed, underemployed or earning low wages? Do you want to learn new skills or obtain a degree in order to move to a higher level position? Are you 18 years or older with a GED or high school diploma? Are you ready to plan for a career instead of just a job? If you answered yes to any of those questions, NOVA wants to work with you.

NOVA's ACP program is for underemployed or unemployed workers, low-wage workers, work-eligible immigrants with strong English skills, and young career starters with a high school diploma or GED. The program is designed to provide one-on-one assistance with completing the college application, completing the Free Application for Federal Student Aid (FAFSA), applying for grants and scholarships, choosing the right program for you and your career goals, finding other opportunities available to you at NOVA, and planning for transfers to four-year colleges and universities.

Ready to take the leap? Want to find out more? Send an email with your first and last name, phone number and address to [dhcd-section3@fairfaxcounty.gov](mailto:dhcd-section3@fairfaxcounty.gov) or call 703-246-5283 and we can provide you with a list of upcoming information sessions and a referral to the program.

### Renter's Insurance: A Smart Investment

Buying renter's insurance is one of the best decisions a tenant can make. Although landlords almost always have insurance on their properties, it usually does not protect renters from loss of property due to events such as fire or theft. Renter's insurance typically provides coverage for the cash value of the renter's property that is damaged or lost. Renter's insurance may also help protect a tenant from liability costs in situations such as when a guest is injured at the residence.

#### Types of renter's insurance:

**Replacement Cost Coverage:** This type will replace personal property without deduction for depreciation, whereas typical renter's insurance only covers the cost of the item at the depreciated value at the time of loss and damage.

**Loss of coverage:** In the event that water damage or a fire occurs at the residence, the renter will be covered for additional living expenses that may occur when the renter is unable to reside in their home.

#### Determining the level of renter's insurance coverage

**needed:** Renters are encouraged to make a room-by-room inventory of all items owned and the estimated cost. An insurance agent can provide assistance in determining how much coverage is needed. Renters are encouraged to shop around for insurance.

**For more information:** Contact the State of Virginia's Bureau of Insurance, Property and Casualty Consumer Services Section, by phone at 877-310-6560 (toll free), email [bureauofinsurance@scc.virginia.gov](mailto:bureauofinsurance@scc.virginia.gov), visit the website at [www.scc.virginia.gov/division/boi](http://www.scc.virginia.gov/division/boi), or download the *Renters Insurance Consumer's Guide* at [http://www.scc.virginia.gov/boi/pubs/va\\_rent.pdf](http://www.scc.virginia.gov/boi/pubs/va_rent.pdf).

### Going Paperless

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Please email us at [dhcd-section3@fairfaxcounty.gov](mailto:dhcd-section3@fairfaxcounty.gov) with the email addresses of the adults in your household who would like to receive the PROGRESS Center news and other information via email.



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## Vital Community Resources: Just A Phone Call Away

Do you need medical attention, but are without health insurance? Do you need help finding a food pantry that is close to your home? Are you having difficulty meeting your monthly financial obligations? Coordinated Services Planning (CSP) can provide referrals to these and other services in your community.

Through partnerships with community-based organizations and government agencies, CSP is able to assist callers with resources for meeting basic needs like food and clothing, or obtaining financial assistance to prevent eviction and utility shut-offs. In addition, CSP can assist with accessing health care services.

If you find yourself or someone you know in need, give a CSP social worker a call at 703-222-0880.

## Show Up to Stop Hunger: Showcase Your Talent

Shelter House, Food for Others, and the Bailey's and James Lee Community Centers are joining forces to fight hunger in Fairfax County.

On Saturday, Nov. 19, a talent show will take place at Bailey's Community Shelter from 6 until 9 p.m. at 5920 Summers Lane, Falls Church, VA 22041. Entry fee is a nonperishable canned good or a small monetary donation to help purchase food for area agencies providing food assistance to families in need.

Anyone between the ages of 5 and 25 are encouraged to participate in the talent show. To register call Shelter House at 703-536-2155 or visit: [www.shelterhouse.org/hunger](http://www.shelterhouse.org/hunger).

Talent Show rehearsals will be held on Thursday, Nov. 3 and Thursday, Nov. 10 from 7 - 8 p.m. at 6175 Greenwood Drive, Falls Church, VA 22044.

Whether you just want to watch or are itching to participate, this is a great opportunity to get youth involved in the community and help them have the confidence to showcase their talent!



November 2011  
A Fairfax County, Va., publication

## SAVE THE DATE!

The Fairfax County Department of Housing and Community Development is presenting *free workshops* that will provide information on adult employment, youth employment, training and education, business creation, and community service opportunities.

**Our next workshops—for adults and youth over 14 years old—are:**

<p><b>Wednesday, Dec 7</b> 1-2 p.m.</p> <p>West Ford Community Center 3013 Westford View Court Alexandria, VA 22306</p>	<p><b>Tuesday, Dec. 6</b> 10-11 a.m.</p> <p>Greenwood Community Center 6175-A Greenwood Drive Falls Church, VA 22044</p>
<p><b>Monday, Dec. 5</b> 6:30-7:30 p.m.</p> <p>Dept. of Housing Main Office 3700 Pender Drive, Suite 100 Fairfax, VA 22030</p>	<p><b>Tuesday, Dec. 6</b> 2-3 p.m.</p> <p>Ragan Oaks Community Center 3700 Ragan Oaks Court Fairfax, VA 22030</p>

Please RSVP to Diane Jenkins, Section 3 Coordinator, 703-246-5283 (TTY: 703-385-3578) or via email at: [dhcd-section3@fairfaxcounty.gov](mailto:dhcd-section3@fairfaxcounty.gov) with the date and workshop location you plan to attend.



### Smart Spender Tip:

*Holidays can be expensive! From holiday parties to family dinners, planning meals and feeding your family doesn't have to break the bank. Try these tips to pinch some pennies at the check-out:*

- ◇ *Cut coupons and don't forget to use them!*
- ◇ *Compare those weekly ads and use the sales to your advantage!*
- ◇ *Make a grocery list before you leave home - and stick to it!*
- ◇ *Don't shop when you are hungry - eat before you leave to avoid buying everything that looks good!*

## Fairfax County Department of Housing and Community Development

### In the Spotlight:

#### Family Self-Sufficiency



Family Self-Sufficiency (FSS) is a US Department of Housing and Urban Development-funded self-sufficiency program for families in the Housing Choice Voucher or Public Housing programs.

The FSS program is designed to help individuals build assets and increase self-sufficiency. Families who enroll in the program will build Individual Training and Service Plans (ITSP) and work with a case manager. Normally, when a family's income increases in subsidized housing, rent will increase as well. However, HCD will put a portion of the FSS family's rent increase into an escrow (savings) account. When a goal of self-sufficiency within the period of the contract is accomplished, participants graduate and receive the money in their escrow savings account.

By combining safe and stable housing with wrap-around services and resources tailored to a family's specific needs, families are able to achieve greater self-sufficiency and economic independence. This means families are more likely to have better employment and income and have a reduced need for public assistance. Many families even find themselves in a great position for purchasing a home once the program is completed.

Want to find out more? Contact Samantha Gallo, FSS Coordinator, at 703-246-5007 or TTY: 703-385-3578 for information on how to apply for the Family Self-Sufficiency program.

### Section 3: Business Networks Improve Resident Employment Opportunities

Did you know that the Department of Housing and Community Development (HCD) works with local businesses and non-profits to encourage and promote employment opportunities for participants in Public Housing and the Housing Choice Voucher program?

The federal "Section 3" program requires that recipients of certain federal housing financial assistance, to the greatest extent possible, provide job training, employment and contract opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods.

On March 29, 2011, HCD held its first Section 3 workshop for employers and county staff. Eleven businesses and seven non-profit organizations were represented along with staff from HCD and the county's Department of Public Works and Environmental Services. The workshop, presented jointly by HCD and SkillSource, included an explanation of the requirements and processes of Section 3. SkillSource was also introduced as a hiring tool for businesses.

As a result of the workshop, one business has certified that they are a Section 3 business by the fact that more than 30% of their employees come from low and very low income households. Another Section 3 business workshop will be held later in 2011 to continue this effort.

In the meantime, check out your local SkillSource Center for training, help with resume preparation, interviewing and job opportunities. You can find locations by typing <http://www.fairfaxcounty.gov/dfs/ss/employtraining.htm> into your computers internet browser search bar.

### Going Paperless

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**Financial Literacy and You: Credit Smart in the Community**

Are you having trouble making ends meet? HCD and Our Daily Bread, a local non-profit, are partnering to provide basic financial literacy classes in the community. "Credit Smart" brings to the table questions and answers about everything from choosing the right checking account to balancing a checkbook and paying off debt. Find out how to get your finances under control and protect yourself from financial crisis.

Upcoming classes will be scheduled for July and August, so keep your eye out for flyers in your community and in the mail. For more information, please contact Samantha Gallo at 703-246-5007 or TTY: 703-385-3578.



**Green Idea:**

Many appliances continue to draw a small amount of power even when they are switched off. Conserve energy and reduce your utility bills by plugging items such as DVDs, televisions, stereos, computers, and kitchen appliances (not refrigerators!) into a power strip. Just switch the power strip off when not in use and in the evenings before you go to bed to cut all power to the appliance.



May 2011  
A Fairfax County, Va., publication

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<p><b>Monday, June 6, 6:30-7:30 p.m.</b></p> <p>Dept. of Housing Main Office 3700 Pender Drive, Suite 100 Fairfax, VA 22030</p>	<p><b>Tuesday, June 7, 2-3 p.m.</b></p> <p>Ragan Oaks Community Center 3700 Ragan Oaks Court Fairfax, VA 22030</p>

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A special thank you to our partners who have been crucial in meeting the needs of our families this month: Our Daily Bread, FACETS, Fairfax-Falls Church County Community Service Board, Fairfax County Department of Family Services, SkillSource, and Northern Virginia Family Service.

**THANK YOU!**

