

Section 3 Summary Report
 Economic Opportunities for
 Low- and Very Low-Income Persons

U.S. Department of Housing
 and Urban Development
 Office of Fair Housing
 and Equal Opportunity

OMB Approval No. 2529-0043
 (exp. 8/31/2007)

HUD Field Office:

See back of page for Public Reporting Burden statement

1. Recipient Name & Address: (street, city, state, zip) The Matthews Group, Inc. t/a TMG Construction Corporation 18915 Lincoln Road Purcellville, Virginia 20132	2. Federal Identification: (contract/award no.) 4. Contact Person: <p style="text-align: center;">Rick Wilson</p> 6. Reporting Period: <p style="text-align: center;">1/1/2014 - 12/31/2014</p>	3. Dollar Amount of Award: 5. Phone: (include area code) <p style="text-align: center;">540-751-3549</p> 7. Date Report Submitted:
8. Program Code: * (Use a separate sheet for each program code)	9. Program Name:	

Part I: Employment and Training (** Include New Hires in columns E & F.)

A Job Category	B Number of New Hires	C Number of New Hires that are Sec. 3 Residents	D % of Aggregate Number of Staff Hours of New Hires that are Sec. 3 Residents	E** % of Total Staff Hours for Section 3 Employees and Trainees	F** Number of Section 3 Employees and Trainees
Professionals	17	11			
Technicians	0	0			
Office/Clerical	1	1			
Construction by Trade (List Trade					
Trade Laborer	4	4			
Trade Carpenter	3	2			
Trade Operator	1	1			
Trade Pipelayer	1	1			
Other (List)					
Total	27	20			

***Program Codes**

1 = Flexible Subsidy	3 = Public/Indian Housing	4 = Homeless Assistance	8 = CDBG-State Administered
2 = Section 202/811	A = Development,	5 = HOME	9 = Other CD Programs
	B = Operation	6 = HOME-State Administered	10 = Other Housing Programs
	C = Modernization	7 = CDBG-Entitlement	

Part II: Contracts Awarded

1. Construction Contracts:

A. Total dollar amount of all contracts awarded on the project	\$
B. Total dollar amount of contracts awarded to Section 3 businesses	\$
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	%
D. Total number of Section 3 businesses receiving contracts	

2. Non-Construction Contracts:

A. Total dollar amount of all non-construction contracts awarded on the project/activity	\$
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	%
D. Total number of Section 3 businesses receiving non-construction contracts	

Part III: Summary

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contacts with community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
- Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- Other; describe below.

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u., mandates that the Department ensure that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as a self-monitoring tool. The data is entered into a data base and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

Instructions: This form is to be used to report annual accomplishments regarding employment and other economic opportunities provided to low- and very low-income persons under Section 3 of the Housing and Urban Development Act of 1968. The Section 3 regulations apply to any **public and Indian Housing programs** that receive: (1) development assistance pursuant to Section 5 of the U.S. Housing Act of 1937; (2) operating assistance pursuant to Section 9 of the U.S. Housing Act of 1937; or (3) modernization grants pursuant to Section 14 of the U.S. Housing Act of 1937 and to **recipients of housing and community development assistance in excess of \$200,000** expended for: (1) housing rehabilitation (including reduction and abatement of lead-based paint hazards); (2) housing construction; or (3) other public construction projects; and to **contracts and subcontracts in excess of \$100,000** awarded in connection with the Section-3-covered activity.

Form HUD-60002 has three parts which are to be completed for all programs covered by Section 3. Part I relates to **employment and training**. The recipient has the option to determine numerical employment/training goals either on the basis of the number of hours worked by new hires (columns B, D, E and F) or the number of new hires utilized on the Section 3 covered project (columns B, C and F). Part II of the form relates to **contracting**, and Part III summarizes recipients' **efforts** to comply with Section 3.

Recipients or contractors subject to Section 3 requirements must maintain appropriate documentation to establish that HUD financial assistance for housing and community development programs were directed toward low- and very low-income persons.* A recipient of Section 3 covered assistance shall submit two copies of this report to the local HUD Field Office. Where the program providing assistance requires an annual performance report, this Section 3 report is to be submitted at the same time the program performance report is submitted. Where an annual performance report is not required, this Section 3 report is to be submitted by January 10 and, if the project ends before December '31, within 10 days of project completion. **Only Prime Recipients are required to report to HUD. The report must include accomplishments of all recipients and their Section 3 covered contractors and subcontractors.**

HUD Field Office: Enter the Field Office name forwarding the Section 3 report.

1. Recipient: Enter the name and address of the recipient submitting this report.
2. Federal Identification: Enter the number that appears on the award form (with dashes). The award may be a grant, cooperative agreement or contract.
3. Dollar Amount of Award: Enter the dollar amount, rounded to the nearest dollar, received by the recipient.
- 4 & 5. Contact Person/Phone: Enter the name and telephone number of the person with knowledge of the award and the recipient's implementation of Section 3.
6. Reporting Period: Indicate the time period (months and year) this report covers.
7. Date Report Submitted: Enter the appropriate date.

Submit two (2) copies of this report to the HUD Field Office of Fair Housing and Equal Opportunity, Program Operations and Compliance Center Director, at the same time the performance report is submitted to the program office. For those programs where such a report is not required, the Section 3 report is submitted by January 10. Include only contracts executed during the reporting period specified in item 8. PHAs/HAs are to report all contracts/subcontracts.

* The terms "low-income persons" and "very low-income persons" have the same meanings given the terms in section 3(b)(2) of the United States Housing Act of 1937. **Low-income persons** mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for

8. Program Code: Enter the appropriate program code as listed at the bottom of the page.
9. Program Name: Enter the name of the HUD Program corresponding with the "Program Code" in number 8.

Part I: Employment and Training Opportunities

Column A: Contains various job categories. Professionals are defined as people who have special knowledge of an occupation (i.e., supervisors, architects, surveyors, planners, and computer programmers). For construction positions, list each trade and provide data in columns B through F for each trade where persons were employed. The category of "Other" includes occupations such as service workers.

Column B: Enter the number of new hires for each category of workers identified in **Column A** in connection with this award. New Hire refers to a person who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

Column C: Enter the number of Section 3 new hires for each category of workers identified in **Column A** in connection with this award. Section 3 new hire refers to a Section 3 resident who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

Column D: Enter the percentage of all the staff hours of new hires (Section 3 residents) in connection with this award.

Column E: Enter the percentage of the total staff hours worked for Section 3 employees and trainees (including new hires) connected with this award. Include staff hours for part-time and full-time positions.

Column F: Enter the number of Section 3 residents that were employed and trained in connection with this award.

Part II: Contract Opportunities

Block 1: Construction Contracts

Item A: Enter the total dollar amount of all contracts awarded on the project/program.

Item B: Enter the total dollar amount of contracts connected with this project/program that were awarded to Section 3 businesses.

Item C: Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

Item D: Enter the number of Section 3 businesses receiving awards.

Block 2: Non-Construction Contracts

Item A: Enter the total dollar amount of all contracts awarded on the project/program.

Item B: Enter the total dollar amount of contracts connected with this project awarded to Section 3 businesses.

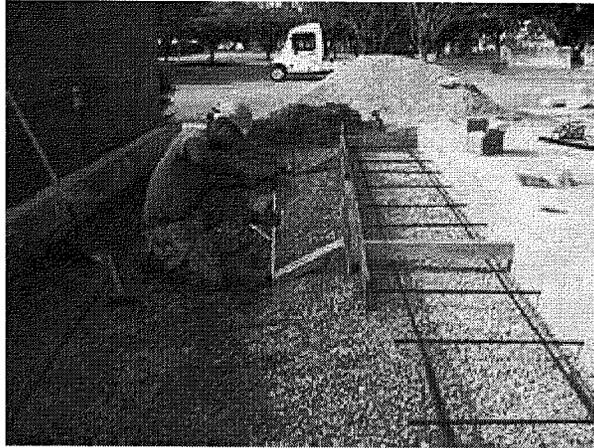
Item C: Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

Item D: Enter the number of Section 3 businesses receiving awards.

Part III: Summary of Efforts - Self-explanatory

smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings such that variations are necessary because of prevailing levels of construction costs or unusually high- or low-income families. **Very low-income persons** mean low-income families (including single persons) whose incomes do not exceed 50 per centum of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

Accubid Construction Services Inc.



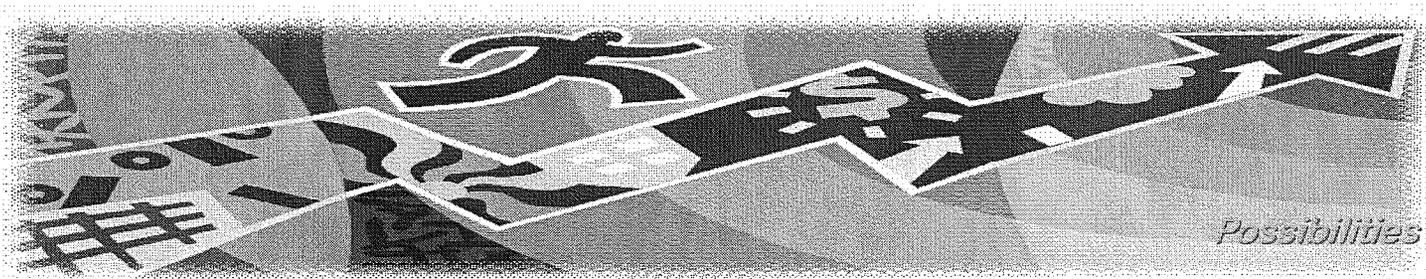
Hiring Full time

Form Carpenters, Concrete Finishers and Laborers

Apply by calling Brian Shelton at 703-371-9199

On-Going Section 3 Outreach efforts by the HCD PROGRESS Center:

- Maintain employment and training information bulletin boards in the lobby of our main office and at two Public Housing community centers with fliers on weekly hiring events, job fairs, scholarship opportunities, and training programs. I receive this information from many sources on a daily basis: local workforce development board, local unemployment office, many non-profits, many county agencies, some HCD businesses, and in addition:
 - This information is included in the weekly listserv
 - This information is emailed on to other HCD staff to share with residents
- Hold annual meetings in the Fall to inform our residents of scholarship opportunities for youth and adults
- In 2014 a partnership was developed with Adult Education in order to bring community based Adult Basic Skills classes with a focus on a career path to our residents free of charge.
 - Our first class was a Pre-Apprenticeship Course that included spending one day a week (for 10 weeks) working with the HCD Maintenance staff as an un-paid helper.
 - Our second class will be a Pre-Health Course and will include spending one day a week at a health care facility (details being worked out).
 - A third course is in the planning stages that will be an IT Certification course.The goal for all the courses is to increase the students' reading, writing, and math abilities while preparing them for entry-level careers; helping them complete GED's if needed, helping them get into additional education programs.
- In 2014 PROGRESS Center gave two residents office volunteer experience. One resident worked with PROGRESS Center full-time for 3 weeks as part of a partnership with a non-profit training program. The other resident worked with PROGRESS Center part time for a year in order that she would gain the experience needed to be accepted in Bachelors of Social Work degree program.
- Each year HCD hired 1-3 youth for summer employment jobs. 2014 we hired two youth, and in 2015 we hired 3 youth.



The PROGRESS Center of the Fairfax County Department of Housing & Community Development
Partnership for Resident Opportunities, Growth, Resources, and Economic Self-Sufficiency

Summer Internships with the Fairfax County Department of Housing & Community Development (HCD)

HCD is offering two Summer Internships to young adults
between the ages of 18-21 years old whose family receives housing assistance.

These internships are offered in partnership with the SkillSource Educating Youth through Employment (EYE) Program.
Resumes with cover letter indicating the position you are applying for must be received no later than April 13, 2015,
at the address listed below.

Position Details: Hourly pay \$11.50/hour, 30 hours to 40/week.
Employment is anticipated to begin June 22 and end the week of August 10.

Employment Requirements/Preferences:

- Applicant must be between the ages of 18-21 years old
- Must be legally able to work in the United States
- Applicant must be a resident of an HCD program or property (if you are unsure if you qualify, please call us at the number below)
- Driver's license and own transportation highly desirable, since evening workshops with EYE are mandatory
- Dependable, flexible, good communication and computer skills

This internship will be with the HCD Property Improvement and Maintenance Department (PIMD). Duties will include:

- Shadow and assist skilled trades persons, in order to gain construction experience with trades and with contract coordinators.
- May attend some group trainings and field trips for the summer interns

This internship is best suited for:

- Individuals with a high school degree or GED, or who are (or plan to) attend vocational/trade school, community college, or college to study a trade, construction, or maintenance-related field.

One position will be with the Partnership for Resident Opportunities, Growth, Resources, and Economic Self-Sufficiency (The PROGRESS Center). Duties will include:

- Assist with community events.
- Assist with office functions such as, filing, and data entry, mailings.
- Maintain community resource information center
- May attend some group trainings and field trips for the summer interns

This position is best suited for:

- Individuals in college studying social work or related field and who have strong communication, organization, and Microsoft Office skills.
- Individuals who work or who plan to work in the fields

By April 13, send resume, cover letter, and indication about which position you are applying to:

HCD, 3700 Pender Drive, Fairfax, VA 22030 Attention: Diane Jenkins

Or email them in Word or PDF format to: diane.jenkins@fairfaxcounty.gov

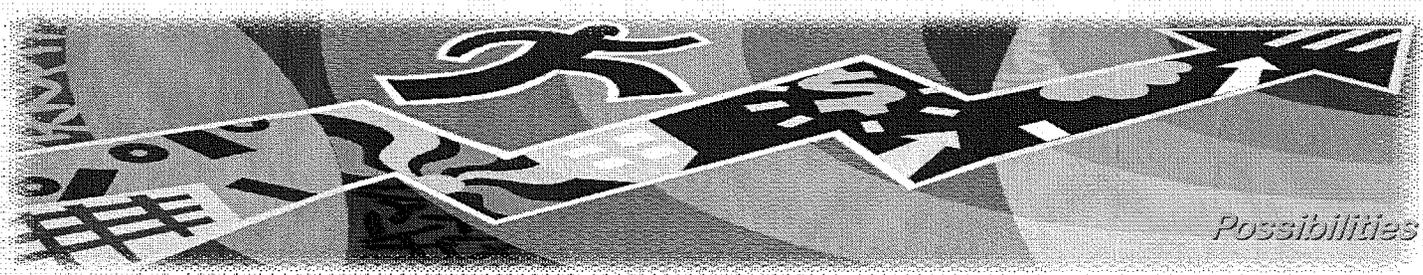
For further information call Diane at 703-246-5251



Fairfax County is committed to nondiscrimination on the basis of disability in all county programs, services and activities. Special accommodations will be provided upon request. For information, please call 703-246-5101 or TTY 703-385-3578



A Fairfax County Government
Publication, March 2015



The PROGRESS Center of the Fairfax County Department of Housing & Community Development
Partnership for Resident Opportunities, Growth, Resources, and Economic Self-Sufficiency

Summer Internships with the Fairfax County Department of Housing & Community Development (HCD)

HCD is offering one Summer Internship to a young adult
between the ages of 17-21 years old whose family lives in Public Housing in Fairfax County.

The internship is offered in partnership with the
SkillSource Educating Youth through Employment (EYE) Program.
Resumes with cover letter must be received no later than March 28, 2014
at the address listed below.

Internship Details: Hourly pay \$11.50/hour, 30 hours/week.
Internship is anticipated to begin June 16 and end August 8.

Internship Requirements/Preferences:

- Applicant must be between the ages of 18-21 years old
- Must be legally able to work in the United States
- Applicant must be a resident of the Public Housing Program in Fairfax County (if you are unsure if you qualify, please call us at the number below; only Public Housing families received this mailing!)
- Driver's license and own transportation highly desirable, since evening workshops with EYE are mandatory
- Dependable, flexible, with good communication and computer skills

This internship will be with the HCD Property Improvement and Maintenance Department (PIMD). Duties will include:

- Shadow and assist skilled trades persons, in order to gain construction experience with trades and with contract coordinators.
- Skills attained will be minor plumbing, carpentry, contract coordination and vacancy preparation.
- Intern will rotate among staff in order to be introduced to a variety of tasks.

This internship is best suited for:

- Individuals with a high school degree or GED, or who are (or plan to) attend vocational/trade school, community college, or college to study a trade, construction, or maintenance-related field.

Send Resume and cover letter by March 28, 2014 to:
HCD, 3700 Pender Drive, Fairfax, VA 22030 Attention: Diane Jenkins
or email them in Word or PDF format to: Dhcd-section3@fairfaxcounty.gov

If you have questions, please call Diane Jenkins at 703-246-5283 or email at dhcd-section3@fairfaxcounty.gov.

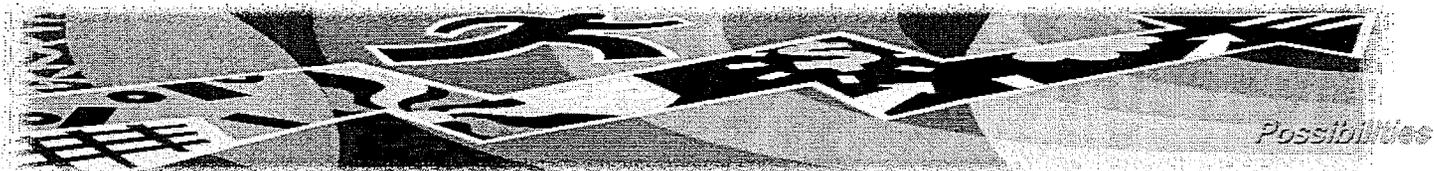


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A Fairfax County, Va., publication
February 2014





The PROGRESS Center of the Fairfax County Department of Housing & Community Development
Partnership for Resident Opportunities, Growth, Resources, and Economic Self-Sufficiency

PROGRESS Center Economic Opportunities Announcements

Are you or someone you know looking for a job? Check out the links below.

Job Leads

- America Exchange Positions: <http://www.americasjobexchange.com/jobs/l-fairfax-va>
- IT Services Positions: <http://www.acentia.com/careers/it/>
- Health Care Positions: <http://www.indeed.com/jobs?q=Healthcare&l=22030&fromage=last>
- Multiple-Listings: <http://www.dcjobs.com/jobs.asp>
- Retail: <http://www.macysjobs.com/> And
<http://www.bloomingdalesjobs.com/>
And http://www.tjx.com/careers_jobs.asp

Employment Resources

- SkillSource Center Calendars: <http://myskillsource.org/events>
Check out these hiring events at the SkillSource Centers and other locations, click on the link above under *Employment resources: Job Fairs* for details:
 - **Annandale Center:** June 4 @ 11am Advance Health; June 18 @ 10am Comfort Keepers; June 18 @ 10am Diamond Transportation
 - **Loudon Center:** June 8 @ 1:30pm Gate Gourmet; June 16 @ 9:30am New Horizons; June 18 @ 1:30 LSG Sky Chefs; June 25 @ 1:30pm Comfort Keepers
 - **Reston Center:** June 1 @ 10am Gate Gourmet; June 9 @ 10am Apex Covantage; June 17 @ 10am Comfort Keepers
 - **View Job Center (Fairfax):**
 - **South County Center:** June 17 @ 10am Multi-Employer Job Fair
 - **Prince William Center:** June 10 @ 10am Home Depot; June 23 @ 10am Hiring Event (business name not listed)
 - **Arlington Employment Center** (703-813-1300), 2100 Washington Blvd., First Floor, Arlington:
 - **Herndon Neighborhood Resource Center**, 208 Elden St. Suite 200, Herndon:
 - **Computer Core**, 3846 King Street, Alexandria;
 - **Virginia Employment Commission**, 5520 Cherokee Ave. Suite 100, Alexandria; June 4 @ 9am Harris Teeter; June 9 @ 1pm and June 23 @ 1pm Hiring Events (business name not listed)
 - **AccessJCA.Org:**
 - **Northern Virginia Targeted Job Fair:** Calling all Information Technology/ Engineering/ Cyber Security/High-Tech job seekers: Friday, June 19 from 11am-3pm at Crowne Plaza Tysons Corner (1960 Chain Bridge Rd., McLean) Free admission/Free parking; multiple companies present and hiring
- Find your local One-Stop Employment Center by <http://myskillsource.org/page/id/13/locations>
- Search jobs: <http://myskillsource.org/page/id/13/locations>

Social Media

For more employment information, follow The SkillSource Group, Inc. on:

- Facebook <https://www.facebook.com/skillsourcegroup>
- Twitter <https://twitter.com/myskillsource>

- LinkedIn <http://www.linkedin.com/company/the-skillsource-group-inc>
- YouTube <https://www.youtube.com/channel/UCsesOsb82W37n8hLf6TGI4Q>

Entrepreneur Services

- Business Development Assistance Group: <http://bdag.org/>
- Community Business partnerships <http://www.cbponline.org/>
- Enterprise Development Group: <http://bdag.org/>

Youth Services

- To find out more about SkillSource youth services, [Click here](#)

Veteran Services

- Do you need career counseling and job search assistance? Are you eligible for WIA services? Check out Jobs4Vets by <http://myskillsource.org/page/id/24/veterans>

Need to File for Unemployment Insurance? [Click here](#)

Additional Job, Training, and Improvement Resources:

Metropolitan Health Services Employment Opportunities: <http://metropolitanhealthcareservices.com/employment/>
Goodwill Jobs:

http://www.dcgoodwill.org/index.php?option=com_content&view=category&layout=blog&id=74&Itemid=211

Goodwill Training: <http://www.dcgoodwill.org/index.php/workforce-development>

Job Corps: <http://www.jobcorps.gov/Home.aspx>

Virginia Apprenticeship Program: http://www.doli.virginia.gov/apprenticeship/sponsors_occupations.html

Fairfax County Public Schools Adult and Community Education: <http://www.fcps.edu/is/ace/index.shtml>

Fairfax County Public Libraries: <http://www.fairfaxcounty.gov/library/>

Literacy Council of Northern VA: <http://www.lcnv.org/students>

Volunteer Fairfax: <http://www.volunteerfairfax.org/>

Other Resources:

Other Local Municipal and Public University Employment Opportunities:

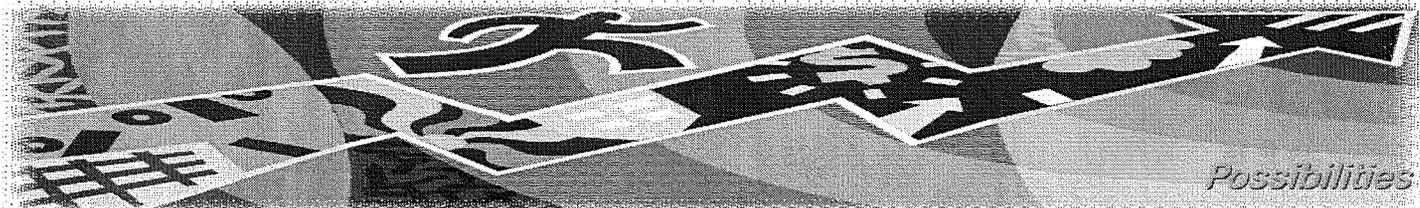
- Alexandria City Employment <http://www.alexandriava.gov/Jobs>
- Alexandria City Public Schools Employment <http://www.acps.k12.va.us/hr/recruit/>
- Arlington County Employment <http://www.arlingtonva.us/portals/topics/jobs.aspx>
- District of Columbia Employment <http://dchr.dc.gov/page/careers>
- Fairfax City Employment <http://www.fairfaxva.gov/government/personnel/jobs>
- Fairfax County Employment <https://www.fairfaxcounty.gov/jobs/listing/listing.asp>
- Fairfax County Non-Merit Employment <http://www.fairfaxcounty.gov/hr/jobs.htm>
- Fairfax County Public Schools Employment <http://www.fcps.edu/employment/>
- Falls Church City Employment
<http://www.fallschurchva.gov/Content/Government/Departments/HumanResources/Employment.aspx?cnlid=2088>
- Fauquier County Employment <http://www.fauquiercounty.gov/government/departments/hr/>
- George Mason University Employment <http://hr.gmu.edu/employment/>
- Loudoun County Employment <http://www.loudoun.gov/index.aspx?NID=1098>
- Loudoun County Public Schools Employment
<http://www.loudoncounty.org/modules/cms/pages.phtml?pageid=165944>
- Northern Virginia Community College Employment <http://www.nvcc.edu/hr/employment/index.html>
- Northern Virginia Regional Park Authority Employment http://nvrpa.org/park/main_site/content/employment
- Prince William County Employment <http://www.pwcgov.org/government/dept/hr/Pages/Jobs.aspx>

- Prince William County Public Schools Employment <http://pwcs.humanresources.schoolfusion.us/>
- Stafford County Employment <http://co.stafford.va.us/index.aspx?nid=857>
- USA Federal Government Employment <https://www.usajobs.gov/>

Non-Profit Partners:

- Computer CORE: [www.computercore.org](http://www.computercore.org;);
- Cornerstones: <http://www.cornerstonesva.org/>
- FACETS: <http://facetscares.org/>
- Good Shepherd Housing: <http://www.goodhousing.org/>
- New Hope Housing: <http://www.newhopehousing.org/>
- Northern Virginia Community College: <http://www.nvcc.edu/index.html>
 - NVCC Adult Career Pathways (ACP): <http://www.nvcc.edu/academics/additional-learning-opportunities/acp/index.html> **Information Sessions** June 4 from 6-8:30pm at Alexandrian Campus, Room AA444; June 11 from 6-8:30pm at Signal Hill, Lab 316; June 16 from 11am-1:30pm at James Lee Community Center; June 18 from 6-8:30pm at NOVA's Medical Education Center, room 212; June 24 from 6-8:30pm at NOVA's Pitney Bowes Building, 6th floor
- Northern Virginia Family Service: <http://nvfs.org/>
- NVFS Workforce Development: http://www.nvfs.org/pages/page.asp?page_id=91657
- Our Daily Bread: <http://www.odbfairfax.org/>
- United Community Ministries: <http://www.ucmagency.org/>

If you have any questions or have difficulty accessing the ListServ, please call Diane Jenkins at the PROGRESS Center at 703-246-5251 or email her at diane.jenkins@fairfaxcounty.gov.



The PROGRESS Center of the Fairfax County Department of Housing & Community Development
Partnership for Resident Opportunities, Growth, Resources, and Economic Self-Sufficiency

Are you considering a career in the apprenticeship trades (electrician, HVAC technician, elevator mechanic, building maintenance, etc.), but not sure if your reading, writing, or math skills are ready?

HCD and FCPS Adult Education have teamed up to hold free pre-apprenticeship classes at:

West Ford, 3010 Westford View Court, Alexandria, VA 22306

Classes are anticipated to begin mid to late February 2015. Please complete this survey if you or any adult in your household is interested in these free apprenticeship preparation classes.

Return this survey by:

Scan and email to diane.jenkins@fairfaxcounty.gov, or call Diane at 703-246-5251, or mail to Fairfax County Department of Housing and Community Development (HCD), 3700 Pender Drive, Fairfax, VA 22030 Attention: Diane Jenkins, PROGRESS Center

Job Ready Information: (Complete for each job seeker in the household)

Name of Job Seeker: _____ Age/Date of Birth: _____
Phone# _____ Email: _____
Address: _____

1. Are you available to attend free Adult Education Classes at the West Ford Community Center? These classes are designed to help prepare you for apprenticeship careers by focusing on the reading, writing, and math skills needed for success in apprenticeship programs. What is your first and second choice for class times (mark 1 and 2):

_____ Monday-Thursday, 9am-noon for 10 weeks _____ Two evenings a week for more than 10 weeks,
_____ Monday-Thursday, 12:30-3:30 for 10 weeks what nights? _____

2. Are you currently employed? Where? What is your job-title? What is your work schedule?

3. Do you have a High School Diploma or GED (even if from a foreign country)? From where? When? If from a foreign country, did you complete an evaluation of international transcripts?

4. Do you have a college degree or taken college classes (even if from a foreign country)? From where? When? What major? If from a foreign country, did you complete an evaluation of international transcripts?

5. What is the last year that you attended school and how many years did you attend all together: _____

6. Are you interested in pursuing an Apprenticeship – paid, on-the-job training toward a career? Yes___ No___

7. At the conclusion of these classes, are you interested in being considered for a 6-week 40-hour/week un-paid job-shadowing/ job-helper placement with the HCD Maintenance Department? (These classes and your placement can become part of your resume.) Yes___ No___

- Do you have proof of citizenship or legal authorization to work in the US? Yes___ No___
- Do you have a driver's license? Yes___ No___ Do you own a car? Yes___ No___
- Are there other career or training goals that you have questions about?



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December 2014
A Fairfax County, Va. publication



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Pre-Apprenticeship Course:

A new partnership between Fairfax County Department of Housing and Community Development (HCD) and Fairfax County Public Schools Adult Education.

Course highlights:

- The course consists of 120 hours of classroom study and up to 80 hours of field assignment.
- Classroom assignments are tailored to improve student's reading, writing, and math for the trades.
- Field assignments consist of accompanying HCD Maintenance staff as a helper, enabling students to have *hands-on* experience
- All students complete the 10-hour OSHA certification for General Industry.
- All students complete the CPR/AED and First Aid certifications.

Students are looking for full-time employment and are interested in apprenticeships because they need and want a lifetime career and living wage. They understand that they may need to start as full-time helper positions while they wait for an apprenticeship opportunity.

For student resumes and/or to arrange an interview with one of our students, please contact:

- Diane Jenkins, HCD-II with HCD at 703-246-5251, or
- Kehinde Powell, HCD-III with HCD at 703-246-5117

Thank you in advance for your support!

Get Your Taxes Done for Free!

IRS-certified volunteers will help ensure you receive the maximum tax refund and help determine if you are eligible for the earned income tax credit. If you or your family earned less than \$53,000 in 2014, you may qualify for this free service. Multiple locations available throughout Northern Virginia. For more information visit www.nvacash.org. See reverse side to find a tax site near you. Available January - April 15, 2015. Individuals and their families throughout Northern Virginia received over \$8.7 million in refunds last tax season through this free service.

Please bring the following items:

- ⇒ Photo ID for you and your spouse if filing jointly.
- ⇒ Social Security cards or Taxpayer Identification Number (ITIN) for everyone in the family.
- ⇒ All income statements: W-2, W-P, W-2G & 1099, etc.
- ⇒ All income statements for each working dependent: W-2, etc.
- ⇒ Voided check for direct deposit.
- ⇒ Expense documents: dependent care, education-related expenses, home mortgage interest payments.
- ⇒ Proof of health insurance coverage, i.e. form 1095A, insurance card, Medicare or Medicaid card.
- ⇒ Free Tax Preparation.
- ⇒ Free e-Filing.
- ⇒ Free Printed Copy.

Site Hours & Locations

ALEXANDRIA

- Kingstowne Library, 6500 Landsdowne Center, Sat. 10 a.m.-3 p.m., 2/7-4/11.
- South County Center, 8350 Richmond Highway, Tues. & Wed. 6-8 p.m.; Sat. 10 a.m.-3 p.m., 1/24-4/15.

ANNANDALE

- FFX SkillSource Center-Annandale, 7611 Little River Tnpk. 300W, Tues. & Thurs. 4-7 p.m.; Sat. 10 a.m.-4 p.m., 1/31-4/15. (open 4-7 p.m. on 4/15).

ARLINGTON

- Enterprise Development Group, 901 S. Highland St., Tues. & Fri. 6-9 p.m.; Sat. 9 a.m.-1 p.m., 2/3-4/14.

CHANTILLY

- Chantilly Library, 4000 Stringfellow Rd., Thurs. 6-8 p.m.; Sat. 10 a.m.-12:30 p.m., 2/7-4/11.

FALLS CHURCH

- Bailey's Community Center, 5920 Summers Lane, Wed. 6-9 p.m.; Fri. 10 a.m.-2 p.m., 2/5-4/15.
- Homestretch, 303 S. Maple Ave., Sat. 10 a.m.-1 p.m., 1/31-4/11.
- Thomas Jefferson Library, 7415 Arlington Blvd., Sat. 10-12 noon, 2/7-4/11.
- Tysons-Pimmit Library, 7584 Leesburg Pike, Mon. 6-8 p.m. 1/5-4/4 (closed 2/2); Select Sat. (2/14, 2/21, 3/7, 3/14, 3/21 & 4/4), 10 a.m.-2 p.m.

HERNDON

- Neighborhood Resource Center, 1086 Elden St., Tues. 6-8 p.m.; Sat. 9:30-11:30 a.m., 1/27-4/14.

LEESBURG

- Workforce Resource Center, 102 Heritage Way NE, Tues. & Thurs. 6-8 p.m.; Sat. 10 a.m.-12 noon., 1/29-4/14.

RESTON

- FFX SkillSource Center-Reston, 11484 Washington Plz. W., Tues. 3:30-8 p.m.; Sat. 9 a.m.-12:30 p.m., 1/24-4/14 (closed 1/27).

SPRINGFIELD

- Richard Byrd Library, 7250 Commerce St., Sat. 10 a.m.-12:30 p.m., 2/1-4/11.

WARRENTON

- St. James' Episcopal Church, 73 Culpeper St., Sat. 10 a.m.-4 p.m., 1/31-4/11 (closed 2/7). Appt. recommended, 571-445-3020.

WOODBRIIDGE

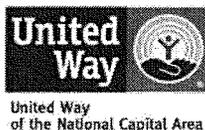
- PW Ferlazzo Office, 15741 Donald Curtis Dr., Sat. 10 a.m.-1 p.m., 1/24-4/11.
- NVCC-Woodbridge Campus, 15200 Neabsco Mills Rd., Available in March, by appt., 703-878-5684.

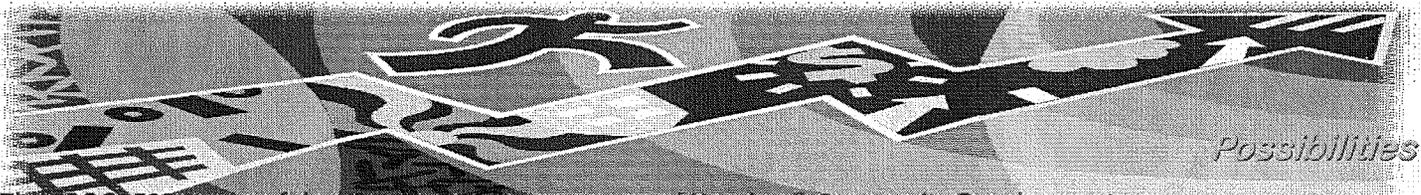
PREFER TO FILE YOUR OWN TAXES BUT NEED HELP? Facilitated Self Assistance (FSA) sites:

- Bailey's Community Center, 5920 Summers Lane, Falls Church, Wed. 6-9 p.m.; Fri. 10 a.m.-2 p.m., 2/5-4/15.
- Enterprise Development Group, 901 South Highland St., 3rd Floor, Arlington, Tues. & Fri. 6-9 p.m.; Sat. 9 a.m.-1 p.m., 2/3-4/14.
- FFX SkillSource Center-Annandale, 7611 Little River Turnpike, Annandale, Tues. & Thurs. 4-7 p.m.; Sat. 10 a.m.-4 p.m., 1/31-4/15.
- Lorton Community Action Center (Education Center), 9504 Richmond Highway, Lorton, Mon. 6-8 p.m., 2/2-4/13; Select Sat. (2/7, 3/7, 4/4), 9 a.m.-12 noon.
- South County Center, 8350 Richmond Highway, Alexandria, Wed. 6-9 p.m., 1/24-4/15.
- Virginia International University, 4401 Village Drive, Fairfax, Fri. 4-7 p.m.; Sat. 10 a.m.-12 noon., 2/2-4/11.

DELOITTE LLP COMMUNITY TAX DAY: Prepare and file your federal and state income taxes for free!

Saturday, February 28, from 10 a.m. to 4 p.m. FFX SkillSource Center- Annandale, 7611 Little River Turnpike, 22003 Food and child care provided as well as Spanish, Vietnamese, Korean and ASL translators. Walk-ins are welcome. For more information or to make an appointment e-mail taxday@volunteerfairfax.org or call 703-246-3896.





The PROGRESS Center of the Fairfax County Department of Housing & Community Development
Partnership for Resident Opportunities, Growth, Resources, and Economic Self-Sufficiency

**A Pre-Apprenticeship Readiness Course for adults will begin in March at the
West Ford Community Center, 3010 Westford View Court, Alexandria, VA 22306**

The class will include 10-weeks of classroom instruction – four days per week for 3 hours per day with additional online assignments—followed by an 8-week, full-time field experience. The classroom instruction will build reading, writing and math skills in preparation for apprenticeship and high school completion exams.

Please plan on attending an interest meeting on 2/24/15 at 10:00 a.m. at the West Ford Community Center to find out more information about the course and to schedule your required placement test.

Please RSVP by calling 703-246-5251.

The Fairfax County **Office for Children** is now accepting **applications for child care assistance**.
Call 703-440-8484 or visit www.fairfaxcounty.gov/ofc for additional information; find out if you qualify.

For TAX Program: Fairfax County is committed to nondiscrimination on the basis of disability in all county programs, services and activities. Reasonable accommodations will be provided upon request. For information, call the Department of Family Services at 703-531-6290; TTY 711.

For more information on how to reach these locations using public transportation, visit www.fairfaxconnector.com 703-339-7200; TTY 703- 339-1608 or www.wmata.com 202-637-7000; TTY 202-638-3780. For HCD Apprenticeship Program: Fairfax County is committed to nondiscrimination on the basis of disability in all County programs, services and activities. Special accommodations will be provided upon request.

For information, please call 703-246-5101 or TTY 703-385-3578. A publication of Fairfax County, Virginia/December 2014



«zipcode»

«Address1»«Address2», «City», «State»

«Last Name»

«First Name»

Fairfax, Virginia 22030-6039

3700 Pender Drive, Suite 300

The PROGRESS Center

County Of Fairfax, Virginia
Department of Housing and Community Development