



**Charles Peller, Jr., P.E.**  
Director, Gary Sanitary District

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## **City of Gary – Gary Sanitary District Gary Resident Referral Program *For Construction & Building Trades***



### History

On January 21, 1998, the City of Gary and the Common Council signed into law the City of Gary Business Promotion Ordinance (GBPO), Ordinance No. 6972. This ordinance among other things called for a minimum work force of two-thirds City of Gary qualified Gary residents. The said  $\frac{2}{3}$  is to be equally distributed among the various job classifications-i.e. laborers, carpenters, electricians and professional services- used by the contractors on city-funded projects. Subsequently, on February 9, 1999 the Gary Sanitary District's Board of Commissioners adopted Resolution No. 2113, which mirrored the City's Ordinance.

### Purpose

The purpose of the Gary Resident Referral Program is to refer Gary residents to contractors required to meet the  $\frac{2}{3}$  % residency requirement and to provide a conduit through which contractors and residents can connect for the purposes of increasing employment opportunities on City of Gary and Gary Sanitary District construction projects.

### Objectives

- Increase number of Gary residents referred to work on construction projects
- Increase number of Gary residents working on construction projects
- Increase awareness of career opportunities in the construction industry

### Strategies

The goals of the Gary Resident Referral Program will be accomplished through the implementation of the following actions.

- Hold Annual Gary Resident Referral Program Outreach Conference at the Genesis Center
- Resident required to complete Gary Resident Registration Form
- Referral will also be made available online
- Residents will be categorized by level of experience and interest in the various trades
- A database of residents will be maintained and updated consistently. A list will be made available and distributed to contractors and other vendors seeking local residents.
- Quarterly or monthly status reports will be provided to Deputy Mayor's office.

See Attached Resident Registration Form



# City of Gary – Gary Sanitary District Gary Resident Referral Program For Construction & Building Trades



## Gary Resident Registration Form

Instructions: Please PRINT clearly and mail to Tammi Davis, Compliance Officer, Gary Sanitary District, 3600 W. 3<sup>rd</sup> Avenue, Gary, IN 46406. Please call 219-944-0595 with any questions.

### Personal Information

Resident Name _____		
Address (No P.O. Boxes) _____		
City _____	State _____	Zip _____
Home Phone _____	Mobile Phone _____	E-Mail _____
Social Security Number _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Are you at least 18 years or older?	<input type="checkbox"/> Female <input type="checkbox"/> Male Gender
Education: High School Diploma or GED _____	Do you have a Bachelor's Degree? _____	Any post-graduate studies or degrees? _____

### Work/Union Experience

Check if applicable | ☐ Union (Local # \_\_\_\_\_) | ☐ Non-Union

**If you are a member of a union, please complete the following. If not, please complete information on the back page.**

Trade: \_\_\_\_\_ ☐ Apprentice (\_\_\_\_\_ mos/yrs)    ☐ Journeyman (\_\_\_\_\_ yrs)  
 Are your dues current?    ☐ YES    ☐ NO    Are you on the Out of Work List?    ☐ YES    ☐ NO

Please complete the following, list three projects you've worked on in the past two years.

	Project 1	Project 2	Project 3
Name of Project			
Name of Contractor indicate G=General or S=Subcontractor			
Contractor's Address & Phone			
How long were you on the project?			
What work did you perform?			



## City of Gary – Gary Sanitary District Gary Resident Referral Program For Construction & Building Trades



**If you are not a member of a local union, please complete the following.**

Which trades are you interested or have experience (i.e.-woodshop, welding, mechanical drawing) to perform? Select only two (2) trades. Enter “1” in the box next to your first choice. Enter “2” in the box next to your second choice.

- |   |   |                                      |  |  |
|---|---|--------------------------------------|--|--|
| <input type="checkbox"/> Asbestos Worker    | <input type="checkbox"/> Boilermaker            | <input type="checkbox"/> Bricklayer  | <input type="checkbox"/> Carpenter Residential | <input type="checkbox"/> Carpenter Commercial          |
| <input type="checkbox"/> Electrician        | <input type="checkbox"/> Heat & Frost-Insulator | <input type="checkbox"/> Ironworker  | <input type="checkbox"/> Laborer               | <input type="checkbox"/> Millwright                    |
| <input type="checkbox"/> Operating Engineer | <input type="checkbox"/> Painter                | <input type="checkbox"/> Pile Driver | <input type="checkbox"/> Plasterer             | <input type="checkbox"/> Plumber                       |
| <input type="checkbox"/> Roofer             | <input type="checkbox"/> Sheet Metal Worker     | <input type="checkbox"/> Teamster    | <input type="checkbox"/> Technical Engineer    | <input type="checkbox"/> Telecommunications Technician |
| <input type="checkbox"/> Cement Mason       | <input type="checkbox"/> Sound & Communication  | <input type="checkbox"/> Pipe fitter | <input type="checkbox"/> Sprinkler Fitter      |  |

Please provide your experience in the areas checked above and include any types of equipment operated.

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Have you worked for a contractor before? ☐ YES ☐ NO If yes, please list below.

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Name of Contractor

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Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Signature

I, \_\_\_\_\_, hereby certify by my signature and under penalties of perjury that the foregoing information is accurate and true. I also authorize the Compliance Officer or authorized representative to forward my information to contractors and/or apprenticeship coordinators for the purpose of being considered for employment. I further understand that the City of Gary, the Gary Sanitary District, and the Compliance Officer do not guarantee employment or acceptance into any of the trades programs.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

### For Office Use Only

Identification for all: <input type="checkbox"/> DL exp. _____ <input type="checkbox"/> State ID exp. _____ <input type="checkbox"/> Utility Bill <input type="checkbox"/> NIPSCO <input type="checkbox"/>	
IAWC <input type="checkbox"/> GSD <input type="checkbox"/> Phone <input type="checkbox"/> Other _____	
Union Verification: <input type="checkbox"/> Union Card # _____	
Verified By: _____	Date Verified: _____



**City of Gary – Gary Sanitary District**  
**Gary Resident Referral Program**  
***For Construction & Building Trades***



**SAMPLE CONTRACTOR REFERRAL LETTER**

Date

Contact Person

Contractor

Address

City, State Zip

RE: Gary Resident Referral

Project: \_\_\_\_\_

Dear Sir or Madam:

The Gary Compliance Office is referring the following individual(s) for employment on the \_\_\_\_\_ project. It is my understanding that your particular scope of work calls for the utilization of \_\_\_\_\_ (name of trades). The listed persons are registered with the Gary Resident Referral Program as members of their respective unions and have been verified as residents of the city of Gary.

NAME	TRADE	PHONE

As you are aware, the City of Gary/Gary Sanitary District requires that a minimum of 66 2/3% Gary residents comprise your aggregate workforce inclusive of all trades on all City/District funded projects. I recommend that you contact each of the individuals to further confirm that he/she possesses the skills and experience needed to perform the required scope of work. Please contact our office should you decide to hire or not hire any of the individuals.

Thank you for your cooperation in helping to improve the economic base and quality of life for the citizens of Gary.

Sincerely,

Tammi A. Davis  
Compliance Officer

CC: Project file



## **City of Gary – Gary Sanitary District Gary Resident Referral Program For Construction & Building Trades**



# **Frequently Asked Questions**

### **What is the Gary Resident Referral Program (GRRP)?**

The Gary Resident Referral Program is a supplement to the City of Gary's Ordinance No. 6972 and the Gary Sanitary District's Resolution No. 2113. It was created to help contractors meet the 66.67% residency requirement, introduce local residents to the various building and construction trades by referring them directly to the union apprenticeship coordinators, and assist local residents that are already members of the union with identifying employment opportunities.

### **How does it work?**

The residents of Gary are the foundation of the Gary Resident Referral Program. Residents are asked to complete and submit the Resident Registration Form. Information from that form is then entered into our database. Residents are referred to contractors and apprenticeship programs based on their trade affiliation or interest. It's that simple. The Compliance Office will follow up with the contractor and the apprentice coordinators to track the status of each referral. Only the resident's name, address, phone number(s), and trade affiliation or interest will be shared. All other information will remain confidential.

### **Does this program replace the City of Gary Ordinance No. 6972 or the Gary Sanitary District Resolution No. 2113?**

No. The program is designed to strengthen the local regulations by providing a means through which to enforce and ensure compliance.

### **How does this program benefit the contractor?**

Through the program, contractors will be able to contact residents directly for employment on construction projects.

### **How will the union apprenticeship programs be impacted by the GRRP?**

One of the goals of the program is to refer interested local residents to the various trade apprenticeship programs including the Indiana Plan. Booklets compiled by the School to Career/Union Construction Industry of Northwest Indiana will be disseminated and made available to persons who are considering a career in the construction industry.

### **Can non-union Gary residents participate?**

Yes. The program is open to all residents of Gary regardless of race, color, religion, sex, marital status, age, national origin, disability, or veteran's status. Non-union residents will be provided with a booklet of all union apprenticeship programs that outlines the requirements of the program and application period.

### **If I am already a member of a union, how will this program help me?**

As a union craftsman, you will be referred directly to contractors seeking your skill.

### **I've registered for the program, now what?**

Once your registration form is received and your information is verified, the Gary Compliance Office will enter your information into the database. As projects arise, your contact information will be forwarded to contractors looking to utilize your trade on a construction project. You will receive periodic communication from the Compliance Officer to check on your status. You do not need to contact the Compliance Office. We will contact you if you are referred. This is not an employment program; there is no Out of Work List.

### **Am I guaranteed employment by registering for the GRRP?**

No. We do not guarantee employment or acceptance to any apprenticeship program.



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**Gary Resident Referral Program**  
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**CONTRACTORS DATA SHEET**

Instructions: Please PRINT clearly and mail to Tammi Davis, Compliance Officer, Gary Sanitary District,  
3600 W. 3<sup>rd</sup> Avenue, Gary, IN 46406. Please call 219-944-0595 with any questions.

\_\_\_\_\_  
President's Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Main Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Mailing Address (if different, otherwise write "same")

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Main Phone Main Fax Website

\_\_\_\_\_  
Contact Person Contact's Title

\_\_\_\_\_  
Contact's Office Number Contact's Mobile Number Contact's E-Mail

Describe your company and the type of work you perform in no more than two (2) sentences.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check if applicable ☐ Union ☐ Non-Union

Which trade does your company directly employ? Check all that apply.

- |   |  |   |   |   |
|---|--|---|---|---|
| <input type="checkbox"/> Asbestos Worker  | <input type="checkbox"/> Boilermaker           | <input type="checkbox"/> Bricklayer                 | <input type="checkbox"/> Carpenter Residential            | <input type="checkbox"/> Carpenter Commercial     |
| <input type="checkbox"/> Cement Mason     | <input type="checkbox"/> Electrician           | <input type="checkbox"/> Heat & Frost-<br>Insulator | <input type="checkbox"/> Ironworker                       | <input type="checkbox"/> Laborer                  |
| <input type="checkbox"/> Millwright       | <input type="checkbox"/> Operating<br>Engineer | <input type="checkbox"/> Painter                    | <input type="checkbox"/> Pile Driver                      | <input type="checkbox"/> Pipe fitter              |
| <input type="checkbox"/> Plasterer        | <input type="checkbox"/> Plumber               | <input type="checkbox"/> Roofer                     | <input type="checkbox"/> Sheet Metal Worker               | <input type="checkbox"/> Sound &<br>Communication |
| <input type="checkbox"/> Sprinkler Fitter | <input type="checkbox"/> Teamster              | <input type="checkbox"/> Technical<br>Engineer      | <input type="checkbox"/> Telecommunications<br>Technician | <input type="checkbox"/> Other _____              |