

National Supplement 10
Between
The U.S. Dept. of Housing and Urban Development
And
American Federation of Government Employees
HUD Council of Locals 222

Subject: Place-Based Operational Model

Scope: This supplement applies to the impact and implementation of the place-based operational model at the U.S. Department of Housing and Urban Development (Department or HUD) for AFGE bargaining unit employees. It is understood that while this endeavor focuses on Field office driven initiatives, this supplement does not in any way prohibit bargaining unit employees from Headquarters who have relevant subject matter expertise, previous relevant field office engagement experience, and relevant knowledge of local stakeholders and issues from volunteering for the place-based operational model. The parties also agree that out-stationed employees shall be able to participate in the placed-based operational model in the field office/region where they are physically located.

- 1) This Supplement shall not diminish or waive any rights that bargaining unit employees have under the HUD/AFGE Agreement (Agreement), law, rule, or regulation. The proposed place-based operational model shall work in conjunction with and be administered in accordance with the Agreement.
- 2) Status quo will remain and the Department shall delay the implementation for AFGE bargaining unit employees until mid-term bargaining is completed.
- 3) The Department provided to the Union complete information that existed on the place-based operational model including but not limited to the effect on working conditions to the AFGE bargaining unit prior to the start of negotiations.
- 4) No bargaining unit employee will be involuntarily separated or downgraded as a result of the implementation of the Department's place-based operational model.
- 5) No position will be removed from the bargaining unit as a result of implementation of the Department's place-based operational model.
- 6) No bargaining unit employee will be involuntarily relocated as a result of implementation of the Department's place-based operational model.
- 7) Annual leave and/or sick leave previously approved will not be rescinded as a result of implementation of the Department's place-based operational model. Employees will be advised of known project assignment requirements prior to their acceptance of the project assignment. Leave Requests will be administered in accordance with HUD's applicable Leave Policy and the Agreement in implementing the place-based operational model.

- 8) The implementation of the Department's place-based operational model will not affect employees' existing alternate work schedules. If there is a need for a work schedule change as a result of an employee's volunteering for the place-based operational model, they will be advised of known assignment requirements prior to their acceptance of the project assignment. Work schedules shall continue to be administered in accordance with the Agreement.
- 9) The implementation of the Department's place-based operational model will not affect employees' existing telework agreements. If there is a need for a telework schedule change as a result of an employee's volunteering for the place-based operational model, they will be advised of known assignment requirements prior to their acceptance of the project assignment. Telework schedules shall continue to be administered in accordance with the Agreement.
- 10) The implementation of the Department's place-based operational model will not affect employees' existing or pending reasonable accommodations. The Department's place-based operational model shall not interfere with the required 30 business day processing of a reasonable accommodation request. Reasonable Accommodations will be administered in accordance with HUD's applicable Reasonable Accommodation Policy and the Agreement in implementing the place-based operational model.
- 11) The implementation of the Department's place-based operational model will not affect employees' approved or pending hardship reassignment requests.
- 12) Participation in the place-based operational model shall be voluntary. Management shall solicit for new members to participate in the place-based operational model on an as-needed basis, as determined by Management.
- 13) Employees who choose to participate in the place-based operational model may be expected to use integrated tools and data networks as part of the place-based operational model. Employees who cannot access such tools and networks may volunteer for other opportunities within the program that do not require access to such tools
- 14) The parties agree all bargaining unit employees in program offices within the GS 7-15 grade levels are eligible to participate in the training and/or provide assistance on the project assignment work of the place-based operational model. Training slots will be given on a first-come, first-served basis to employees located in the region of their duty station; however, if training slots remain after satisfying that criteria, Management will make a good faith effort to approve slots for staff members located outside of their duty station. In the event of over subscription, priority may be given to CCL-eligible employees in the GS 11-15 grade levels, with consideration given to representation across program offices. Management recognizes that the CCL training is valuable for all bargaining unit employees and shall be offered on multiple dates each fiscal year.

- 15) Any place-based operational model work shall be administered in accordance with the Department's Policies and Agreement provisions on duty hours, compensatory time, overtime, and credit hours. An employee's inability to work beyond the core hours shall not be used by Management to deny or disqualify the employee from assisting on program assignment work.
- 16) There shall be no adverse impact on existing upward mobility and/or career ladder promotions and step increases as a result of implementation the Department's place-based operational model.
- 17) Any new performance standards provided to employees as a result of implementation of the Department's place-based operational model shall be issued in accordance with the terms of the Agreement.
- 18) The place-based operational model will not adversely affect employees' performance appraisals, discipline, and/or adverse actions, as related to place-based project assignments, if they are denied security clearance and access to any HUD systems to perform their voluntary duties. Employees who are denied security clearance and cannot access integrated tools and networks may volunteer for other opportunities within the program that do not require access to such tools.
- 19) The disciplinary process shall continue to be applied in accordance with Article 12 of the Agreement.
- 20) Performance plans and performance ratings as a result of the implementation of the Department's place-based operational model will be made in accordance with Article 30 of the Agreement. No new critical elements will be added to employee performance plans as a result of implementation of the place-based operational model. In the application of performance elements and standards to affected bargaining unit employees, Management shall take into account factors beyond employees' control including, but not limited to: availability of resources, lack of or inadequate training, frequent or authorized interruptions of normal work duties, additional work assignments, processing delays by others, understaffing of positions, leave, and other duties as assigned.
- 21) Bargaining unit employees who are Community Capacity Liaisons (CCLs) or Regional Community Resource Coordinators (RCRCs) will not perform supervisory administrative and/or personnel procedures and functions including, but not limited to, approval of time and attendance, telework determinations, performance evaluations, etc. The parties understand this does not prohibit CCLs or RCRCs from performing team lead-type duties including, but not limited to, calling meetings, giving instructions and giving project assignments related to the place-based operational model.
- 22) Grievance procedures shall be in accordance with Article 51 of the Agreement.
- 23) When Management proposes national, regional, and/or local changes in personnel policies, practices, working conditions or general conditions of employment not already covered in

the Agreement resulting from any place-based operational model activity, the parties are encouraged to engage in pre-decisional discussions and engage in national, regional and/or local bargaining in accordance with Article 49 of the Agreement and statutory provisions.

- 24) In accordance with Article 49 of the Agreement, mid-term bargaining shall be conducted at the local level concerning local space issues and realignments not negotiated at the national level related to the Department's implementation of the Department's place-based operational model. Space management shall be in accordance with Article 57 of the Agreement.
- 25) Evaluation of customer service feedback shall be used to identify trends, service gaps, and opportunities, ultimately leading to the development and implementation of strategies to further improve customer services. Evaluation of customer service feedback shall be administered in accordance with the Agreement. It is not management's intent to utilize customer service feedback to discipline an individual employee.
- 26) If selected for the program, when necessary, an employee's core duties will be re-distributed fairly and equitably among other employees within the same job classification, to the maximum extent possible. Management agrees to comply with Article 25 of the Agreement.
- 27) Affected bargaining unit employees who have no previous or recent experience with newly assigned duties as a result of implementation of the Department's place-based operational model shall be provided necessary training. Training for newly assigned duties shall be in accordance with the terms of Article 29 of the Agreement.
- 28) In the event the Department's place-based operational model establishes deadlines that have short turnaround times and requirements that may conflict with an employee's assigned program work, there shall be an immediate coordination with the participating employee (including the CCL and RCRC), the employee's immediate supervisor, and the appropriate program area Director or in his/her absence another member of the Field Working Group, to ensure adjusted reasonable program deadlines are immediately established.
- 29) Once the parties successfully complete negotiations of this supplement Management will notify the employees of the Department's place-based operational model within 60 days after the date of this signed supplement. If there is a difference between the place-based operational model guidance/policy and this supplement, the supplement shall prevail.
- 30) The place-based operational model will provide travel and per diem costs consistent with the Federal Travel Regulations (FTR) for employees to participate in the place-based operational model. All employee travel shall be administered in accordance with Article 23 of the Agreement.
- 31) The parties agree that a bargaining unit employee's participation in the Department's place-based operational model will be considered for special incentive awards.

- 32) The Place-Based Executive Committee (PBEC) and each sub-committee shall include one Union official chosen by the HUD Council of Locals 222. Each party shall assign a back-up to the PBEC and sub-committee board member. The person or the back-up person the Union appoints will participate during regular duty time and will not be required to use Official Union time.
- 33) When a Field Working Group (FWG) is making project assignments as part of the place-based operational model, one Union official and a back-up chosen by the local Union representative will be notified and offered a briefing to provide and present recommendations and assessments. Union officials will participate during regular duty time and will not be required to use Official Union time.
- 34) The Union representatives that participate on the committees must complete the CCL training and certification process.
- 35) The parties agree that the process to choose CCLs and RCRCs is not a pre-determination or pre-selection for a future promotion.
- 36) In order to facilitate cross-program collaboration, the supervisor will, to the extent possible, allow the employee to participate in the place-based operational model. Denial by the immediate supervisor must be for a justifiable reason. If the employee is denied participation in the place-based operational model, the employee has the right to request a reconsideration to the immediate supervisor. If the denial remains unchanged, the employee has the right to request reconsideration in writing to the next higher level of management who may be a member of the FWG. Upon the employee's request, the FWG and/or the PBEC will provide a written reason within ten days detailing why an employee was not selected for a project as a CCL, or designated as an RCRC or DSA. Denial of an application for a CCL project, RCRC, or DSA may be grieved under the Collective Bargaining Agreement grievance procedures, EEO complaint process, or other lawful and applicable regulatory complaint process.
- 37) Application and Selection Process for CCL Eligibility and Project Selection, RCRCs, and DSAs

CCL Eligibility and Project Selection Process:

The Community Capacity Liaison (CCL) role is a designation that allows HUD staff to serve as the project lead for specific community engagements as they arise. In order to be in the pool of certified CCLs eligible to lead project assignments, an employee must meet the following criteria:

- Be a GS 11-15 field program staff in the jurisdiction of the project assignment;
- Have achieved a minimum of fully successful on their most recent performance evaluation; and
- Have completed the required training process.

When a project becomes available, Field Working Groups will electronically announce and advertise all project opportunities to all certified CCLs in the region of the project. Primary consideration for the project will be given to certified CCLs within the field office or local jurisdiction.

The success of the place-based operational model and its assignments are predicated on the participation of all certified CCLs, as well as the coordination and involvement of the immediate supervisor and the FWG. Selections will be made by the FWGs from the pool of interested qualified CCLs based on core competencies, skill sets, experience, knowledge of the community and ability to perform the duties needed. Supervisors will, to the extent possible, approve employees to participate in the place-based operational model. If an immediate supervisor denies an employee's participation in the program, it must be for a justifiable reason and provided to the FWG and the employee in writing. The FWG group has the authority to override first-line supervisors' denials.

For each new project assignment, Field Working Groups shall choose CCLs on a rotational basis from the pool of certified CCLs on a fair basis so as not to effectively prohibit participation. To the extent possible, Management will not allow unjustifiable business operations or other unforeseen short term circumstances (i.e., employee illness, emergency situations, etc.) to impede employee participation in the place-based operational model.

In order to complete the application submission, employees must upload the following documents to the place-based operational model website:

- The most recent SF-50 that verifies the employee's location, series and grade
- The ratings summary page of your most recent final performance assessment

CCLs and other staff not selected to lead a specific project will have opportunities to support project work if they have relevant core competencies, experience, or knowledge of the community.

RCRC Application Process:

All field program staff in GS 11-15 grade levels may apply for the Regional Community Resource Coordinators (RCRCs) positions. Applicants shall be comprised of staff who have experience and skill sets who can help support and mentor CCLs. In order to effectively provide this support/mentorship, staff who apply to be RCRCs must have general experience at:

- partnering with communities in achieving their goals and addressing their challenges
- partnering with external stakeholders and those with resources that can impact community-level initiatives
- navigating intense, high-stakes discussions around neighborhood and community transformation
- leading and project-managing diverse groups of people
- aggregating and distilling trends

- presenting findings and proposals in an easily accessible, evidence-based manner

If an employee does not have all core competencies and experiences in all of the aforementioned criteria, the parties agree that it will not automatically disqualify the employee from eligibility for this position.

A notification for acceptance of applications for RCRCs will be electronically announced to bargaining unit employees and posted within 45 days of this Supplement.

The PBEC will act as the referring panel in selecting the RCRC. The PBEC will review the applications and select finalists based solely on the basis of merit in accordance with the aforementioned place-based operational model criteria. The PBEC will forward the list of finalists to the Field Working Groups. Finalists will be vetted by representatives from the FWGs in their region of their duty station which will make a determination. The appropriate director who is a member of the FWG will communicate the selection to the employee's immediate supervisor. The FWG member and employee will meet with the immediate supervisor to coordinate business operations, work assignments, and/or priorities to ensure the employee's participation in the program.

Applicant Notification. Employees who apply for the RCRC position will be able to initiate and maintain contact with the designated PBEC application point of contact during the RCRC application process.

If the employee is selected, the employee must be willing to spend up to 50-100% of their time serving under the following roles and responsibilities:

- Aggregating community-level issues & trends regionally and cross-programmatically
- Serving as a neutral party in supporting Community Partnerships, shifting focus among program areas depending on local need
- Connecting Community Capacity Liaisons to contacts and resources within and beyond federal structure as needed
- Serving as advisor to RAs and FODs on the state of community partnerships, helping to prepare briefings and knowing when to elevate a problem to HUD senior staff
- Serving as a lead facilitator on Community Partnerships and Secretarial Initiatives as needed
- Facilitating the network of CCLs in state/region
- Overseeing mentoring and training of CCLs
- Maintaining the rolodex of contacts on a state-wide level - both inside and outside of HUD

If an employee does not have all core competencies and experiences in all of the aforementioned criteria, the parties agree that it will not automatically disqualify the employee from eligibility for this position.

In order to complete the application submission, employees must upload the following documents to the place-based operational model website:

- The most recent SF-50 that verifies the employee's location, series and grade
- The ratings summary page of the employee's most recent final performance assessment
- A resume
- An up to 250-word essay discussing why an employee would like to serve in this position and elaborating on their core competencies

DSA Application Process:

All bargaining unit staff may apply for the Data Support Analyst (DSA) positions. Applicants shall be comprised of bargaining unit staff who have strong subject matter expertise combined with technical skills related to data analysis, interpretation and creation of maps, and communicating complicated quantitative concepts. DSAs should be people who have high capacity at:

- HUD data systems including, but not limited to, IDIS, PIC, TRACS, REAC database, and EGIS.
- HUD data tools including, but not limited to, CPD Maps, CART, and the AFFH Tool.
- Census data such as the American Community Survey.
- Other federal government data tools such as American FactFinder, the Opportunity Project, and the Census Bureau's On the Map tool.
- Local data intermediaries, such as those participating in the National Neighborhood Indicators Partnership, as applicable for a particular city.
- Local civic tech communities and open data networks.

A notification for acceptance of applications for DSAs will be electronically announced to bargaining unit employees and posted within 45 days of this Supplement.

The PBEC will act as the referring panel in selecting the DSA. The PBEC membership will review the applications and select finalists based solely on the basis of merit in accordance with the aforementioned place-based operational model criteria. The PBEC will forward the list of finalists to the Field Working Groups. Finalists will be vetted by representatives from the FWGs in their region of their duty station which will make a determination. The appropriate director who is a member of the FWG will communicate the selection to the employee's immediate supervisor. The FWG member and employee will meet with the immediate supervisor to coordinate business operations, work assignments, and/or priorities to ensure the employee's participation in the program.

Applicant Notification. Employees who apply for the DSA position will be able to initiate and maintain contact with the designated PBEC application point of contact during the DSA application process.

If the employee is selected, the employee must be willing to spend up to 10-25% of their time serving under the following roles and responsibilities:

- Directly supporting CCLs and RCRCs by providing data, maps, and analysis
- Serving as a neutral party, using objective information to ground discussions of priorities and strategies in support of Community Partnerships
- Reviewing and validating data and analysis produced by other HUD partners
- Training CCLs, RCRCs, and other community-serving HUD staff to make use of data and mapping tools produced by HUD
- Attending training provided by PD&R regarding new and existing data tools and resources

If an employee does not have all core competencies and experiences in all of the aforementioned criteria, the parties agree that it will not automatically disqualify the employee from eligibility for this position.

In order to complete the application submission, employees must upload the following documents to the place-based operational model website:

- The most recent SF-50 that verifies the employee's location, series and grade
- The ratings summary page of the employee's most recent final performance assessment
- A resume
- An up to 250-word essay discussing why an employee would like to serve in this position and elaborating on their core competencies

- 38) Upon request, the Union shall have access to information on the place-based operational model applications and selections, to the extent permitted by disclosure and privacy-related laws, rules, and regulations.
- 39) The RCRC and DSA application and selection files will be retained in accordance with applicable record retention policies, laws, rules, and regulations. These files shall be kept for a minimum of three (3) years, unless there is a grievance or complaint pending on the particular action, in which case the files will be kept pending final decision of the grievance or complaint.
- 40) Management will amend the guidance/policy to meet the provisions and terms of this supplement.

APPENDIX 1

Application for Community Capacity Liaison (CCL)

Community Capacity Liaison

Thank you for your interest in receiving certification as a **Community Capacity Liaison!** To sign up for the CCL certification process, please **complete the following fields** and **upload supporting documents** as directed below. You must click **submit** when you are finished, or your registration will not be processed

Name:

Email address:

I am a Field employee:

I am a Headquarters employee:

I work in: CPD FHEO FPM Healthy Homes Housing OGC PIH

PDR

Supervisor Name:

Supervisor Email:

To complete your submission, **upload** the following documents:

- Your most recent SF-50 that verifies your location, series and grade
- The ratings summary page of your most recent final performance assessment

Upload Documents

If you meet CCL eligibility requirements, you will receive an email with an SF-182 and instructions for beginning the certification process within 2 weeks. If you do not receive an email, please write to [group email](#) and request that one be sent to you.

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[Submit Query](#)

Once you click submit you will no longer be able to make any changes. Upon submission, a new confirmation page will come up that includes a unique number associated with your application. If you do not receive a confirmation email, please resubmit.

APPENDIX 2

Application for Regional Community Resource Coordinator (RCRC)

Regional Community Resource Coordinator

Thank you for your interest in serving as a Regional Community Resource Coordinator! To apply for the RCRC designation, please **complete the following fields** and **upload supporting documents** as directed below. You must click **submit** when you are finished, or your application will not be processed.

Name:

Email address:

I am a Field employee:

I am a Headquarters employee:

I work in: CPD FHEO FPM Healthy Homes Housing OGC PIH

PDR

Supervisor Name:

Supervisor Email:

I possess the following core competencies and have experience in (select all that apply):

- Partnering with communities in achieving their goals and addressing their challenges
- Partnering with external stakeholders and those with resources that can impact community-level initiatives
- Navigating intense, high-stakes discussions around neighborhood and community transformation
- Leading and project-managing diverse groups of people
- Aggregating and distilling trends
- Presenting findings and proposals in an easily accessible, evidence-based manner

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If selected, in addition to the activities listed above, I would be willing to spend up to 50-100% of my time, as calculated on an annual basis, serving under the following roles and responsibilities: yes no

- Aggregating community-level issues & trends regionally and cross-programmatically
- Serving as a neutral party in supporting Community Partnerships, shifting focus among program areas depending on local need
- Connecting Community Capacity Liaisons to contacts and resources within and beyond federal structure as needed
- Serving as advisor to RAs and FODs on the state of community partnerships, helping to prepare briefings and knowing when to elevate a problem to HUD senior staff
- Serving as a lead facilitator on Community Partnerships and Secretarial Initiatives as needed
- Facilitating the network of CCLs in state/region
- Overseeing mentoring and training of CCLs
- Maintaining the rolodex of contacts on a state-wide level - both inside and outside of HUD

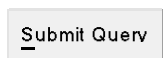
Write a paragraph of no more than 250 words discussing why you would like to serve in this role and elaborating on your core competencies above.



Please **upload** the following documents:

- Your most recent SF-50 that verifies your location, series and grade
- The ratings summary page of your most recent final performance assessment
- Your resume

Upload Documents



Once you click submit you will no longer be able to make any changes. Upon submission, a new confirmation

SUPPLEMENT 10

page will come up that includes a unique number associated with your application. If you do not receive a confirmation email, please resubmit.

APPENDIX 3

Application for Data Support Analyst (DSA)

Data Support Analyst

Thank you for your interest in serving as a Data Support Analyst! To apply for the DSA designation, please **complete the following fields** and **upload supporting documents** as directed below. You must click submit when you are finished, or your application will not be processed.

Name:

Email address:

Supervisor Name:

Supervisor Email:

Duty Station

I possess the following core competencies and have at least 2 years of experience in (select all that apply):

- Data collection and analysis
- Interpretation and creation of maps
- Communicating complicated quantitative concepts in an easily accessible manner

I have the following levels of familiarity with the following data sources and tools):

	Unfamiliar	I've heard of it	I've used it	I use it on at least a quarterly basis
IDIS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PIC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
TRACS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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REAC database	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
EGIS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CPD Maps	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CART	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
AFFH Tool	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
American Community Survey	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
American FactFinder	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Opportunity Project	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Census Bureau's On the Map tool	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Local data intermediaries, such as those participating in the National Neighborhood Indicators Partnership, as applicable for a particular city	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Local civic tech communities and open data networks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If selected, in addition to the activities listed above, I would be willing to spend up to 10-25% of my time, as calculated on an annual basis, serving under the following roles and responsibilities: yes no

- Directly supporting CCLs and RCRCs by providing data, maps, and analysis
- Serving as a neutral party, using objective information to ground discussions of priorities and strategies in support of Community Partnerships
- Reviewing and validating data and analysis produced by other HUD partners
- Training CCLs, RCRCs, and other community-serving HUD staff to make use of data and mapping tools produced by HUD
- Attending training provided by PD&R regarding new and existing data tools and resources

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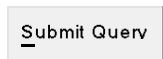
Write a paragraph of no more than 250 words discussing why you would like to serve in this role and elaborating on your core competencies above.



Please **upload** the following documents:

- Your most recent SF-50 that verifies your location, series and grade
- The ratings summary page of your most recent final performance assessment
- Your resume

Upload Documents



Once you click submit you will no longer be able to make any changes. Upon submission, a new confirmation page will come up that includes a unique number associated with your application. If you do not receive a confirmation email, please resubmit.

Effective date of this Supplement Dec 20, 2016

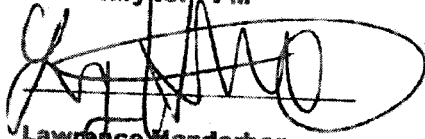
For Management:



D'Andra Hankinson
Chief Negotiator

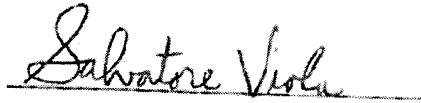


Nelson R. Bregón
Associate Assistant Deputy
Secretary for FPM

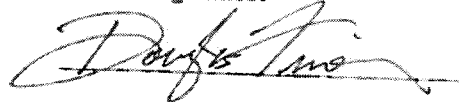


Lawrence Handerhan
Office of the Deputy Secretary

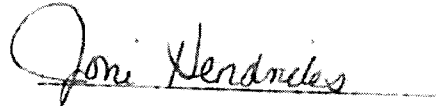
For Union:



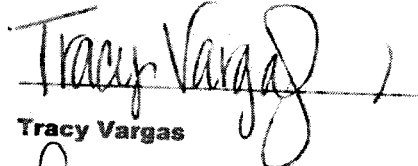
Salvatore Viola
Executive Vice President, Council 222
Chief Negotiator



Douglas Finer




Joni Hendricks



Tracy Vargas



Lorraine Chambers



Cynthia Fisher Carter
Technical Advisor