

**Appendix C:**  
**Job Outreach Plan**

# Job Outreach Plan

## Overview

The Job Outreach Plan (“Plan”) is intended to provide communities in which an affordable housing project is located with information and opportunities to apply for open positions that may be available on the project.

Any project that the New York City Department of Housing Preservation and Development (HPD) contributes \$2 million dollars or more towards the creation or preservation of affordable housing will be required to submit a Job Outreach Plan.

Prior to HPD’s construction loan closing, a developer and or borrower requesting city subsidies must use HPD’s approved form to submit information on their job outreach plans related to employment opportunities generated on the proposed project. The Job Outreach Plan should at a minimum engage and inform communities, within a three-mile radius of the project, about job opportunities on or related to the project. The Job Outreach plan is to be implemented during the construction phase of the project

A quarterly report must be submitted identifying the number and types of positions filled, and outreach strategies employed.

If a project is also subject to the Community Hiring Law, participation in such program is also required.

## Instructions

### Project

Please provide details of the project. The HPD Development Project Manager can provide the project name and ID, if necessary.

### Developer/Borrower

Please provide the name of the borrower legal entity that will receive financing and/or land. Along with the borrower legal entity (i.e. single purpose entity created for the project), please provide details about one entity (e.g. developer) that will act as the primary contact during the construction phase of the project. This entity and its primary contact person will be responsible for ensuring the submission of quarterly reports.

## Plan

Please indicate the date of submission. If you have submitted a plan previously and are amending a previous plan, please check the amended form box.

### (1) Identify the number and types of positions

Enter the number and type of positions to be filled (Construction and/or Non-Construction jobs). Identify or describe the strategies that will be employed to fill the positions and list or describe your anticipated hiring timeframe.

### (2) Check the box if there is no anticipated hiring during the life of the project, skip the remaining questions then complete the Affirmation section.

### (3) Outreach strategy, recruitment approach with timeline

List or describe your outreach strategy, recruitment approach and your outreach timeline to identify and recruit candidates for open positions: Describe all your anticipated outreach efforts prior to and during construction on the project.

### (4) Workforce Development Strategic Partner

If you will be working with a workforce development strategic partner provide its name and address, and describe the task(s) that they are expected to perform. Also, list the anticipated start and end date its involvement.

*The development team may choose to utilize a workforce development strategic partner(s) for this particular project to assist in recruiting candidates, providing employee support, and job training and placement support. Possible strategic partners could include but are not limited to non-profits, government entities, schools, churches, block associations.*

### (5) Affirmation and Submission

The person authorized to submit this plan should submit a signed job outreach plan prior to closing to the HPD Project Manager. Developers/Borrowers may: 1) sign using an electronic signature and email this document; 2) print, sign, scan, and email this document; or 3) print, sign, and mail this document.