



Form I-1: EMPLOYMENT & TRAINING PLAN

A. Company Information

Company Name: _____ **Federal Tax ID number:** _____

Business Address: _____

Business Phone #: _____

NYCHA Development (where work is being performed): _____

B. Contact Person:

The name & phone number of the individual authorized to serve as the Company Officer is:

Company Officer Name: _____

Company Officer Email and Phone #: _____

Contract number (if applicable): _____

C. Employment and Training Opportunities:

NYCHA Resident Order of priority:

Category 1 residents: Residents of the housing development(s) where work is being performed

Category 2 residents: Residents of other housing developments managed by the housing authority

Employment Opportunities

Construction Positions (Non-Section 3 Projects only)

Projected Titles	Training Provided (Y/N)	Projected # of NYCHA Resident Hires	Projected # of New Hires



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Post- Construction (Permanent) Positions

Projected Titles	Training Provided (Y/N)	Projected # of NYCHA Resident Hires	Projected # of New Hires

Training Opportunities (All training offered including construction related training)

Projected Training	Length of training	Certificates/licenses obtained	Projected # of training slots

D. Recruitment and Outreach Strategies:

What actions will your company take to recruit NYCHA residents for training and employment opportunities listed above?

- Do you commit to working with the NYCHA's office of Resident Economic Empowerment & Sustainability (REES) to source Category 1 & 2 residents?

- Do you commit to interviewing qualified Category 1 & 2 residents who are graduates of the NYCHA Resident Training Academy and other REES partners? _____
- What other tools will you use to market job opportunities? _____
- In which locations will you hang recruitment posters/flyers?

- Do you commit to working with property managers to post available opportunities? _____
- Which Resident Association/Organizations will you contact?

- How else do you plan to inform the NYCHA community regarding job opportunities?

- How else will you recruit NYCHA residents?



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E. Certification of Compliance

The proposer hereby certifies by signing below, that it will comply with the resident training and hiring regulations as set forth by NYCHA. The Company Officer agrees to meet with any qualified NYCHA residents submitted by NYCHA for employment consideration and to provide documentation and reports required by NYCHA to confirm hiring of residents.

Signature: _____

Print: _____

Title: _____

Date: _____



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Directions

A) Company Information

Please fill out the company information for the development team completely. The NYCHA development where work is being performed should also be completed.

B) Contact Person

Please include the name and contact information of the person authorized by the development team to provide NYCHA with information on the training and hiring plan commitment. This person should be able to answer questions directly related to the projections, hiring of NYCHA residents, and reporting requirement on this project.

C) Employment and Training Opportunities

Please submit a plan for providing training and employment opportunities to NYCHA residents as directed below:

Construction Positions (Non-Section 3 Projects only)

This section should be completed by development teams **without** a Section 3 requirement. If the project is subjected to Section 3 requirements, the development team must submit a separate Section 3 hiring plan for construction positions.

Please provide a breakdown on the total number of positions by titles and the number committed to the hiring of NYCHA residents on this project.

Post- Construction (Permanent) Positions (Both Section 3 & Non-Section 3 Projects)

This section should be completed by development teams for post-construction position such as permanent positions with the management team or other selected vendors. Development teams with a Section 3 requirement are also expected to complete this section for post-construction positions.

Please provide a breakdown on the total number of positions by titles and the number committed to the hiring of NYCHA residents on this project. If the development team will be providing training for any of the available positions, please indicate so under the "Training Provided" column. The training should be further broken out under the "Training Opportunities" section.

Training Opportunities (All training offered including construction related training)

Please list all training that will be provided to NYCHA residents by the development team for both construction and post-construction (permanent) opportunities. These should be separate from general on-boarding training provided by the company to all employees.

Note: The development team shall collaborate with NYCHA's Resident Economic Empowerment and Sustainability Office ("REES") to finalize this training and employment opportunities plan. REES referrals shall be included as one source of recruiting qualified NYCHA residents for employment.

Definitions

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

<https://www.hud.gov/Section3>