

Form I-2: Section 3 Hiring Plan

SECTION 3 HIRING PLAN	NEW YORK CITY HOUSING AUTHORITY SUPPLY MANAGEMENT PROCUREMENT DEPARTMENT - COMPLIANCE UNIT	
NYCHA DEVELOPMENTS WHERE WORK IS TAKING PLACE:	CONTRACT NO:	AUTHORIZATION / TASK ORDER NO:
TYPE OF WORK:	COMPANY NAME:	
BUSINESS ADDRESS:		
BUSINESS PHONE #:	EMAIL:	
FEDERAL TAX #:	PROPOSAL DATE:	

A. Section 3 Plan: Name of Company official who will serve as the Section 3 Plan Officer.

Name _____ Company Title _____

Phone _____ Email _____

B. Workforce Analysis and Projection

Title: e.g. skilled, unskilled, administrative assistant, trainees, apprentices

JOB TITLE	TOTAL NUMBER OF PROJECTED SECTION 3 HIRES	TOTAL NUMBER OF PROJECTED NEW HIRES

C. Section 3 Business Concerns - Subcontracting

	Names of Subcontractors	Total Dollar Amount	% of Total Contract
Construction			
Non-Construction			

- NYCHA Section 3 Business Concern Registry:
o <http://www1.nyc.gov/site/nycha/business/section3-business-concern-information.page#findS3BC>
- HUD Section 3 Business Concern Registry:
o <https://portalapps.hud.gov/Sec3BusReg/BRegistry/SearchBusiness>



What actions will your company take to recruit SECTION 3 residents for job titles list?

- Do you commit to working with Resident Economic Empowerment Sustainability Department (REES) to source Category 1 & 2 residents? _____
- Do you commit to interviewing qualified Category 1 & 2 residents who are graduates of the NRTA and other REES partners? _____
- Which labor unions and apprenticeship programs will you contact? _____
- What other tools will you use to market job opportunities? _____
- Do you commit to working with property managers to post job opportunities? _____
- How else do you plan to inform the Community and Resident Association regarding job opportunities? _____
- What efforts do you make to subcontract to Section 3 Business Concerns? _____

CONTRACTORS RESPONSIBILITIES FOR SECTION 3 COMPLIANCE

If the contractor has the need to hire new persons to complete the contract or needs to subcontract portions of the work to another business, they are required to direct their newly created employment and/or subcontracting opportunities to Section 3 residents and Section 3 business concerns. The same numerical goals apply to contractors and subcontractors (i.e., 30 percent of new hires, 10 percent of construction contracts, and 3 percent of non-constructions contracts). In addition, the contractor/subcontractor must notify NYCHA in writing about their efforts to comply with Section 3 and submit any required documentation.

The contractor further certifies to comply with the Section 3 regulations. The Contractor's Section 3 Plan Officer agrees to meet with NYCHA residents and staff and provide documentation and reports required by NYCHA to confirm compliance with Section 3 requirements. Failure to comply may be deemed a material breach of this contract and may result in sanctions, termination of this contract and/or unsatisfactory performance evaluation, cautions reported, and affect award of future contracts.

Signature of Section 3 Plan Officer _____

Company Title: _____

Date: _____

**Resident Economic Empowerment Sustainability Department
(REES)**

(Review and approval of item B on page 1)

Approved by: _____ Title: _____

Signature: _____ Date: _____



INSTRUCTIONS

CONTRACTORS ARE REQUIRED TO COMPLETE THIS FORM IN ITS ENTIRETY

DEFINITION OF NEW HIRE

A new hire means a full-time employee for a new permanent, temporary, or seasonal position that is created during the expenditure of Section 3 covered contract.

NYCHA expects Section 3 employment retention throughout the lifetime of the contract.

SECTION 3 MINIMUM NUMERICAL GOALS

The minimum numerical goal for employment:

- Thirty (30) percent of the aggregate number of new hires shall be Section 3 residents annually—i.e., 3 out of 10 new employees needed to complete a Section 3 covered project/activity shall be a Section 3 resident.

Definition of a Section 3 Business Concern:

- a) 51 percent or more owned by Section 3 residents; or
- b) At least 30 percent of its full time employees include persons that are currently Section 3 residents, or were Section 3 residents within three years of the date of first hire; or
- c) Provide evidence, as required, of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to business concerns that meet one of the first two qualifications above.

The minimum goals for sub-contracting are:

- Ten (10) percent of the total dollar amount of all Section 3 covered contracts for building trades work for maintenance, repair, modernization or development or building trades work arising in connection with housing rehabilitation, housing construction and other public construction, shall be awarded to Section 3 businesses; and
- Three (3) percent of the total dollar amount of all non-construction, shall be awarded to Section 3 businesses

DEFINITION OF SECTION 3 RESIDENT CATEGORIES **(In required order of hiring priority)**

Category 1 Residents: Residents of the NYCHA development or developments where Section 3 covered assistance is being expended.

Category 2 Residents: Residents of other developments owned managed by NYCHA for which the Section 3 covered assistance is being expended.

Category 3 Residents: Participants in HUD Youthbuild programs carried out in the New York City metropolitan area in which Section 3 covered assistance is being expended.

Category 4 Residents*: Other low-income or very low income residents of the NYC metropolitan area in which the Section 3 covered assistance is being expended.

* For all category 4 hires, contractor certifies review of government documentation verifying low income status per HUD income guidelines. Contractors shall maintain copy of verifying documentation for auditing review purposes.

JOB ORDER CONTRACTS / TASK ORDERS / AUTHORIZATIONS

Section 3 and REP hiring plan required with each task order / authorization.

