

Form I-3: Section 3 Hiring Summary

SECTION 3 HIRING SUMMARY	NEW YORK CITY HOUSING AUTHORITY SUPPLY MANAGEMENT PROCUREMENT DEPARTMENT – COMPLIANCE UNIT					
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NYCHA DEVELOPMENT WHERE WORK IS TAKING PLACE:				PRIME ORIGINAL CONTRACT NO:		PRIME ORIGINAL CONTRACT AMOUNT:	
NAME OF PRIME CONTRACTOR				AUTHORIZATION / TASK ORDER NO:		RELEASE NO:	
PRIME CONTRACTOR ADDRESS:				PAYROLL PERIOD BEGINING: ENDING:		PRIME CONTRACTOR'S TELEPHONE NUMBER: ()	
NAME OF SUBCONTRACTOR				SUBCONTRACT AMOUNT:		PRIME CONTRACTOR'S EMAIL:	

NAME	LAST 4 DIGITS SS #	JOB TITLE	START DATE	ADDRESS	NYCHA DEVELOPMENT	SECTION 3 CAT.

TOTAL NUMBER OF SECTION 3 NEW HIRES FOR ABOVE PAYROLL						
TOTAL NUMBER OF ALL NEW HIRES FOR CONTRACT DURATION						<input style="width: 100%; height: 100%;" type="text"/>

Section 3 Business Concerns - Subcontracting			
Names of Subcontractors		Total Dollar Amount	% of Total Contract
Construction			
Non-Construction			

SECTION 3 RESIDENT HIRING SUMMARY FOR CONTRACT DURATION		STATEMENT OF COMPLIANCE	
a. Total Number of New Hires		I, the undersigned, affirm that our company will comply with the Section 3 regulations. I understand that failure to comply may be deemed to be a material breach of the terms of the contract and may result in sanctions, termination and/or unsatisfactory performance evaluations, cautions reported and affect award of future contracts.	
b. Number of Section 3 New Hires			
c. % of Section 3 New Hires (b/a)*100			

SECTION 3 PLAN OFFICER: <i>(Print Name)</i>		Title:	
Signature:		Date:	
NOTE: Any errors or omissions on this form may delay payment.			

REVIEWED BY: <i>(Print Name)</i>		Company:		Title:	
Signature:		Date:			

REVIEWED BY AUTHORIZED NYCHA EMPLOYEE: <i>(Print Name)</i>		Title:	
Signature:		Date:	



INSTRUCTIONS

CONTRACTORS ARE REQUIRED TO COMPLETE THIS FORM IN ITS ENTIRETY

CONTRACTORS RESPONSIBILITIES FOR SECTION 3 COMPLIANCE

If the contractor has the need to hire new persons to complete the Section 3 covered 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 business concerns. The same numerical goals apply to contractors and subcontractors (i.e., 30 percent new hires, 10 percent of construction contracts, and 3 percent of non-construction contracts). In addition, the contractor/subcontractor must notify the recipient agency about their efforts to comply with section 3 and submit any required documentation.

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.

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

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.

