



New York City Housing Authority  
Section 3 REO Plan & OEO Plan Guide for  
eComply

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# 1. Overview

## A. Purpose

The purpose of this guide is to provide steps on completing NYCHA’s Section 3 REO and OEO plans.

## B. Section 3 REO & OEO Plan Background

### Section 3 New Rule

Section 3 is a provision of the Housing and Urban Development Act of 1968. The purpose of Section 3 is to ensure that economic opportunities, most importantly employment, generated by certain HUD financial assistance shall be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing or residents of the community in which the Federal assistance is spent.

Section 3 requires that recipients of certain HUD financial assistance provide job training and employment opportunities to low- or very low-income residents in connection with projects and activities in their neighborhoods.

Effective November 30, 2020, the new Section 3 Final Rule is designed to:

- Focus on labor hours instead of new hires;
- Focus on sustained employment of Section 3 Workers; and
- Emphasize priority hiring of Targeted Section 3 Workers

Section 3 is applicable to all NYCHA service contracts (including construction and work associated with Comprehensive Modernization and PACT projects).

### Section 3 Minimum Numerical Goals:

A NYCHA contractor may demonstrate compliance with Section 3 (throughout the duration of the contract) as follows:

Section 3 Worker Designation	Percent of Labor Hours Needed
Section 3 Workers	<b>25% (or more)</b> <ul style="list-style-type: none"> <li>• Twenty-five (25) percent or more of the total number of labor hours are worked by Section 3 workers</li> </ul>
Targeted Section 3 Workers	<b>5% (or more)</b> <ul style="list-style-type: none"> <li>• Five (5) percent or more of the total number of labor hours are worked by Targeted Section 3 workers</li> </ul>

# 2. Completing the Section 3 REO & OEO Plan

1. After logging in to eComply, click on the *Activities* tab, then click on the *Section 3 REO and OEO Plans* tab

## NYCHA Section 3 REO & OEO Plan Guide

**Activities** Setup

**Certified Reports**

- Manage CHRs
- Manage CPRs
- Fringe Benefit Statement
- CPR Package Management

**Vendor Diversity**

- Section 3 Self Registration
- S3BC Directory
- Section 3 REO and OEO Plans**
- M/WBE Utilization Plan
- Section 3 OEO Summary

2. Select the drop-down box

**Section 3 REO and OEO Plans**

**Solicitation**

Select Solicitation + New Section 3 REO and OEO Plan

Solicitation #	Contract Description	Due Date	OEO Plan Submitted?	Submit Date	Status	
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3. Enter the NYCHA solicitation number which you are submitting a Section 3 REO and/or OEO Plan for in the blank space below, then select the number

**Section 3 REO and OEO Plans**

**Solicitation**

Select Solicitation

Select Solicitation

- 1000005 - NYCHA UAT Solicitation 5
- 1000006 - NYCHA UAT Solicitation 6
- 1000007 - NYCHA UAT Solicitation 7
- 1000008 - NYCHA UAT Solicitation 8
- 1000009 - Contract 1000009

4. Select *New Section 3 REO and OEO Plan*

**Section 3 REO and OEO Plans**

**Solicitation**

Select Solicitation

**+ New Section 3 REO and OEO Plan**

Solicitation #	Contract Description	Due Date	OEO Plan Submitted?	Submit Date	Status	
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5. Review the *Section 3 Overview* and then select *Start*

# NYCHA Section 3 REO & OEO Plan Guide

## SECTION 3 OVERVIEW<sup>1</sup>

LABOR HOURS WILL BE TRACKED THROUGHOUT THE LIFETIME OF THE CONTRACT.

### LABOR HOURS

The number of paid hours worked by persons on a Section 3 project or by persons employed with funds that include public housing financial assistance.

### SECTION 3 WORKER

Any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented:

- The worker's income for the previous or annualized calendar year is below the income limit established by HUD.
- The worker is employed by a Section 3 Business Concern.
- The worker is a YouthBuild participant.

### TARGETED SECTION 3 WORKER

A Targeted Section 3 Worker for public housing financial assistance means a Section 3 worker who is:

- A worker employed by a Section 3 Business Concern; or
- A worker who currently fits or when hired fit at least one of the following categories, as documented within the past 5 years:
  - A resident of public housing or Section-8 assisted housing;
  - A resident of other public housing projects or Section 8-assisted housing managed by the PHA that is providing the assistance; or
  - A YouthBuild participant.

### SECTION 3 MINIMUM NUMERICAL GOALS

- Twenty-five (25) percent or more of the total number of labor hours worked by all workers employed with public housing financial assistance in the PHA's or other recipient's fiscal year are Section 3 workers.  
Section 3 Labor Hours/Total Labor Hours = 25% and
- Five (5) percent or more of the total number of labor hours worked by all workers employed with public housing financial assistance in the PHA's other recipient's fiscal year are targeted Section 3 workers.  
Targeted Section 3 Labor Hours/Total Labor Hours = 5%

### SECTION 3 BUSINESS CONCERNS

A Business Concerns meeting at least one of the following criteria documented within the last six-month period:

- It is a business at least 51 percent owned and controlled by current public housing residents or residents who currently lives in Section 8-assisted housing, or;
- It is at least 51 percent owned and controlled by low- or very-low income persons, or;
- Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers

### SECTION 3 EMPLOYMENT AND TRAINING PRIORITIES FOR PUBLIC HOUSING FINANCIAL ASSISTANCE (PHFA)<sup>2</sup>

**Category 1:** Residents of the public housing projects for which the public housing financial assistance is expended;

**Category 2:** Residents of other public housing projects managed by the PHA that is providing assistance or for residents of Section 8-assisted housing managed by the PHA

\* For all category 4 hires, contractor must submit a NYCHA Self-Certification: Section 3 Worker/Targeted Section 3 Worker form. Contractors shall maintain a copy of this form for auditing review purposes.

### SECTION 3 EMPLOYMENT AND TRAINING PRIORITIES FOR PERMANENT AFFORDABILITY COMMITMENT TOGETHER (PACT) PROJECTS<sup>3</sup>

**Category 1:** To residents of public housing or Section 8 assisted housing;

**Category 2:** To Section 3 workers residing within the service area or the neighborhood of the project;

**Category 3:** Participants in YouthBuild programs; and

**Category 4:** To low- and very low-income persons residing within the metropolitan area (or non-metropolitan county) in which the assistance is expended.

### JOB ORDER CONTRACTS / TASK ORDERS / AUTHORIZATIONS

Section 3 Hiring Plans should be based on the projected full expenditure of the contract (or not-to-exceed amount).

<sup>1</sup>The Section 3 regulations can be found at the following link: eCFR — Code of Federal Regulations (<https://www.govinfo.gov/content/pkg/FR-2020-09-29/pdf/2020-19185.pdf>)

<sup>2</sup>Most contracts at NYCHA funded with HCDFFA are also funded with PHFA. If a contract is funded with HCDFFA but not one dollar of PHFA, the Employment and Training Priorities in §75.19 of Subpart C—Additional Provisions for Housing and Community Development Financial Assistance apply.

<sup>3</sup>If a PACT project transaction (using the RAD Program) receives HUD HCDFFA (e.g. HOME or CDGB), the Employment and Training Priorities in §75.19 of Subpart C—Additional Provisions for Housing and Community Development Financial Assistance apply.

Cancel **Start**

**\* Please note:** If you are unable to complete the Section 3 REO and OEO Plan in one setting, you can return to the document by following the steps listed in the [resume working on a REO/OEO plan](#) section.

6. Enter details for the person who will function as the Company’s Plan Officer.

A. Plan Officer

Name of the Company official who will serve as the Plan Officer

**First Name**

**Phone**

**Last Name**

**Email**

**Company Title**

**ZIP**

**Address 1**

**Country**

**Address 2**

**State**

**City**

**County**

7. Enter total estimated labor hours and projected hours for (Targeted) Section 3 workers

B. Labor Hours Projections

**Total Estimated Labor Hours**

**Total Projected Section 3 Worker Hours**

**Total Projected Targeted Section 3 Worker Hours**

8. Add the projected number of new hires for the contract/project, then click *New Job* to add the title(s) and number of openings for each job.

**NYCHA Section 3 REO & OEO Plan Guide**

C. Workforce Analysis

**Projected New Hires on this Contract/Project**

Please list the titles, # of openings per title, and the total # of labor hours per title in the table below for all projected new hires

**+ New Job**

Job Title (Ex. Laborers, Asbestos Handlers, Administrative Assistant, Trainee, Plumber's Apprentice)	# of Openings	
No Jobs found.		
<b>Total:</b>		0

First Previous Next Last

**Add Job** x

Title

Openings

**9. Click *New Training* and add requested details for each planned Section 3 Worker training**

D. Resident Training

In accordance with the HUD Section 3 regulation, or NYCHA's employment and training goals, please outline your plan to organize skills-building training for Section 3 Workers.

**+ New Training**

Type of Training	Length of Training	Certificates or Licenses Provided	Projected # of Resident Slots
No Training found.			
<b>Total:</b>			0

First Previous Next Last

**Add Training** x

Type

Certificates or Licenses Provided

Length

Projected No. of Residents

**NYCHA Section 3 REO & OEO Plan Guide**

10. Select relevant checkboxes and provide descriptions where requested. You can choose to preview your entries and/or save them as a draft using the *Preview* and *Save as Draft* buttons. To proceed to the next step in the plan guide process, you should hit the *Next* button.

E. Outreach & Recruitment

What actions will your company take to meet your contract requirements? Check all that applies and elaborate as needed.

- Coordinate with NYCHA's Office of Resident Economic Empowerment & Sustainability (REES) to resource qualified NYCHA Residents.
- Work with property managers to post job opportunities.
- Engage in outreach efforts to connect NYCHA resident to economic opportunities. Please describe:

- Interview qualified NYCHA residents who are graduates of the NYCHA Resident Training Academy (NRTA) and other REES partners.
- Subcontract to Section 3 Business Concerns
- Provide training, internships, and/or apprenticeship opportunities. If so, please describe.

- Coordinate with labor unions and apprenticeship programs to request or sponsor NYCHA residents? If so, which labor unions:

- Other tools to market opportunities.

Cancel

Preview
Save as Draft
Next

11. Select *Next* if your firm will **not** provide Professional Services to NYCHA

REO Plan
OEO Plan
Sign & Submit

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OEO Plan

Will your firm be providing Professional Services\* to NYCHA?

No

If so, it is NYCHA's policy to supplement the Section 3 regulations by requiring Professional Services contractors (for contracts in excess of \$250,000) to provide 'Other Economic Opportunities' (OEO) to NYCHA residents if they are not projecting labor hours for Section 3 workers and/or there is no commitment to subcontract to Section 3 Business Concerns. The OEO Plan must be completed in addition to the Section 3 REO Plan.

\*Professional Services means non-construction services that require an advanced degree or professional licensing, including, but not limited to, contracts for legal services, financial consulting, accounting services, environmental assessment, architectural services, and civil engineering services.

Back
Cancel
Preview
Save as Draft

Next

**\* Please proceed to step 15 if your firm will provide Professional Services to NYCHA \***

## NYCHA Section 3 REO & OEO Plan Guide

12. Read through the *Section 3 Business Concerns – Acknowledgement* and *Contractors Responsibilities for Section 3 and NYCHA’s Employment & Training Goals* sections. Click Sign to acknowledge your reading of those texts.

### F. Section 3 Business Concerns - Acknowledgement

Contractor shall maintain records and documentation of efforts to subcontract to Section 3 Business Concerns.

#### Actions required to award contract opportunities to qualified Section 3 Business Concerns

Contractors will use the following methods to notify and contract with Section 3 Business Concerns when contracting opportunities exist:

- Contact business assistance agencies, minority contractor associations and community organizations to inform them of contracting opportunities and request assistance in identifying Section 3 businesses which may solicit bids or proposals for contracts for work in connection with Section 3 covered assistance.
- Advertise contracting opportunities by posting notices which provide general information about the work to be contracted and where to obtain additional information in the common area or other prominent areas of the housing development or developments owned and managed by the housing authority.
- Provide written notice to all known Section 3 business concerns of contracting opportunities. This notice should be in sufficient time to allow the Section 3 business concerns to respond to bid invitations or requests for proposal.
- Follow up with Section 3 business concerns that have expressed interest in the contracting opportunities by contacting them to provide additional information on contracting opportunities.
- Coordinate pre-bid meetings at which Section 3 business concerns could be informed of upcoming contracting and subcontracting opportunities.
- Carry out workshops on contracting procedures and specific contract opportunities so that Section 3 business concerns can take advantage of upcoming contracting opportunities, with such information being made available in language other than English, where appropriate.
- Advise Section 3 business concerns as to where they may seek assistance in overcoming limitations such as inability to obtain bonding, lines of credit, financing, or insurance.

### CONTRACTORS RESPONSIBILITIES FOR SECTION 3 AND NYCHA’S EMPLOYMENT & TRAINING GOALS

If the contractor subcontracts portions of the work to another business(es), such business(es) are required to comply with Section 3 and direct employment and/or subcontracting opportunities to Section 3 workers and Section 3 business concerns. The same numerical goals apply to subcontractors as apply to the contractor. The contractor must include the total projected labor hours to be worked by its subcontractors, including projected labor hours to be worked by Section 3 workers, and projected labor hours to be worked by Targeted Section 3 workers. In addition, the contractor must notify NYCHA in writing about their subcontractors’ efforts to comply with Section 3 or NYCHA’s employment & training goals and submit any required documentation.

**The contractor certifies to (a) comply with the Section 3 regulations and/or NYCHA’s employment & training goals and (b) take all actions with respect thereto that are stated on this Plan. The Contractor’s 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 and/or NYCHA’s employment & training goals. This Plan shall be made part of the Contract that is referred to by the Contract/RFQ # stated above and 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.**

Name and Title Signature

John Doe, Vice President Sign

[Back](#) [Cancel](#)

[Preview](#) [Save as Draft](#) [Submit](#)

13. Type your name in the blank space provided (outlined in red below). Please ensure to type your name as it appears in the section next to the red arrow, and then click *Sign*.

×

## Sign Agreement

Please type your name as: John Doe

Name

Your name will be automatically generated here. Please type your name in the empty box below as it appears here

Close
Sign

14. Click *Submit* to finalize the REO plan submission.

#### CONTRACTORS RESPONSIBILITIES FOR SECTION 3 AND NYCHA'S EMPLOYMENT & TRAINING GOALS

If the contractor subcontracts portions of the work to another business(es), such business(es) are required to comply with Section 3 and direct employment and/or subcontracting opportunities to Section 3 workers and Section 3 business concerns. The same numerical goals apply to subcontractors as apply to the contractor. The contractor must include the total projected labor hours to be worked by its subcontractors, including projected labor hours to be worked by Section 3 workers, and projected labor hours to be worked by Targeted Section 3 workers. In addition, the contractor must notify NYCHA in writing about their subcontractors' efforts to comply with Section 3 or NYCHA's employment & training goals and submit any required documentation.

The contractor certifies to (a) comply with the Section 3 regulations and/or NYCHA's employment & training goals and (b) take all actions with respect thereto that are stated on this Plan. The Contractor's 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 and/or NYCHA's employment & training goals. This Plan shall be made part of the Contract that is referred to by the Contract/RFQ # stated above and 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.

Name and Title Signature  
**John Doe,** Vice President   
*John Doe*

Back
Cancel
Preview
Save as Draft
Submit

**\* Please proceed to step 17 if your firm *will not* provide Professional Services to NYCHA \***

15. If your firm **will** provide Professional Services to NYCHA, choose *Yes* in the first dropdown menu.
  - a. Leave *No* selected in the second dropdown if you are **not** projecting zero for the Section 3 labor hours, and then choose *Next*.

**NYCHA Section 3 REO & OEO Plan Guide**

REO Plan
OEO Plan
Sign & Submit

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**OEO Plan**

Will your firm be providing Professional Services\* to NYCHA?

If so, it is NYCHA's policy to supplement the Section 3 regulations by requiring Professional Services contractors (for contracts in excess of \$250,000) to provide 'Other Economic Opportunities' (OEO) to NYCHA residents if they are not projecting labor hours for Section 3 workers and/or there is no commitment to subcontract to Section 3 Business Concerns. The OEO Plan must be completed in addition to the Section 3 REO Plan.

\*Professional Services means non-construction services that require an advanced degree or professional licensing, including, but not limited to, contracts for legal services, financial consulting, accounting services, environmental assessment, architectural services, and civil engineering services.

Are you projecting zero for the Section 3 labor hours?

Back
Cancel
Preview
Save as Draft
Next

b. Choose *Yes* in the second dropdown if you **are** projecting zero Section 3 labor hours.

**\* Please note:** A justification must be provided if your firm is unable to meet the Section 3 hiring/subcontracting requirements; select the appropriate reason in the dropdown.

REO Plan
OEO Plan
Sign & Submit

---

**OEO Plan**

Will your firm be providing Professional Services\* to NYCHA?

If so, it is NYCHA's policy to supplement the Section 3 regulations by requiring Professional Services contractors (for contracts in excess of \$250,000) to provide 'Other Economic Opportunities' (OEO) to NYCHA residents if they are not projecting labor hours for Section 3 workers and/or there is no commitment to subcontract to Section 3 Business Concerns. The OEO Plan must be completed in addition to the Section 3 REO Plan.

\*Professional Services means non-construction services that require an advanced degree or professional licensing, including, but not limited to, contracts for legal services, financial consulting, accounting services, environmental assessment, architectural services, and civil engineering services.

Are you projecting zero for the Section 3 labor hours?

**Justification for Inability to Meet Section 3 Hiring and/or Subcontracting Requirements**

Contractor must provide reasonable justification for its inability to hire Section 3 residents and/or subcontract with Section 3 Business Concerns, and its need, therefore, to provide other economic opportunities.

**Reason(s) for inability to hire Section 3 residents and/or subcontract with Section 3 Business Concerns:**

- Select
- No new hires
- No Section 3 Workers on staff
- No subcontracting opportunities
- Other
- Vendor located outside of NYC

Residents and/or Section 3 Business Concerns. Select from the options below. You are encouraged to select more

**NYCHA Section 3 REO & OEO Plan Guide**

- i. In the *Analysis & Projections* section, summarize your plan to provide other economic opportunities to Section 3 Residents/Section 3 Business Concerns. Choose at least one of the given options (*Paid Internship Program, Resident Training Program, etc.*), then click the corresponding blue button to add information about the support your firm will provide.

Analysis & Projections

Please outline your plan to provide other economic opportunities to Section 3 Residents and/or Section 3 Business Concerns. Select from the options below. You are encouraged to select more than one option.

1) Indirect Participation (Hiring Section 3 Residents In positions Outside The Section 3 Covered Contract)

[+ New Participation](#)

Job Title	# of Projected Resident Hires	Projected Hourly Wage	Projected Hours/Week
No items found.			

First Previous Next Last

Showing 0 to 0 of 0 entries

2) Paid Internship Program (All Interns Must Be Paid At Least The Minimum Wage For At Least 20 Hours Per Week)

[+ New Internship](#)

Internship Title	Description	Length of Internship	Projected # of Interns	Pay Rate
No items found.				

First Previous Next Last

Showing 0 to 0 of 0 entries

3) Resident Training Program

[+ New Resident Training](#)

Type of Training	Length of Training	Certificates or Licenses Provided	Cost Per Person	Projected # of Residents Trained
No items found.				

First Previous Next Last

For example, if your firm will provide *Support to Section 3 Business Concerns*, then navigate to that option and click the blue *New Support* button. Complete the required fields and then hit *Save*.

4) Pre-Apprenticeship Training Opportunities

[+ New Pre-Apprenticeship Training](#)

Description of Training/Title	Projected # of Residents Trained	Projected Hourly Wage	Projected Hours/Week
No items found.			

First Previous Next Last

Showing 0 to 0 of 0 entries

5) Support to Section 3 Business Concerns

[+ New Support](#)

Business Support Options	Description of Support	Projected # of S3BC Companies to Receive Support	# of Hours/Value (In \$)
No items found.			

First Previous Next Last

**Add Support** ×

<b>Business Support Options</b> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Select ▾</div>	<b>Description of Support</b> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>
<b>Projected # of S3BC Companies to Receive Support</b> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>	<b># of Hours/Value (in \$)</b> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>

Close
Save

- ii. Under the *Outreach & Recruitment* section, select the relevant checkboxes and fill in the blank text boxes to outline the actions your company will take to recruit Section 3 residents/Section 3 Business Concerns for the *Other Economic Opportunities* listed. Hit *Next* once this section is completed.

**Outreach & Recruitment**

---

**What actions will your company take to recruit Section 3 residents and Section 3 Business Concerns for the Other Economic Opportunities listed?**

- Do you commit to working with NYCHA's office of Resident Economic Empowerment & Sustainability (REES) to source Category 1 & 2 residents including graduates of the NRTA and other REES partners?
- Do you commit to working with property managers to post opportunities?
- Do you commit to working with S3BCs?

**What other tools will you use to market these opportunities?**

**How else do you plan to inform the community and resident associations of these opportunities?**

**What efforts will you make to support Section 3 Business Concerns?**

Back
Cancel
Preview
Save as Draft
Next

- iii. Read through the *Section 3 Business Concerns – Acknowledgement, Contractors Responsibilities for Section 3 and NYCHA’s Employment & Training Goals, and Other Economic Opportunities (OEO) Plan* sections. Click *Sign* to acknowledge your reading of those texts.

**F. Section 3 Business Concerns - Acknowledgement**

Contractor shall maintain records and documentation of efforts to subcontract to Section 3 Business Concerns.

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- Provide written notice to all known Section 3 business concerns of contracting opportunities. This notice should be in sufficient time to allow the Section 3 business concerns to respond to bid invitations or requests for proposal.
- Follow up with Section 3 business concerns that have expressed interest in the contracting opportunities by contacting them to provide additional information on contracting opportunities.
- Coordinate pre-bid meetings at which Section 3 business concerns could be informed of upcoming contracting and subcontracting opportunities.
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- Advise Section 3 business concerns as to where they may seek assistance in overcoming limitations such as inability to obtain bonding, lines of credit, financing, or insurance.

**CONTRACTORS RESPONSIBILITIES FOR SECTION 3 AND NYCHA’S EMPLOYMENT & TRAINING GOALS**

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The contractor certifies to (a) comply with the Section 3 regulations and/or NYCHA’s employment & training goals and (b) take all actions with respect thereto that are stated on this Plan. The Contractor’s 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 and/or NYCHA’s employment & training goals. This Plan shall be made part of the Contract that is referred to by the Contract/RFQ # stated above and 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.

**Other Economic Opportunities (OEO) Plan**

The vendor certifies to comply with the Section 3 regulations. The vendor’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.

The OEO Plan must be completed in addition to the section 3 hiring plan only if there is no commitment to hire section 3 residents and/or subcontract to section 3 business concerns.

Name and Title Signature  
 John Doe, Vice President Sign

---

Back

Cancel

Preview

Save as Draft

Submit

iv. Type your name in the blank space provided (outlined in red below). Please ensure to type your name as it appears in the section next to the red arrow, and then click *Sign*.

### Sign Agreement ✕

Please type your name as:

Name

Your name will be automatically generated here. Please type your name in the empty box below as it appears here

Close
Sign

v. Click *Submit* to finalize the OEO plan submission.

#### Other Economic Opportunities (OEO) Plan

The vendor certifies to comply with the Section 3 regulations. The vendor'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.

The OEO Plan must be completed in addition to the section 3 hiring plan only if there is no commitment to hire section 3 residents and/or subcontract to section 3 business concerns.

Name and Title Signature  
**John Doe,** Vice President   

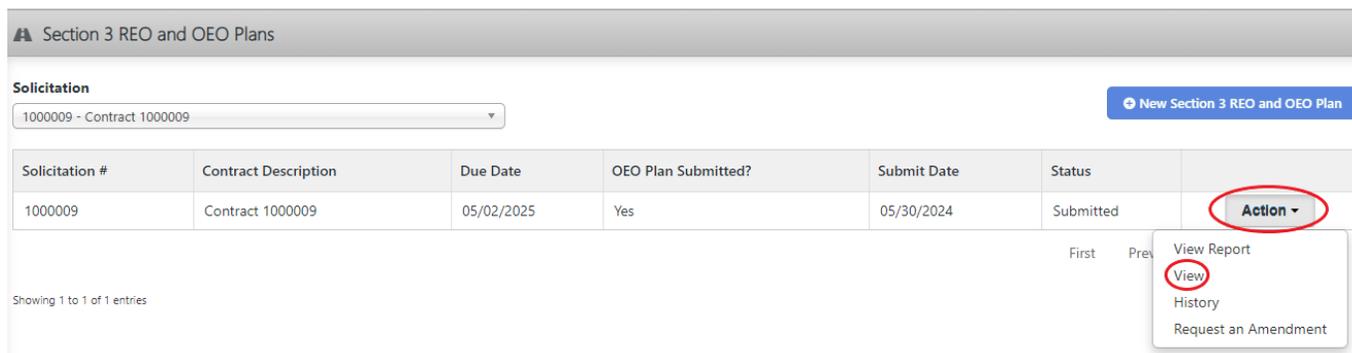

Back
Cancel
Preview
Save as Draft
Submit

17. After successfully submitting the Section 3 REO & OEO Plan, you will be directed to the page below. The status of the form will be shown as *Submitted*.

Section 3 REO and OEO Plans						
Solicitation						New Section 3 REO and OEO Plan
1000009 - Contract 1000009						
Solicitation #	Contract Description	Due Date	OEO Plan Submitted?	Submit Date	Status	Action
1000009	Contract 1000009	05/02/2025	Yes	05/30/2024	Submitted	Action ▾
					First	Previous
					1	Next
					Last	

**NYCHA Section 3 REO & OEO Plan Guide**

18. To view the Section 3 REO & OEO Plan you submitted, select *Action* and then *View*



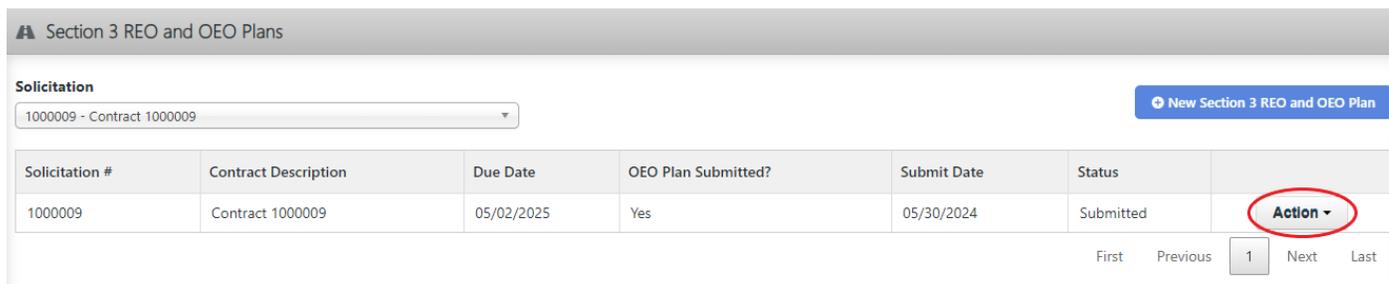
Solicitation #	Contract Description	Due Date	OEO Plan Submitted?	Submit Date	Status	Action
1000009	Contract 1000009	05/02/2025	Yes	05/30/2024	Submitted	<ul style="list-style-type: none"> <li>View Report</li> <li><b>View</b></li> <li>History</li> <li>Request an Amendment</li> </ul>

\* **Please note:** If you need to amend the REO/OEO Plan you submitted, you can do so by following steps outlined in the [requesting an amendment](#) section

### 3. Resume Working on Section 3 REO & OEO Plan

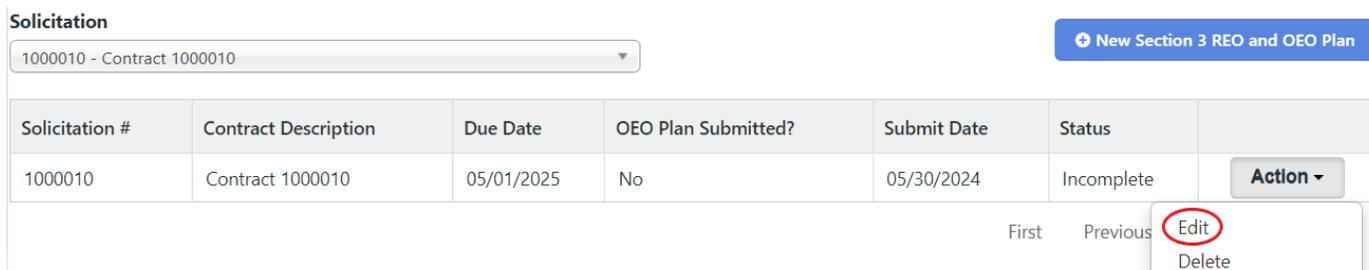
If you are unable to complete the Section 3 REO & OEO Plan in one setting, you can return to the form by doing the following:

1. Repeat steps 1-3 outlined in the [completing the REO/OEO plan](#) section
2. Select *Action*



Solicitation #	Contract Description	Due Date	OEO Plan Submitted?	Submit Date	Status	Action
1000009	Contract 1000009	05/02/2025	Yes	05/30/2024	Submitted	<ul style="list-style-type: none"> <li>View Report</li> <li><b>Action</b></li> <li>History</li> <li>Request an Amendment</li> </ul>

3. Select *Edit*



Solicitation #	Contract Description	Due Date	OEO Plan Submitted?	Submit Date	Status	Action
1000010	Contract 1000010	05/01/2025	No	05/30/2024	Incomplete	<ul style="list-style-type: none"> <li>View Report</li> <li>View</li> <li>History</li> <li>Request an Amendment</li> <li><b>Edit</b></li> <li>Delete</li> </ul>

4. Reference the [REO/OEO Plan](#) section to continue identify which steps you still need to complete

## 4. Approved and Disapproved Section 3 REO & OEO Plans

After submitting the REO & OEO Plan, the document will be reviewed, then approved **OR** disapproved by NYCHA’s Vendor Diversity Department. Once your plan is approved or disapproved you will receive an email notification and be able to view the status of your submission. Plans that are approved will have a status of *accepted or accepted as noted*. Plans that are disapproved will have a status of *notice of deficiency*. In addition to viewing the status of a submitted plan, you can view the the plan’s history (i.e. date and time plan was submitted, approved/disapproved, and remarks added by NYCHA’s Vendor Diversity Department).

### I. Viewing the Status of a Submitted Plan

- Repeat steps 1-3 in [submitting REO/OEO plan](#) section. Thereafter, you will be directed to one of the following screenshots below:

#### Accepted

Section 3 REO and OEO Plans						
Solicitation						<input type="button" value="+ New Section 3 REO and OEO Plan"/>
<input type="text" value="Select Solicitation"/>						
Solicitation #	Contract Description	Due Date	Waiver Requested?	Submit Date	Status	
100012	IT	12/31/2023	No	12/29/2023	Accepted	<input type="button" value="Action"/>

#### Accepted as Noted

Section 3 REO and OEO Plans						
Solicitation						<input type="button" value="+ New Section 3 REO and OEO Plan"/>
<input type="text" value="Select Solicitation"/>						
Solicitation #	Contract Description	Due Date	Waiver Requested?	Submit Date	Status	
100012	IT	12/31/2024	No	3/4/2024	Accepted as Noted	<input type="button" value="Action"/>

**Notice of Deficiency**

**A** Section 3 REO and OEO Plans

**Solicitation**

Select Solicitation + New Section 3 REO and OEO Plan

Solicitation #	Contract Description	Due Date	Waiver Requested?	Submit Date	Status	
100012	IT	12/31/2024	No	12/29/2023	Notice of Deficiency	Action ▾

**II. Viewing the History of a Plan**

1. After viewing the status of your plan, you view the history of your plan, along with the comments added by NYCHA’s Vendor Diversity team, if you are already logged in, go to step 2. If you are not logged in, repeat steps 1-3 in [submitting the REO/OEO plan](#) section.

2. Select *Action* then *History*

**A** Section 3 REO and OEO Plans

**Solicitation**

1000009 - Contract 1000009 + New Section 3 REO and OEO Plan

Solicitation #	Contract Description	Due Date	OEO Plan Submitted?	Submit Date	Status	
1000009	Contract 1000009	05/02/2025	Yes	05/30/2024	Submitted	Action ▾

Showing 1 to 1 of 1 entries

First Prev View Report View **History**

3. View the *Remarks* column. In this column, you’ll see the name of the NYCHA staff member who approved/dissapproved your plan, along with the their approval/disapproval comments.

Section 3 REO And OEO Plan History

Contractor Solicitation #

← Your company's name will appear here  
100012

Date	Action	User Name	Company Name	Remarks	
12/29/2023 11:51 AM	Rejected	Nadia Andrews	New York City Housing Authority	Waiver disapproved. There are MBE vendors who provide the services listed in the RFQ. Subcontracting is feasible and vendor will have to exhaust all efforts to find an MBE subcontractor	
12/29/2023 11:42 AM	Submitted				<a href="#">View</a>



4. After viewing the history, click *Close*.



If your plan has a notice of deficiency status, proceed to step 6

5. For notice of deficiency plans, click *action* then *edit* to update your plan/waiver in accordance with the notes provided by NYCHA's Vendor Diversity Department.

**Section 3 REO and OEO Plans**

Solicitation:  [+ New Section 3 REO and OEO Plan](#)

Solicitation #	Contract Description	Due Date	Waiver Requested?	Submit Date	Status	
100012	IT	12/31/2024	No	12/29/2023	Notice of Deficiency	<a href="#">Action</a> <a href="#">Edit</a> <a href="#">View</a> <a href="#">History</a>

When updating the plan, please ensure that all of the steps in the [REO and OEO Plan](#) are completed. Once you've revised your REO/OEO document, you will be directed to the page below with your updated status of resubmitted.

**Section 3 REO and OEO Plans**

Solicitation:  + New Section 3 REO and OEO Plan

Solicitation #	Contract Description	Due Date	Waiver Requested?	Submit Date	Status	
100012	IT	12/31/2023	No	12/29/2023	Resubmitted	Action ▾

## 5. Requesting an Amendment

You can request to amend any Section 3 REO & OEO Plan you submitted. Only plans with the status of *Submitted*, *Accepted*, or *Accepted as Noted* can be amended. An amendment cannot be requested for plans with a *Notice of Deficiency* status.

1. Repeat steps 1-3 in the [completing the REO/OEO plan](#) section.
2. Select *Action* then *Request an Amendment*

**Section 3 REO and OEO Plans**

Solicitation:  + New Section 3 REO and OEO Plan

Solicitation #	Contract Description	Due Date	OEO Plan Submitted?	Submit Date	Status	
1000009	Contract 1000009	05/02/2025	Yes	05/30/2024	Submitted	Action ▾

Showing 1 to 1 of 1 entries

First Prev View Report View History **Request an Amendment**

3. Enter the reason you are requesting an amendment in the blank space provided

**Request Amendment - Remarks** 

4. Click *submit*

**Request Amendment - Remarks** 

5. After successfully submitting the amendment request, you will be directed to the page below. The status of the form will be shown as amendment requested

Section 3 REO and OEO Plans						
Solicitation						+ New Section 3 REO and OEO Plan
Select Solicitation 						
Solicitation #	Contract Description	Due Date	Waiver Requested?	Submit Date	Status	
100012	IT	12/31/2023	No	12/13/2023	Amendment Requested	<input type="button" value="Action"/>

\* Once NYCHA’s Vendor Diversity Department reviews and approves your amendment request, the original plan you submitted will be rejected and will now have a notice of deficiency status, as pictured below. You will also receive an email notification regarding the updated status of your plan. The notice of deficiency status will allow you to be able to edit the original plan you completed. \*

**Section 3 REO and OEO Plans**

Solicitation:  + New Section 3 REO and OEO Plan

Solicitation #	Contract Description	Due Date	Waiver Requested?	Submit Date	Status	
100012	IT	12/31/2023	No	12/13/2023	Notice of Deficiency	<b>Action</b> ▼

- To edit the plan, proceed to step 9 if you are already logged in. If not, repeat steps 1-3 in the [completing the REO/OEO plan](#) section.
- Select *Action*, then *Edit*. Thereafter, you'll be allowed to revise your plan.

**Section 3 REO and OEO Plans**

Solicitation:  + New Section 3 REO and OEO Plan

Solicitation #	Contract Description	Due Date	Waiver Requested?	Submit Date	Status	
100012	IT	12/31/2023	No	12/13/2023	Notice of Deficiency	<b>Action</b> ▼

**Edit**

View

History