

Section 3 Hiring Program for Mayor's Office of Housing Construction Projects

Overview

- Applies to projects with HUD funding, typically awarded by the Mayor's Office of Housing.
- Contractors are required to work in good faith with the City's Office of Economic and Workforce Development (OEWD) to employ disadvantaged workers to meet the following hiring goals:
 - 30% of all work hours are performed by Section 3 residents
 - 30% of new-hire opportunities are fulfilled by Section 3 residents
 - 6.9% of all work hours by trade are performed by female workers
 - 25.6% of all work hours by trade are performed by minority workers
- Contractors must provide CityBuild with a list of Core Employees who will be working on the project, and must notify CityBuild of **all new hiring opportunities**.
- Core Employees are defined as workers who appear on a contractor's active payroll for at least 60 of the previous 100 working days prior to award of contract. New-hire opportunities are jobs that will be performed by workers beyond the submitted Core List.

Good-Faith Efforts and Reporting Guidelines

- Prior to starting work on a project, a CityBuild Workforce Meeting is scheduled to discuss construction schedule and labor needs.
- **Form 1: Workforce Projection.** Must be submitted to CityBuild by the Prime Contractor for approval within 30 days of contract award. Contractors are required to list workforce projections and provide a list of Core Employees who will work on the project.
- **Form 3: Job Notice.** Must be submitted to CityBuild at least 3 business days in advance of a *new hire* start date.
- **CityBuild Certification Form.** All Section 3 eligible workers provide appropriate documentation as determined by CityBuild to be recognized as a Section 3 resident.
- **Elation Systems:** All contractors performing work are required to submit certified payroll on a regular basis through Elation Systems.

Penalties

- Failure to comply may lead to penalties as determined by the Mayor's Office of Housing.
- A Corrective Action Plan may be negotiated to avoid penalties.

