

SECTION 3 LABOR HOUR SUMMARY

**NEW YORK CITY HOUSING AUTHORITY
VENDOR DIVERSITY DEPARTMENT**

The Prime Contractor is responsible for reporting the total labor hours worked for the contract, which includes all labor hours worked by Section 3 Business Concerns and other subcontractors. The Prime Contractor is also responsible for keeping a yearly record of the total number of labor hours, Section 3 labor hours, and Targeted Section 3 labor hours. This information will be reported to HUD at the end of each year. Since NYCHA reports to HUD on an annual basis, please ensure that the payroll periods accurately reflect the period being invoiced. (SEE REVERSE SIDE FOR ADDITIONAL INFORMATION) **NOTE:** This form is used for contracts awarded on or after November 30, 2020.

A. PRIME VENDOR/SECTION 3 WORKER INFORMATION

NAME OF PRIME CONTRACTOR:	CONTRACT #:	PRIME CONTRACTOR'S TELEPHONE NUMBER: ()
NYCHA DEVELOPMENT(S) WHERE WORK IS TAKING PLACE:	PAYROLL PERIOD START: END:	PRIME CONTRACTOR'S EMAIL:

SECTION 3 WORKER NAME	LAST 4 DIGITS SS #	JOB TITLE	HIRE START DATE	TARGETED SECTION 3 (Yes or No)	SECTION 3 CATEGORY	Labor Hours- This Payroll	Employed by S3BC (Yes or No)

TOTAL NUMBER OF LABOR HOURS FOR ABOVE PAYROLL FOR ALL EMPLOYEES	
TOTAL NUMBER OF LABOR HOURS FOR ABOVE PAYROLL FOR SECTION 3 WORKERS	
TOTAL NUMBER OF LABOR HOURS FOR ABOVE PAYROLL FOR TARGETED SECTION 3 WORKERS	

B. SECTION 3 LABOR HOUR TOTALS FROM CONTRACT START DATE TO PRESENT

1. Total Number of Labor Hours	
2. Total Number of Section 3 Labor Hours	
3. Total Number of Targeted Section 3 Labor Hours	
4. Percent of Section 3 Labor Hours: (b divided by a) x 100	%
5. Percent of Targeted Section 3 Labor Hours: (c divided by a) x 100	%

C. NYCHA SECTION 3 BUSINESS CONCERNS (S3BCs) - SUBCONTRACTING

Names of NYCHA Section 3 Business Concerns (S3BCs)	Qualification as a S3BC (see definition on back and enter a, b, or c below)	Total Dollar Amount Awarded To Date

D. STATEMENT OF COMPLIANCE

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. NOTE: Any errors or omissions on this form may delay payment.

REVIEWED BY AUTHORIZED PERSONNEL OF PRIME CONTRACTOR	Print Name:	Title:
	Signature:	Date:
REVIEWED BY AUTHORIZED NYCHA EMPLOYEE	Print Name:	Title:
	Signature:	Date:



SECTION 3 OVERVIEW

NYCHA Administering Department	Applicable Contracts	How Prime Contractor Submits Section 3 Summaries & Self-Certifications
Capital Projects Division	All contracts for services	Electronically to the Capital Projects Division through its project management software application.
Operations	Prevailing Wage Rate Contracts	By paper, email, or electronic submission to Accounts Payable.
Operations	All other contracts for services	By email with NYCHA Form 042.726, Statement of Services and/or other supporting documents to the Administering Department copying the Vendor Diversity Inbox (section3.smp@nycha.nyc.gov) and the REES Section 3 Inbox (section3.rees@nycha.nyc.gov)
All Other Departments	All contracts for services	By email to the Administering Department copying the Vendor Diversity Inbox (section3.smp@nycha.nyc.gov) and the REES Section 3 Inbox (section3.rees@nycha.nyc.gov)

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

* Prime must submit a Self-Certification: Section 3 Worker/Targeted Section 3 Worker (NYCHA form 136.139) for all Section 3 Workers listed on the Section 3 Labor Hour Summary (per contract - once every five years) and must maintain copies of this form for auditing review purposes

SECTION 3 BUSINESS CONCERNS (S3BCs)

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

- a. 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;
- b. It is at least 51 percent owned and controlled by low-or very-low income persons, or;
- c. Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers

If a business meets one of the criteria above, then the business can register as a Section 3 Business Concern with NYCHA by visiting the following link:

<https://www1.nyc.gov/site/nycha/business/section3-business-concern-information.page>

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; and
Section 3 Labor Hours/Total Labor Hours = 25%
- 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 or other recipient's fiscal year are Targeted Section 3 workers.
Targeted Section 3 Labor Hours/Total Labor Hours = 5%

SECTION 3 EMPLOYMENT & TRAINING PRIORITIES (in required order of priority)

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

Category 3: Participants in YouthBuild programs; and

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

SECTION 3 CONTRACTING PRIORITIES (In required order of priority)

Category 1: To Section 3 business concerns that provide economic opportunities for residents of the public housing projects for which the assistance is provided;

Category 2: To Section 3 business concerns that provide economic opportunities for residents of other public housing projects or Section-8 assisted housing managed by the PHA that is providing the assistance

Category 3: To YouthBuild programs; and

Category 4: To Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the assistance is provided.

