Guide to Completing the Schedule B-Section 3 Utilization Plan
Schedule B
Section 3 Utilization Plan

The Schedule B provides instructions that the Prime Contractor is required to review and verify the review and knowledge of requirements.

The contractor must complete the following on page one (1) of the Schedule B:

- Prime Contractor’s name
- RFP/IFB/RFQ/Contract/PO Number
- Date Form Completed
- Project Title
- Contact Name/Title (this will be the individual that converses with Compliance Specialist regarding schedule changes and updates)
- Email Address for the Contact Person
The Schedule B requires the Prime Contractor to read the instructions and have a Principal of the Company sign page four (4) to acknowledge the requirements of Section 3 and what is required on the Schedule B- Section 3 Utilization Plan.
Schedule B
Section 3 Utilization Plan

<table>
<thead>
<tr>
<th>Job Titles</th>
<th>(1) Total Number of Employees Needed at each Job Title</th>
<th>(2)</th>
<th>(3) Total Number of Employees Currently Employed at each Job Title</th>
<th>(4) Total New Hires Needed for each Job Title</th>
<th>(5) Total Section 3 Hires for Each Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Painters</td>
<td>10</td>
<td>9</td>
<td></td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Laborers</td>
<td>10</td>
<td>19</td>
<td></td>
<td>1</td>
<td>1</td>
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<tr>
<td>Carpenters</td>
<td>15</td>
<td>15</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Bricklayers</td>
<td>1</td>
<td>4</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sprinkler Fitter</td>
<td>3</td>
<td>3</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Marble Mason</td>
<td>1</td>
<td>1</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Electrician</td>
<td>5</td>
<td>5</td>
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<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Boiler Equipment Operator</td>
<td>2</td>
<td>2</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Iron Worker</td>
<td>5</td>
<td>5</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cement Mason</td>
<td>2</td>
<td>2</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Plumber</td>
<td>4</td>
<td>4</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Roofer</td>
<td>10</td>
<td>10</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>1</td>
<td>1</td>
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<td>1</td>
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</tr>
<tr>
<td>Superintendent</td>
<td>1</td>
<td>1</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Payroll Coordinator</td>
<td>1</td>
<td>0</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

(6) Totals: 86 80 6 3

(7) Total New Section 3 Hires Required: 2

(8) Percentage of New Hires that are Section 3: 50%

HIRING:
Page five (5) of the Schedule B provides a sample hiring chart for your convenience.

The Hiring Chart must reflect the entire workforce, including the Prime and Subcontractors.
Schedule B
Section 3 Utilization Plan

HIRING:
Page six(6) of the Schedule B requires the Prime Contractor to outline the Current Workforce and the New Section 3 Hires in Hiring Chart-Workforce for Prime and Subcontractors, in Part I: Hiring.

Hiring Chart A- Current Workforce:
(1) Job Titles: List the Job Titles of employees currently working that are needed to complete your scope of work.
(2) Total Employees Needed at each Job Title: List how many employees are needed to complete the scope of work for each Job Title
(3) Total Number of Employees Currently Employed at each Job Title: List the number of employees currently employed at this Job Title
(4) Total New Hires Needed for each Job Title: List how many of these positions are open for new employees
(5) Total Section 3 Hires for Each Job Title: List the number of Section 3 hires you will commit to hiring for each position (remember that 30% of all new hires must be Section 3 employees)
(6) Totals: This will be the sum of each column (1) through (5)
(7) Total New Section 3 Hires Required: This will be the sum of column (4) multiplied by 0.3. You should round up to the next whole number.
(8) Percentage of New Hires that are Section 3: You need to prove that you are meeting or exceeding the 30% requirements. To do so, take the total from column (5) and divide it by the total of column (4).

Formula is:
(Total Section 3 Hires for each Job Title (5) ÷ Total New hires Needed for each Job Title (4)) × 100 = % of New Hires
**Schedule B**

**Section 3 Utilization Plan**

**CONTRACTING:**

The Prime Contractor must identify their Section 3 Business Concern Subcontractors on pages seven (7) and eight (8) of the Schedule B - Section Utilization Plan.

The Total Dollar Value of Section 3 Business Concern Subcontracts must be identified, as well as the Total Percentage of Section 3 Business Concern Subcontracts, in Table II.

In order to identify the subcontracts the following information must be provided for each Section 3 Business Concern, in Table II.a:

- Company Name
- Company Address
- Contact Person
- Phone Number
- E-Mail Address
- Original Contract Dollar Value
- Amended Contract Dollar Value (only necessary when there is an increase or decrease during the life of the contract through change orders or an amended Section 3 Plan)
- Work to be Performed/Materials Supplied
- Anticipated Performance Timeframe
If there is no need for the Prime Contractor to subcontract any of the scope of work, they will be required to outline the reasoning on page nine (9) in Table II.b.

This must be included on the Schedule B, if subcontracting is infeasible, prior to moving on to Other Economic Opportunities.
**Schedule B**

**Section 3 Utilization Plan**

**Other Economic Opportunities:**

- **Table III, in Part III,** must be filled out if a Prime Contractor plans to provide Other Economic Opportunities.

The Other Economic Opportunity selected must include:

- **Detailed description** of the work that will be performed by the Section 3 Resident or Business Concern
- **Quantifiable Goals** must be outlined in order for Compliance to realistically track the opportunity
- **Anticipated Results** must be outlined in order for CHA to evaluate the opportunity

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<table>
<thead>
<tr>
<th>Table III, Other Economic Opportunities Plan(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>This section must be completed if your plan does not meet the minimum hiring (% of New Hires) and/or contracting (50%/30%) requirements. In the space provided below, please outline your plan to provide other economic opportunities to a Section 3 or low-income person(s). If more space is needed, please provide an attachment to this Schedule B. Examples of plans may include internship programs, mentorship programs, and training agreements. Please note that any indirect subcontracting should also be described in the section below.</td>
</tr>
</tbody>
</table>
Schedule B
Section 3 Utilization Plan

Other Economic Opportunities- Section 3 Fund

Section 3 Fund- Hiring:
• If a Contractor has the need to hire, but will not meet the minimum hiring requirements, they may opt to contribute to the Section 3 Fund, under Other Economic Opportunities
  • 5% of the total contract value for Construction
  • 1.5% of the total contract value for Professional Service

Section 3 Fund- Subcontracting (Partial Subcontracting):
• If a Contractor is able to subcontract a portion of their subcontracting requirements, they may contribute the difference between the actual subcontracting dollar amount and the minimum subcontracting requirement
  • EXAMPLE: A construction Prime Contractor has a $1,000,000 contract and a $100,000 (10%) subcontracting requirement. They can subcontract $80,000 to Section 3 Business Concerns, and contribute the remaining $20,000 into the Section 3 Fund, once the infeasibility is outlined.

Section 3 Fund- Subcontracting (No Subcontracting):
• If a contractor is able to outline the infeasibility of subcontracting altogether, they may contribute the entire subcontracting portion to the Section 3 Fund.
  • 10% of the total contract value for Construction
  • 3% of the total contract value for Professional Service

*Any contributions to the Section 3 Fund must be identified in the table provided