



# CITY OF PHILADELPHIA

## Department of Commerce

HAROLD T. EPPS  
Director of Commerce

## MEMORANDUM

Date: April 30, 2016  
To: Council President Darrel Clarke; Chief Clerk of Council Michael A. Decker  
Cc: James Leonard, Department of Records  
From: Harold T. Epps, Director of Commerce  
**RE: First Source Jobs Policy, Quarter I, 2016 Report**

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Per the First Source Jobs Policy, Chapter 17-1900 of the Philadelphia Code, the Department of Commerce (designated by the Mayor as the “Designated Department” responsible for overall implementation and enforcement of the “First Source Jobs Policy”) is submitting the Quarter I Report for 2016. Given that this is the first report submitted by the Department, information on job creation prior to Quarter 1 is also included.

Since the implementation of the First Source Jobs policy, the Department of Commerce has been made aware of two beneficiaries that are covered by and will comply with the First Source legislation. Both of these recipients have Tax Increment Financing, which was approved by City Council. The beneficiaries are:

1. W/ Element Hotel
2. Pennsylvania Real Estate Investment Trust (Gallery Project)

Because the above projects are still in development phase, no hiring relevant to First Source has begun. The Commerce Department is monitoring both of these projects closely in their early phases of construction and will report on these projects once construction is complete and entry-level jobs are created. See below standardized reporting format for First Source-eligible projects moving forward:

## First Source Jobs Policy Report | Q1 2016

Beneficiary Name	Benefit Received	New Entry Level Jobs	First Source Candidates Interviewed	First Source Candidates Employed
W/Element Hotel	\$33,000,000	0	N/A	N/A
PREIT (Gallery Project)	\$113,000,000	0	N/A	N/A
<b>TOTAL</b>	<b>\$146,000,000.00</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>

In addition to the projects above, Commerce has also collected job creation information from the Office of Housing and Community Development (OHCD), related to jobs created through Community Development Block Grant (CDBG)-funded projects throughout the city. CDBG is a federally funded program through Housing and Urban Development (HUD) that supports local community development activities such as affordable housing, services to the low and very low income individuals and the creation of jobs through the expansion and retention of businesses.

Note that with respect to these jobs, OHCD operates under Section 3 of the Housing and Urban Development Act of 1968, which dictates the job-creation practices for CDBG funds. Section 3 mandates recipients of CDBG funding to target economic opportunities flowing from HUD-assisted projects to lower-income residents and businesses in those jurisdictions and areas where HUD is investing public resources. This law requires that the City take affirmative steps to meet this objective. Section 3 seeks to ensure that “to the greatest extent feasible,” training, employment and other economic opportunities generated by federal financial assistance for housing and community development programs are directed to low and very low income persons in the area where the project or activity takes place.

Reporting for jobs created under Section 3 is included in the following section of this report in the form required by HUD. The reports that are included include FY13 and FY14 as these are the reports that are currently available.

The Department of Commerce has received notice from OHCD about another beneficiary that is expected to be covered under the First Source legislation. OHCD will be conveying properties to Orinoka Mills, L.P. and to New Kensington Community Development Corporation. Two First Source Agreements will be included as part of the closing documents. The estimated financial assistance amounts are \$97,056 and \$131,102. Closing is anticipated to occur in the next 30-60 days.

# City of Philadelphia - Office of Supportive Housing

Fiscal Year: 10/01/2013 through 09/30/2014 Program Code/Name: NS2 - NEIGH STABIL PROG2 ( \$780,931.78 )

## Address

1401 JFK Boulevard, MSB Room 1030, Philadelphia, PA 19102

## Contact Details

**Contact Person:** Lynn Newsome **PhoneNumber:** (215) 683-3006

**Fax Number:** **Email Address:** Lynn.Newsosome@phila.gov

**Submission Date:** Tue, Dec 15, 2015

## Agency Hires

Job Category	Number Of New Hires	Number of New Hires that are Section 3 Residents	Aggregate Number of Staff Hours Worked	Total Staff Hours for Section 3 Employees	Number of Section 3 Trainees
Laborers	4	4			

## Contracting Details

**Construction Amount:** \$6,957,221

**Construction Amount Section 3:** \$0

**Construction Section 3 Percentage:** 0

**Construction Businesses:** 0

**Non-Construction Amount:** \$1,273,138

**Non-Construction Amount Section 3:** \$0

**Non-Construction Section 3 Percentage:** 0

**Non-Construction Businesses:** 0

## Compliance Details

**Recruited Low Income residents:** Yes

**Training Or Employment Of Section 3 Residents:** No

**Promoting Section 3 Business:** No

**Pre-Apprenticeship Programs:** Yes

**Other efforts for achieving compliance:** No

## Other Efforts Explanation:

Program being closed out no new businesses or employees to report

1. Recipient Name & Address: (street, city, state, zip) Philadelphia Redevelopment Authority 1234 Market Street , 16th Floor Philadelphia, PA 19107	2. Federal Identification: (grant no.) 23-6005062	3. Total Amount of Award: Will be Electronically placed in by HUD
	4. Contact Person: Lynn Newsome	5. Phone: (include area code) 215-683-3006
	6. Length of Grant: 1 year	7. Reporting Period: October 1, 2013 -Sept 30, 2014
8. Date Report Submitted: Pending- This report would have been submitted January 10, 2014 however due to HUD Shutdown of website will be submitted when HUD notifies that website is up and running	9. Program Code (Use separate sheet For each program code) 7	10. Project Name :Program Services PRA Projects

Section back of page for Public Reporting Burden statement

Part I: Employment and Training (\*\* Columns B, C and F are mandatory Fields. Include New Hires in E & F)

A Job Category	B Number of New Hires	C Number of New Hires that are Sec. 3 Residents	D % of Aggregate Number of Staff Hours of new Hires that are Sec. 3 Residents	E** % of Total Staff Hours for Section 3 Employees and Trainees	F** Number of Section 3 Trainees
Professionals:	0	0	0	0	0
Technicians	0	0	0	0	0
Office/Clerical	0	0	0	0	0
Apprentice	13	4	0	0	0
Bricklayer	2	0	0	0	0
Carpenter	25	6	0	0	4
Electrician	1	1	0	0	0
Engineer	1	0	0	0	0
Foreman/Supervisor	2	0	0	0	0
Floor layer	1	0	0	0	0
Glazier	3	0	0	0	0
Ironworker	9	0	0	0	0
Laborer	21	18	0	0	1
Mason/Cement/ Concrete Finisher	4	0	0	0	0
Operator/Truck Driver	4	0	0	0	0
Painter	1	4	0	0	1
Plumber/Steam/Pipe Fitter	8	1	0	0	0
Roofer	1	0	0	0	0
Sheet metal	3	0	0	0	0
Taper/Drywall Finisher	2	3	0	0	0
Other (List)			0	0	
<b>Total:</b>	<b>101</b>	<b>37</b>	<b>0</b>	<b>0</b>	<b>6</b>

\* Program Codes

1 = Flexible Subsidy  
2 = Section 202/811

3 = Public/ Indian Housing  
A = Development  
B = Operation  
C = Modernization

4 = Homeless Assistance  
5 = HOME  
6 = HOME- State Administered  
7 = CDBG- Entitlement

8 = CDBG- State Administered  
9 = Other CD Programs  
10 = Other Housing Program

**Part II: Contracts Awarded**

1. Construction Contracts: 314

A. Total dollar amount of all contracts awarded on the project	\$ 84,747,890
B. Total dollar amount of contracts awarded to Section 3 Businesses	\$2,561,780
C. Percentage of the total dollar amount that was awarded to Section 3 Businesses	3 %
D. Total number of Section 3 businesses receiving contracts	3

2. Non-Construction Contracts: 300

A. Total dollar amount of all non-construction contracts awarded on the project/activity	\$16,219,003
B. Total dollar amount of non-construction contracts awarded to Section 3 Business	\$0
C. Percentage of the total dollar amount that was awarded to Section 3 Businesses	0%
D. Total number of Section 3 businesses receiving non-construction contracts	0

**Part III: Summary**

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing, and toward Section 3 businesses. (Check all that apply.)

Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contacts with the community organizations and public or private agencies operating within the metropolitan area (or non-metropolitan county) in which the Section 3-covered program or project is located, or similar methods.

Participated in a HUD program or other program that promotes the training or employment of Section 3 residents.

Participated in a HUD program or other program which promotes the award of contracts to business concerns that meet the definition of Section 3 business concerns.

Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.

Other; describe below.

Public reporting for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mandates that the Department ensures that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very-low income persons, particularly those who are recipients of government assistance housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as self-monitoring tool. The data is entered into a database and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

Form HUD-60002, **Section 3 Summary Report, Economic Opportunities for Low- and Very Low-Income Persons.**

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**Instructions:** This form is to be used to report annual accomplishments regarding employment and other economic opportunities provided to low- and very low-income persons under Section 3 of the Housing and Urban Development Act of 1968. The Section 3 regulations apply to any **public and Indian housing assistance in excess of \$200,000** expended for: (1) housing rehabilitation (including reduction and abatement of lead-based paint hazards); (2) housing construction; or (3) other public construction projects; and to **contracts and subcontracts in excess of \$100,000** awarded in connection with the Section-3-covered activity.

Form HUD-60002 has three parts, which are to be completed for all programs covered by Section 3. Part I relates to **employment and training**. The recipient has the option to determine numerical employment/training goals either on the basis of the number of hours worked by new hires (columns B, D, E and F). Part II of the form relates to **contracting**, and Part III summarizes recipients' **efforts** to comply with Section 3.

Recipients or contractors subject to Section 3 requirements must maintain appropriate documentation to establish that HUD financial assistance for housing and community development programs were directed toward low- and very low-income persons.\* A recipient of Section 3 covered assistance shall submit one copy of this report to HUD Headquarters, Office of Fair Housing and Equal Opportunity. Where the program providing assistance requires an annual performance report, this Section 3 report is to be submitted at the same time the program performance report is submitted. Where an annual performance report is not required, this Section 3 report is to be submitted by January 10 and, if the project ends before December 31, within 10 days of project completion. **Only Prime Recipients are required to report to HUD. The report must include accomplishments of all recipients and their Section 3 covered contractors and subcontractors.**

HUD Field Office: Enter the Field Office name .

1. Recipient: Enter the name and address of the recipient submitting this report.
2. Federal Identification: Enter the number that appears on the award form (with dashes). The award may be a grant, cooperative agreement or contract.
3. Dollar Amount of Award: Enter the dollar amount, rounded to the nearest dollar, received by the recipient.
- 4 & 5. Contact Person/Phone: Enter the name and telephone number of the person with knowledge of the award and the recipient's implementation of Section 3.
6. Reporting Period: Indicate the time period (months and year)

**programs** that receive: (1) development assistance pursuant to Section 5 of the U.S. Housing Act of 1937; (2) operating assistance pursuant to Section 9 of the U.S. Housing Act of 1937; or (3) modernization grants pursuant to Section 14 of the U.S. Housing Act of 1937 and to **recipients of housing and community development** this report covers.

7. Date Report Submitted: Enter the appropriate date. ( ) whose incomes do not exceed 80 percent of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that
8. Program Code: Enter the appropriate program code as listed at the bottom of the page.
9. Program Name: Enter the name of HUD Program corresponding with the "Program Code" in number 8.

### **Part I: Employment and Training Opportunities**

**Column A:** Contains various job categories. Professionals are defined as people who have special knowledge of an occupation (i.e. supervisors, architects, surveyors, planners, and computer programmers). For construction positions, list each trade and provide data in columns B through F for each trade where persons were employed. The category of "Other" includes occupations such as service workers.

**Column B: (Mandatory Field)** Enter the number of new hires for each category of workers identified in **Column A** in connection with this award. New hire refers to a person who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

**Column C: (Mandatory Field)** Enter the number of Section 3 new hires for each category of workers identified in **Column A** in connection with this award. Section 3 new hire refers to a resident who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

**Column D:** Enter the percentage of all the staff hours of new hires (Section 3 residents) in connection with this award.

**Column E:** Enter the percentage of the total staff hours worked for Section 3 employees and trainees (including new hires) connected with this award. Include staff hours for part-time and full-time positions.

**Column F: (Mandatory Field)** Enter the number of Section 3 residents that were trained in connection with this award.

Part II: Contract Opportunities

**Block 1: Construction Contracts**

**Item A:** Enter the total dollar amount of all contracts awarded on the project/program.

**Item B:** Enter the total dollar amount of contracts connected with this project/program that were awarded to Section 3 businesses.

**Item C:** Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

**Item D:** Enter the number of Section 3 businesses receiving awards.

**Block 2:** Non-Construction Contracts

**Item A:** Enter the total dollar amount of all contracts awarded on the project/program.

**Item B:** Enter the total dollar amount of contracts connected with this project awarded to Section 3 businesses.

**Item C:** Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

**Item D:** Enter the number of Section 3 businesses receiving awards.

**Part III:** Summary of Efforts – Self -explanatory

The Secretary may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of the Secretary's findings such that variations are necessary because of prevailing levels of construction costs or unusually high- or low-income families. **Very low-income persons** mean low-income families (including single persons) whose incomes do not exceed 50 percent of the median family income area, as determined by the Secretary with adjustments or smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 percent of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

**Section 3 Summary Report**  
Economic Opportunities for  
Low – and Very Low-Income Persons

U.S. Department of Housing  
and Urban Development  
Office of Fair Housing  
And Equal Opportunity

OMB Approval No: 2529-0043

HUD Field Office:

1. Recipient Name & Address: (street, city, state, zip) <b>Philadelphia Housing &amp; Development Corporation</b> <b>1234 Market Street , 17<sup>th</sup> Floor</b> <b>Philadelphia, PA 19107</b>	2. Federal Identification: (grant no.) 23-1664406	3. Total Amount of Award: Will be Electronically placed in by HUD
	4. Contact Person: Lynn Newsome	5. Phone: (include area code)215-683-3006
	6. Length of Grant: 1 year	7. Reporting Period: October 1, 2012 -Sept 30, 2013
8. Date Report Submitted: Pending- This report would have been submitted January 10, 2014 however due to HUD Shutdown of website will be submitted when HUD notifies that website is up and running	9. Program Code (Use separate sheet For each program code) 7	10. Project Name: <b>Program Services- Home Improvement Program</b>

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**Part I: Employment and Training (\*\* Columns B, C and F are mandatory Fields. Include New Hires in E & F)**

A Job Category	B Number of New Hires	C Number of New Hires that are Sec. 3 Residents	D % of Aggregate Number of Staff Hours of new Hires that are Sec. 3 Residents	E** % of Total Staff Hours for Section 3 Employees and Trainees	F** Number of Section 3 Employees and Trainees
Professionals: Owner	0		NA	NA	0
Technicians :	0		NA	NA	0
Office/Clerical	0	1	NA	NA	0
Asbestos	0		NA	NA	0
Apprentice/ Trainee	4		NA	NA	1
Carpenter	6		NA	NA	0
Controller	0		NA	NA	0
Custodian	0		NA	NA	0
Director	0		NA	NA	0
Electrician	2	1	NA	NA	0
Foreman/Manager/ Supervisor/Superintendent	0		NA	NA	0
HVAC	1		NA	NA	0
Insulation/ Installer	2		NA	NA	0
Journeyman	5		NA	NA	0
Laborer	6		NA	NA	0
Mechanic	0		NA	NA	0
Operator	0		NA	NA	0
Painter	0		NA	NA	0
Plumber	7		NA	NA	0
Roofer	9		NA	NA	0
<b>Total:</b>	<b>42</b>	<b>2</b>			<b>1</b>

\* Program Codes

1 = Flexible Subsidy  
2 = Section 202/811

3 = Public/ Indian Housing  
A = Development  
B = Operation  
C = Modernization

4 = Homeless Assistance  
5 = HOME  
6 = HOME- State Administered  
7 = CDBG- Entitlement

8 = CDBG- State Administered  
9 = Other CD Programs  
10 = Other Housing Program

**Part II: Contracts Awarded**

1. Construction Contracts: 12

A. Total dollar amount of all contracts awarded on the project	\$ 1,352,434
B. Total dollar amount of contracts awarded to Section 3 Businesses	0
C. Percentage of the total dollar amount that was awarded to Section 3 Businesses	0 %
D. Total number of Section 3 businesses receiving contracts	0

2. Non-Construction Contracts: 56

A. Total dollar amount of all non-construction contracts awarded on the project/activity	\$9,237,000
B. Total dollar amount of non-construction contracts awarded to Section 3 Business	\$0
C. Percentage of the total dollar amount that was awarded to Section 3 Businesses	0 %
D. Total number of Section 3 businesses receiving non-construction contracts	0

**Part III: Summary**

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing, and toward Section 3 businesses. (Check all that apply.)

Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contacts with the community organizations and public or private agencies operating within the metropolitan area (or non-metropolitan county) in which the Section 3-covered program or project is located, or similar methods.  
 Participated in a HUD program or other program that promotes the training or employment of Section 3 residents.

Participated in a HUD program or other program which promotes the award of contracts to business concerns that meet the definition of Section 3 business concerns.

Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.

Other; describe below.

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Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mandates that the Department ensures that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very-low income persons, particularly those who are recipients of government assistance housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as self-monitoring tool. The data is entered into a database and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

**Section 3 Summary Report**  
Economic Opportunities for  
Low – and Very Low-Income Persons

U.S. Department of Housing  
and Urban Development  
Office of Fair Housing  
And Equal Opportunity

OMB Approval No: 2529-0043  
(exp. 11/30/2010)

HUD Field Office:

1. Recipient Name & Address: (street, city, state, zip)  <b>Philadelphia Redevelopment Authority 1234 Market Street , 16<sup>th</sup> Floor Philadelphia, PA 19107</b>	2. Federal Identification: (grant no.) 23-6005062	3. Total Amount of Award: Will be Electronically placed in by HUD
	4. Contact Person: Lynn Newsome	5. Phone: (include area code)215-683-3006
	6. Length of Grant: 1 year	7. Reporting Period: October 1, 2012 -Sept 30, 2013
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**Part I: Employment and Training (\*\* Columns B, C and F are mandatory Fields. Include New Hires in E & F)**

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Professionals: Owner	1		NA	NA	0
Technicians : Engineer	4		NA	NA	0
Office/Clerical	0		NA	NA	0
Asbestos	7		NA	NA	0
Apprentice/ Trainee	26		NA	NA	0
Bricklayer/Plasterer	15		NA	NA	0
Carpenter	76	5	NA	NA	4
Demolition	1		NA	NA	0
Drywall/ Taper	16	3	NA	NA	0
Electrician	23		NA	NA	0
Foreman/Manager/ Supervisor/Superintendent	1	1	NA	NA	0
Floor layer	13		NA	NA	0
Glazier	2		NA	NA	0
Insulation/ Installer	3		NA	NA	0
Iron Worker	22		NA	NA	0
Laborer	72	12	NA	NA	1
Mason/Cement/Concrete	16		NA	NA	0
Trade: Operator/Truck Driver	10		NA	NA	0
Trade: Painter	10	5	NA	NA	1
Trade: Plumber/ Steam Pipe Fitter	16		NA	NA	0
Trade: Sprinkler/ Fire Protection	5		NA	NA	0
Trade: Roofer	11		NA	NA	0
Trade: Sheet Metal	11		NA	NA	0
Trade: Tile Setter	13		NA	NA	0
<b>Total:</b>	<b>374</b>	<b>26</b>			<b>6</b>

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3 = Public/ Indian Housing  
A = Development  
B = Operation  
C = Modernization

4 = Homeless Assistance  
5 = HOME  
6 = HOME- State Administered  
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8 = CDBG- State Administered  
9 = Other CD Programs  
10 = Other Housing Program

**Part II: Contracts Awarded**

1. Construction Contracts: 20

A. Total dollar amount of all contracts awarded on the project	\$ 122,263,538
B. Total dollar amount of contracts awarded to Section 3 Businesses	\$ 135,364
C. Percentage of the total dollar amount that was awarded to Section 3 Businesses	%
D. Total number of Section 3 businesses receiving contracts	3

2. Non-Construction Contracts:

A. Total dollar amount of all non-construction contracts awarded on the project/activity	\$0
B. Total dollar amount of non-construction contracts awarded to Section 3 Business	\$0
C. Percentage of the total dollar amount that was awarded to Section 3 Businesses	0 %
D. Total number of Section 3 businesses receiving non-construction contracts	0

**Part III: Summary**

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing, and toward Section 3 businesses. (Check all that apply.)

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Other; describe below.

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