

**Sample Contract Appendix No. 11, Low-income Resident Hiring Plan**  
**(IFB Attachment H-11)**

Contract No. \_\_\_\_\_ Contractor: \_\_\_\_\_

This Low-income Resident Hiring Plan pertaining to the above noted contract is hereby formulated to meet the standards to "ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, . . . be directed to low- and very-low-income persons, particularly those who are recipients of government assistance for housing . . ."

1.1 We hereby agree to satisfy the requirements of the Agency's Low-income Hiring Plan by one or both of the following methods:

1.1.1 **LOW-INCOME RESIDENT HIRING GOALS.** As a result of receiving award of this contract, our firm will need to hire additional employees and we hereby commit to the following number of new hires:

[Table No. 8]

(1)	(2)	(3)	(4)
Classification	Total Number of Current Permanent Employees	Total Number of New Hires that will result from award of this contract	Goal: Total Number of Low-income New Hires that the contractor anticipates will result from award of this contract
Trainees			
Apprentices			
Journey persons			
Laborers			
Supervisory			
Superintendent			
Professional			
Clerical			
Other:			

1.1.2 **INTERVIEWING AND POTENTIAL HIRING OF AGENCY RESIDENTS.** Our firm hereby agrees to, as a part of our new hire process for any open positions at any time during the period of time this contract is in effect, if our firm hires any new employees (for any position), we will:

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- 1.1.2.1 Review the Agency's listing of resident(s) who have registered, thereby declaring his/her desire to interview and accept a job;
- 1.1.2.2 In the same manner that we do with other applicants, conduct an interview with such resident(s) who have claimed experience within a certain skill set or field and have expressed a desire to interview; and
- 1.1.2.3 If, as a result of the interview and any applicable testing or checking that our firm conducts for all persons interviewing, the resident(s) qualifies for the position and passes all such testing (i.e., skills test; drug tests; credit checks; background check; etc.), we hereby agree to offer the position to the Agency resident.
- 1.1.2.4 Our firm hereby agrees that all Agency resident(s) will, during the interview process, be treated equal to and in the same manner as, any non-resident person who interviews with our firm.
  - 1.1.2.4.1 NOTE: Our firm shall have no responsibility to hire any resident who does not, as a result of the aforementioned testing and checks, qualify for the position, though the contractor will, as detailed following, be required to report to the Agency the results of such testing and checks, and fully inform the Agency as to why the resident(s) were not hired.
- 1.1.2.5 Further, we hereby agree to inform the Agency in writing of the following within 5 days after a new employee has been hired, including the following information:
  - 1.1.2.5.1 The position title;
  - 1.1.2.5.2 The name of the person hired;
  - 1.1.2.5.3 The date the Agency listing of Agency resident(s) desiring interviews were reviewed by the contractor;

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- 1.1.2.5.4 The name(s) of the Agency resident(s) that the contractor contacted for an interview and the date, time, and method that such contact took place;
- 1.1.2.5.5 The results of the contact (specifically, did or did not the interview take place; if so, when—if not, why);
- 1.1.2.5.6 Pertaining to any Agency resident(s) who were not hired, the results of any tests and checking that the contractor completed (especially any such results that prevented the resident(s) from being offered the position).

The undersigned hereby certifies that the above noted firm will abide by the terms and conditions of this Low-income Resident Hiring Plan as detailed herein.

COMPLETED BY (Contractor):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title