

**Jobs-Plus Program  
Responses to Questions #1  
Part of the Federal Social Innovation Fund  
Updated November 4, 2010**

*Note: As stated in the Jobs-Plus Request for Proposals (RFP), responses to questions, update notices, and addenda posted on the website are official updates to the RFP. It is the responsibility of the applicant to read and adhere to the responses to questions, update notices, and addenda posted on the website when responding to the RFP.*

**Q1. Is there a form that I could fill in electronically for Attachment 3 Background and Capacity Form?**

**A1.** A link to a downloadable active PDF form is now posted at:  
[http://www.nyc.gov/html/ceo/html/sif/jobs\\_plus.shtml](http://www.nyc.gov/html/ceo/html/sif/jobs_plus.shtml).

**Q2. Do the recruited residents have to be “official” residents of the targeted housing development? What if they are not on the lease or they are family members of official residents who are staying indefinitely?**

**A2.** Jobs-Plus participants must be on the lease to receive the full menu of Jobs-Plus employment services and rent-based work incentives. If a participant is not on the lease in the target development(s), then he/she will not be eligible for the rent-based work incentives but may receive other program services.

**Q3. The RFP states that in New York City the office must be within ¼ mile of the nearest building in the development. Is it acceptable that an organization has office space for recruitment enrollment, etc. within the ¼ mile radius and our training locations are at other sites within a mile radius of the recruitment office?**

**A3.** Yes, this is acceptable.

**Q4. The “objectives” section of the RFP reads that “The selected CEO SIF Jobs-Plus program providers should reach 100% of working age (18-59) residents in its target development(s) through its marketing and outreach efforts. At least 35% of working age residents reached through these efforts should register for the program by completing an employment plan and working with staff over time.” We fear that the 35% registration objective is unrealistic (based upon our existing outreach vs enrollment experience) and that we would have to increase the target area to reach the annual 600-700 (in NYC) client load. Can we target a higher number of public housing developments in our marketing and outreach efforts in order to meet the number of clients (600-700) enrolled?**

**A4.** Yes. There is no maximum number for targeting and outreach.

**Q5. Should “community coaches” be reflected in the budget as formal part-time employees or should they be regarded as volunteers who receive a stipend?**

**A5.** Providers may approach the Community Support for Work component of the Jobs-Plus model with different strategies. In some previous sites community coaches have

been formal part-time program employees, in others they have been stipended volunteers. It is up to the provider to determine the implementation strategy.

**Q6. Should applicants obtain a letter of commitment from the targeted housing development and/or tenants' association? Also, it states on p.7 that "applicants are expected to make referrals to a wide range of service partners—these providers are not considered formal partners." Is it correct that we do not need to include letters of commitment from referral providers?**

**A6.** Proposers should describe in the narrative and/or with supporting materials (such as a letter or examples of previous collaborations) current or planned working relationships with the targeted housing development management office and/or tenants' association. Such relationships will be important to the Jobs-Plus program. However, a letter of support is not a required proposal attachment.

Likewise, letters of support are not required of referral partners if they are not formal co-applicants (i.e., if they will not receive sub-grant funds to deliver core program services).

**Q7. Can you provide demographic data for eligible NYCHA developments?**

**A7.** Please see demographic data for eligible NYCHA developments now posted at [http://www.nyc.gov/html/ceo/html/sif/jobs\\_plus.shtml](http://www.nyc.gov/html/ceo/html/sif/jobs_plus.shtml).

**Q8. In reading the required support services for this proposal it lists services for formerly incarcerated. Why would this be a support services working with NYC Housing Authority residents when current NYCHA rules does not allow anyone with a record to be able to reside there?**

**A8.** This RFP applies to New York, Tulsa, and San Antonio. Policies in Tulsa and San Antonio may differ from New York's policies. Providers in each locality are encouraged to refer to the appropriate local regulations.

In New York, not all who have been formerly incarcerated are excluded from NYCHA housing. See below for language excerpted from NYCHA's lease agreement and see a link to the table referenced below (from NYCHA Standards for Admission) at: [http://www.nyc.gov/html/ceo/html/sif/jobs\\_plus.shtml](http://www.nyc.gov/html/ceo/html/sif/jobs_plus.shtml).

Tenancy & Criminal Offenses

As a condition of the lease agreement, tenants agree "to assure that the Tenant, any member of the household, a guest, or another person under the Tenant's control, shall not engage in:

- (i) Any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the Development by other residents or by the Landlord's employees, or
- (ii) Any violent or drug-related criminal activity on or off the Leased Premises or the Development, or
- (iii) Any activity, on or off the Leased Premises or the Development, that results in a felony conviction..."

If a tenant is found to violate this term, NYCHA may take tenancy administration action which may result in exclusion for a period of time depending on the offense ([see table](#)). For current tenants, criminal background checks are run for transfers and for requests to permanently add a person to the household.

*(A8 continues on next page)*

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In addition, applicants in all cities should note that the RFP cites (on p16) “services for the formerly incarcerated” as an example, not required, referral service that would be provided either by formal partners or through the program’s referral network.

The Jobs-Plus model is community oriented and staff will be able to provide some services to family members of residents participating in the program. For example, a resident program participant may refer her son to the program to obtain a referral for services for the formerly incarcerated at another organization, even if he is not a resident. The son would not be eligible for Jobs-Plus services associated with residency (i.e., rent-based work incentives) but he may receive other services while his mother is a program participant and a resident.

**Q9. Your RFP states that each proposal must designate a public housing development in which to embed programming and provides a map of acceptable developments. Astoria, Queens, is on the map provided by the Mayor’s Office.**

**However, the RFP also states that each development must have at minimum 1,500 apartments. Astoria has 1,100 apartments. Does this mean that our organization would have to propose working with two developments or would Astoria, a very high need and isolated public housing community, be acceptable even though the number of apartments, at 1,100, is below the stated requirement?**

**A9.** The RFP states for NYC (on p17): “Applicants should propose to serve a cluster or group of developments with at least 1,500 housing units for the purpose of marketing the program, in order to build an active case load of approximately 600-700 working age residents annually.”

The CEO SIF Jobs-Plus program in NYC is budgeted at up to approximately \$1,000,000 to operate on a scale large enough that at least 600 new entrants are served per year for the full SIF period (envisioned to be 4-5 years). Most NYCHA developments have less than the required 1,500 units, and therefore proposers are asked to identify a cluster of developments that would be eligible for program services. The program office may be physically located within or closer to one development, but the proposal should describe how it will market the program and serve residents of additional developments to reach the minimum target area. Note that the office must be located within walking distance (approximately ¼ mile) of the closest building it will serve. There is no requirement regarding office distance from the farthest development.