Center for Economic Opportunity | Young Men's Initiative | Human Resources Administration

Service Provider Application

NYC RECOVERS: Work Progress Program

I. OVERVIEW

The Center for Economic Opportunity (CEO) and the Young Men's Initiative (YMI) in partnership with the NYC Human Resources Administration (HRA) are seeking qualified service providers to deliver NYC Recovers – a subsidized wage program designed to both provide Hurricane Sandy-affected residents with general employment opportunities and to place unemployed New Yorkers in recovery-related work within Sandy-affected communities.

This subsidized employment program is expected to aid economic recovery efforts in devastated communities. The aftermath of the recent hurricane left many neighborhoods across the city with a strained economy and increased unemployment among its residents. Providing subsidized employment programs within storm affected communities will reduce unemployment among residents, and provide participants with new skills and experience to regain economic stability. Moreover, subsidized jobs that are directly linked to the recovery efforts will expedite the rebuilding process in these communities.
CEO was established by Mayor Bloomberg to implement innovative ways to reduce poverty in New York City. The Center works with City agencies to design and implement evidence-based initiatives aimed at poverty reduction, and manages an Innovation Fund through which it provides City agencies annual funding to implement such initiatives. CEO oversees and evaluates all of its programs to determine which are successful in reducing poverty and increasing self-sufficiency among New Yorkers.

Announced in August 2011, the Young Men's Initiative is the nation's most comprehensive effort to tackle the broad disparities slowing the advancement of black and Latino young men. Through broad policy changes and agency reforms, a public-private partnership will invest more than $43 million annually in programs that will connect young men to education, employment, and mentoring opportunities; improve their health; and reduce their involvement with the criminal justice system. To date, the Young Men's Initiative has implemented over 40 programs and policies across nearly 20 City agencies and offices.

Program Description

NYC Recovers is a subsidized wage program designed to support the rebuilding efforts in Sandy-affected neighborhoods of Brooklyn, the Bronx, Manhattan, Queens, and Staten Island.[1] This program reimburses wages paid to either hurricane-affected residents ages 16 and above placed in general employment opportunities or to unemployed New Yorkers working directly in support of the recovery efforts in the Sandy-affected neighborhoods.

[1] These include the neighborhoods on the Rockaway Peninsula, Breezy Point, Gerritsen Beach, Brighton Beach, Broad Channel, Coney Island, Gravesend, Red Hook, St. George, Dongan Hills, New Dorp Beach, Tottenville, Throggs Neck, and Lower East Side.

- Service providers will recruit a minimum of five program participants.
- Participants will work in a part-time or full-time basis.
- Employment will range from one to three months. Providers can propose a lengthier employment period, with adequate rationale.
- Work experience should provide valuable job skills that can aid participants in obtaining unsubsidized employment after the subsidy period.
- CEO will reimburse wages for work-readiness activities for up to 20% of weekly earnings.
- **Please note that WPP funding is generally not expected to supplement any existing CEO or YMI funded initiatives. Please contact CEO if you plan to layer this on top of an existing CEO/YMI program.**

CEO expects that applicants will also offer wrap-around services to support participants, as described below after the heading: *Eligible Applicants*. Those services should be in place when the subsidized wage program begins and not require funding support through this program. This program provides reimbursement only for participant wages (generally minimum wage) and fringe of up to 13%. Commitments to selected providers will be made pending the availability of funds.

Service providers are encouraged to develop employer relationships for external placements, and internal work opportunities, including community development projects (see below under the heading: *Work Types).*

II. KEY PROGRAM ELEMENTS

- CEO will accept applications on a rolling basis, pending availability of funds. Programs can begin as early as the second week of December 2012.
- ***Eligible Applicants:*** Service providers already delivering wrap-around services to youth and/or unemployed adults (for example education services, case management, work readiness, job placement, mental health, or other services). These services will continue during the subsidized jobs program and support the participants throughout the experience.
- ***Target Population*****:** Service providers will be responsible for selecting low-income young adults or unemployed New Yorkers 16+. Participants must either be residents from storm-affected areas or be individuals performing recovery services in the storm affected areas.
    - **Note:** If a service provider wishes to support minors in this program, appropriate working papers will be required. The service provider will need to assist participants in securing the appropriate documentation if they do not currently have it.
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- ***Work Types*****:** Applicants are encouraged to develop employer relationships for external placements or to develop internal placements that are in direct connection to Sandy-related relief work. The applicant's job placement should contribute to career exploration, meet a community need, help participants develop their technical skills (computer/office skills, construction, landscaping and horticulture, etc.) and increase soft skills (teamwork, problem solving, leadership, etc.). Applicants should include a brief

job description for all planned placements, if known. As previously stated, proposed projects must fall into one of the categories below:

- **External Placements:** Sandy-affected residents can be placed in clerical, administrative or other positions outside the hurricane-affected neighborhoods. Examples of placement opportunities could include (but are not limited to) small businesses, offices, and the applicant's central office.
- **Storm Recovery Placements:** These projects directly support the local rebuilding efforts in storm-affected areas. Examples could include cleaning-up local community centers or libraries, painting local business, or removing debris.

- ***Job Length:*** Length of employment ranges from one to three months. A lengthier employment period may be proposed with appropriate justification. Work assignments will be on a part-time or full-time basis, pending the availability of funds.
- ***Participant Wages:*** Participants will earn a minimum wage of $7.25 per hour plus up to 13% fringe. Higher wages may be proposed with appropriate justification. **Service providers will pay wages to participants and the NYC Human Resources Administration (HRA) will reimburse service providers on a monthly basis for wages paid and fringe.** After application approval, service providers must join HRA's Business Link network to be eligible for wage reimbursement. The proposer is responsible for covering any and all costs above the agreed upon wage and 13% maximum fringe.
- ***Participation Conditions*:** Employment through this program must not displace people already employed. Wages for employment are contingent upon participant hours worked.
- ***Participants:*** Selected applicants will screen participants for skills, interests, and qualifications. Providers shall do their best in linking these interests with employment opportunities.
- ***Work Readiness:*** Selected applicants will provide work readiness services, i.e. job search activities, resume preparations, and interview preparations, to help participants search for and secure unsubsidized employment.
    - ***NOTE***: CEO will reimburse wages for work-readiness activities for up to 20% of weekly earnings. Providers should be able to document time spent in work readiness activities.
- ***Program Reporting Requirements:*** Selected applicants will be required to track and report on the following information:
    - Description of the services provided and participants' attendance at the service providers' workforce/educational program.
    - Timesheets (in collaboration with worksites).
    - Completion of participant background characteristics form.
    - Legally required working papers for any minors participating in subsidized employment, if applicable.
    - **Monthly Progress and Quarterly Data Reports**: The monthly progress reports provide a brief narrative detailing the activities and accomplishments made during the reporting period, program challenges and proposed solutions, and next steps. The quarterly reports provide detail on program performance and outcome metrics, including:
        - Number of Program Participants
        - Number Completed Subsidized Job Placements
        - Total Number of Hours Completed

        - Number Placed in Education Post-Program (may include GED, high school, adult education program, training, post-secondary education)
        - Number Placed in Unsubsidized Employment Post-Program
    - **Satisfaction Survey**: During the last week of a participant's enrollment in the Work Progress Program, service providers will have participants complete a satisfaction survey. The survey will prompt participants to answer how well the program was run, whether or not the work experience meets participants' needs, and overall program quality.
    - **Follow-up**: Three months following participant completion of the Work Progress Program, service providers will report on the number of participants subsequently placed or retained in educational, occupational training, or unsubsidized employment.

III. MAJOR PROGRAM IMPLEMENTATION STEPS AND DOCUMENTATION

Service providers will submit applications to CEO. CEO will review applications and notify selected service providers within thirty days of application submission (see attached Provider Proposal Form for selection criteria).

This table outlines the major phases of implementation for the CEO Work Progress Program.

Task	Documents Needed
1. Service provider submits proposal to CEO	• Service Provider Proposal (template attached)
2. CEO reviews proposals and grants awards to selected providers	• CEO/HRA/Program Agreement • IRS W-9 Form for each participant
3. CEO sends service provider reporting documents	• Background Characteristics Form • Monthly Report Template • Quarterly Report Template
4. Recruit/identify income-eligible participants	• Social Security Numbers • I-9 Employment Eligibility Verification • Working Papers (where applicable)
5. Place participants in jobs	• Work Site (Service provider or employer as applicable) completes hire sheet • Timesheets • Job Description (if not previously submitted)
6. Service provider pays participants for hours worked and training	• Timesheets
7. At the end of every month, the service provider will submit invoices and paystubs to HRA for wages paid, HRA will reimburse within 14 days	• Invoice • Timesheets/Paystubs • Monthly Report to CEO
8. Program spending ends	• Program closeout • Participant exit survey

	• Quarterly Report to CEO
9. Post-program participant outcome reporting	• Post Program - 3 month report

IV. PROVIDER PROPOSAL

Please use the following pages to describe the program and its key components.

Organization Name: _____

Primary Contact Information:

Name: _____

Telephone Number: _____

Email: _____

Proposed Number of Participants in the Work Progress Program (min. 5): _____

Total Project Budget (Participant wages + up to 13% fringe cost): _____

Program Description:

Please describe the proposed program and participants. Additional pages may be attached.

Include the following information:

1. **Organization Description**
   - The organization and its relevant workforce services (youth and adult), including major participant outcomes

2. **Description of Program Participants**
   - Number to be enrolled and placed
   - Target population demographics (age, income level, geographic location, barriers, etc.)
   - Participants' general education level and skills

3. **Description of Work Progress Program Subsidized Jobs:**
   - Hurricane-affected neighborhood of interest, and rationale for its selection
   - A description of the work type and employers, including job descriptions if known
   - Start and end dates, and hours per week
   - Participant training and supervision, including how the initiative will be staffed
   - A description of proposed work readiness activities, if applicable
   - Work skills developed through proposed initiative
   - How the job will benefit the community, if applicable
   - How you will pay participant wages
   - A description of the work environment and how you will ensure participant health, safety, and security
   - A statement of acknowledgement that workers will not be displaced

4. **Participant Support**
   - A description of the wrap-around services you will offer to program participants
   - How you will ensure that participants complete their work assignments
   - Current funding support for services, provide the breakdown of public vs. private and list any contracts with the City of New York
   - How the subsidized job will complement services the participant is currently receiving
   - How the subsidized job could lead to permanent unsubsidized employment

5. **Budget, including:**
   - Number of participants
   - Proposed wage
   - Fringe: Up to 13%, fringe must be included
   - Estimated hours per week, with percent spent on work readiness activities
   - Estimated number of weeks

Selection Criteria

- CEO will select service providers based on the quality of services offered to participants, knowledge and expertise of the target population, and quality of the proposed work type. CEO may negotiate the number of participants, duration, and costs with the service provider.
- Preference will be given to work assignments that build skills, benefit the community, employ higher numbers of participants, and have longer work periods.
- Preference will be given to organizations with effective payment disbursement systems already in place.
- Preference will be given to providers whose proposals are determined to be the most advantageous to the City, taking into consideration number served, demographic population targeted, service quality, history of providing said service, and geography as well as such other factors or criteria that are set forth in this application.

Program Scoring

The table below shows the maximum amount of points allocated to each section of the proposal.

Scoring Criteria	Score
Organization Description (Experience providing services to young adults and/or unemployed populations)	**20**
Description of Subsidized Jobs Participants	**20**
Proposed Work Experience	**30**
Participant Support	**25**
Budget	**5**
TOTAL	**100**

Questions

For questions or concerns regarding the Work Progress Program design and application process, contact Moe Magali at MMagali@cityhall.nyc.gov. All questions must be submitted in writing.

Application Submission

WPP applications will be accepted on a rolling basis, pending the availability of funds. Jobs are expected to start up quickly, and can begin as early as the second week of December 2012. All applications must be submitted electronically to Moe Magali at MMagali@cityhall.nyc.gov with the subject line "NYC Recovers Application."