



## Service Provider Application

### NYC RECOVERS

#### I. OVERVIEW

The Center for Economic Opportunity (CEO) in partnership with the NYC Human Resources Administration (HRA) is seeking qualified service providers to deliver a new cycle of 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.

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 implements 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.

#### 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.<sup>1</sup> 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.

The programs supported through this initiative will meet the following qualifications:

- Service providers will recruit a minimum of five program participants.
- Participants can workpart-time or full-time.
- Subsidized 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. Providers should assist participants in making this transition.
- CEO will reimburse wages for work-readiness activities for up to 20% of weekly earnings.
- **WPP funding should not supplement or supplant any existing CEO City-funded subsidized job or internship initiatives. If you have any questions about whether this applies to your organization or program please contact us.**

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

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<sup>1</sup> 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.

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*).

Please note that in the Work Progress Program, the service provider is the employer of record with all associated legal obligations and as such is responsible for unemployment insurance and workers' compensation, as determined by law.

## II. KEY PROGRAM ELEMENTS

- Applications are accepted on a rolling basis, pending availability of funds.
- **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 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.
- **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. The proposed subsidized employment should be completed by June 30, 2014.
- **Participant Wages:** Participants will earn a minimum wage of \$8.00 per hour plus up to 13% fringe.<sup>2</sup> 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
- **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.
- Providers also agree to participate as required in any evaluation of the Work Progress Program led by CEO.

### 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 NYC Recovers Program.

Task	Documents Needed
1. Service provider submits proposal to CEO	<ul style="list-style-type: none"> <li>• Service Provider Proposal (template attached)</li> </ul>
2. CEO reviews proposals and grants awards to selected providers	<ul style="list-style-type: none"> <li>• CEO/HRA/Program Agreement</li> <li>• IRS W-9 Form for each participant</li> </ul>

3. CEO sends service provider reporting documents	<ul style="list-style-type: none"> <li>• Background Characteristics Form</li> <li>• Monthly Report Template</li> <li>• Quarterly Report Template</li> </ul>
4. Recruit/identify income-eligible participants	<ul style="list-style-type: none"> <li>• Social Security Numbers</li> <li>• I-9 Employment Eligibility Verification</li> <li>• Working Papers (where applicable)</li> </ul>
5. Place participants in jobs	<ul style="list-style-type: none"> <li>• Work Site (Service provider or employer as applicable) completes hire sheet</li> <li>• Timesheets</li> <li>• Job Description (if not previously submitted)</li> </ul>
6. Service provider pays participants for hours worked and training	<ul style="list-style-type: none"> <li>• Timesheets</li> </ul>
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	<ul style="list-style-type: none"> <li>• Invoice</li> <li>• Timesheets/Paystubs</li> </ul>
8. Program spending ends	<ul style="list-style-type: none"> <li>• Program closeout</li> <li>• Participant exit survey</li> <li>• Quarterly Report to CEO</li> </ul>
9. Post-program participant outcome reporting	<ul style="list-style-type: none"> <li>• Post Program - 3 month report</li> </ul>

#### **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
- If applicable, past experience operating NYC Recovers, including data on outcomes.

**2. Description of Program Participants**

- Number to be enrolled and placed
- Target population demographics (age, income level, geographic location, barriers, and any other key criteria.)
- 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, and whether you are proposing to provide subsidized wages to participants for these activities.
- 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. Please specify whether specific training will be provided if applicable.
- A statement of acknowledgement that existing unsubsidized workers will not be displaced by participants in this program.

**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:**

- 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
- Template:

<b>WPP Proposed Budget</b>	
Number of Participants	
Hourly Wage Rate	
Estimated Hours per Week	← <i>per participant</i>
Estimated Weeks	← <i>per participant</i>
Wage Subtotal	← $=(participants) \times (hourly\ wage) \times (weeks) \times (hours\ per\ week)$
Fringe of ___% (up to 13%)	
Budget Total	← $=(wage\ subtotal) + (wage\ subtotal) \times (fringe\ rate)$

**Selection Criteria**

- CEO will select service providers based on the quality of services offered to participants, knowledge and expertise of the target population, contribution to Sandy recovery, 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
<b>Organization Description</b> (Including experience providing similar services to unemployed populations)	<b>25</b>
<b>Description of Subsidized Jobs Participants</b>	<b>20</b>
<b>Proposed Work Experience</b>	<b>25</b>
<b>Participant Support</b>	<b>25</b>
<b>Budget</b>	<b>5</b>
<b>TOTAL</b>	<b>100</b>

## Questions

For questions or concerns regarding the NYC Recovers design and application process, please contact Jean-Marie Callan at [JMCallan@cityhall.nyc.gov](mailto:JMCallan@cityhall.nyc.gov). All questions must be submitted in writing.

## Application Submission

NYC Recovers applications are accepted on a rolling basis, pending the availability of funds. All applications must be submitted electronically to Jean-Marie Callan at [JMCallan@cityhall.nyc.gov](mailto:JMCallan@cityhall.nyc.gov) with the subject line "NYC Recovers Application."