



**Human Resources
Administration**

Department of
Social Services

Office of Contracts

W-2-196
Rev. 8/09

Robert Doar
Commissioner

October 27, 2009

Roy A. Esnard
General Counsel,
Acting Agency Chief
Contracting Officer

180 Water Street
New York, NY 10038

212 331 6167

Re: Addendum #1 to the Neighborhood Improvement Project
PIN: 06910H072300

Dear Potential Applicant:

The Human Resources Administration (HRA) appreciates your interest in the Neighborhood Improvement Project which was issued on October 23, 2009.

Addendum #1 includes a Revision to pages 1 and 2 of Attachment A.


Please acknowledge your receipt of Addendum #1 listing it on the Acknowledgment of Addenda (Attachment B of this Addendum # 1) and include it in your application.

Proposers are reminded that they must deliver their application by **Tuesday, November 10, 2009 at 2:00 p.m.** to:

NYC Human Resources Administration
Office of the Agency Chief Contracting Officer-RFP Unit
180 Water Street, 14th Floor, Manhattan

Applications received at this location after the due date and time are late and may not be accepted by the Agency.

Very truly yours,



Roy A. Esnard

**THE CITY OF NEW YORK
HUMAN RESOURCES ADMINISTRATION
NEIGHBORHOOD IMPROVEMENT PROJECT
PIN: 06910H072300
ADDENDUM # 1**

Application Revision

Page 1 & 2 of Attachment A

**ATTACHMENT A – Overview and Scope of Services
HRA/FIA – Neighborhood Improvement Project
PIN #: 06910H072300**

Overview and Scope of Services:

The Human Resources Administration (“HRA”) is launching a project in partnership with the Department of Small Business Services (“SBS”) and the private sector to help stabilize four “at risk” New York City neighborhoods with the highest number of residential foreclosures and abandonment brought on by the subprime lending crisis. HRA is seeking from one (1) to a maximum of four (4) qualified vendors to help maintain these residential neighborhoods.

Vendors should choose from among the following “at risk” neighborhoods:

- (i) Williamsbridge (Bronx)
- (ii) Soundview (Bronx)
- (iii) Bedford-Stuyvesant (Brooklyn)
- (iv) East New York (Brooklyn)
- (v) Bushwick (Brooklyn)
- (vi) Port Richmond (Staten Island)
- (vii) Stapleton (Staten Island)
- (viii) Jamaica (Queens)

Maintenance shall include, but is not limited to the following:

- Keeping the streets, sidewalks, and common grounds clear of debris, graffiti and over growth.
- ~~Paint and maintain public spaces such as telephone and light poles, hydrants, traffic control and police boxes.~~
- ~~Repair and patch sidewalks and broken stairs and steps.~~
- Salt and remove snow from the front of vacant properties.
- Protect property from outside damage by covering all windows and doors.
- Maintain lawns, shrubbery and provide leaf and snow removal.

It is expected that four (4) neighborhoods will be funded. Vendors may apply for as many of these neighborhoods that they can serve; but should keep in mind that funding currently exists for four neighborhoods.

The contractor(s) will train HRA clients to provide the necessary maintenance services and will provide them with temporary on-the-job work experience three (3) days a week, for which they would earn a salary of \$8 per hour. Contractors will be fully reimbursed for participant wages and fringe benefits. For the remaining two (2) days a week, the contractor(s) will provide career coaching, resume preparation, job readiness, other employment skills training and job placement assistance.

Program Description

The Neighborhood Improvement Project addresses two important anti-poverty issues by using transitional employment to help protect some of the city's communities most vulnerable to the negative affects of widespread foreclosures. Transitional employment provides individuals marginally attached to the labor force with starting jobs and the work skills they need to sustain employment.

Under this program, low-skilled cash assistance and food stamp recipients with poor employment histories will be assigned to small, highly supervised teams to perform maintenance, ~~minor construction~~, and other services for minimum wages. The work performed will help prevent deterioration of the neighborhoods. As a result, the work will help ensure that the high number of foreclosed homes will be better maintained and therefore not affect the value of nearby homes, and that crime and other social ills will not invade the neighborhoods. The goals of the program are to provide stability to neighborhoods, protect residential property values, and provide HRA clients with work skills needed to gain employment and move toward self-sufficiency.

Once selected, the contractor(s) would consult with local community boards, businesses and community-based organizations in the selected neighborhoods to spread awareness and gain support for the program. HRA also encourages program approaches in which the vendor would counsel property owners on government benefits and services to help them preserve their housing and stabilize the neighborhood.

Participants will work 21 hours (three days a week) in their transitional assignment and spend 14 hours (two days a week) in classroom training and job placement activities at the vendor's facility. Participants will be paid for the hours they work in their transitional job assignments, but not for attendance in the two day weekly classroom training or the job placement activities.

HRA will refer interested and qualified clients to the vendors. HRA anticipates that annually there will be two (2) six-month cycles consisting of up to 30 participants per cycle (60 participants annually) working within each of the neighborhoods. At least two-thirds of the participants will be Cash Assistance applicants or recipients. Up to one-third of the participants may be Food Stamp-only applicants or recipients.

ATTACHMENT B
ACKNOWLEDGEMENT OF ADDENDA
Neighborhood Improvement Project
PIN: 06910H072300

Directions: Complete Part I, and sign your name in Part II.

Part I

Listed below are the dates of issue for each Addendum received in connection with this Application:

Addendum # 1, Dated _____, 2009

Part II

Proposer's Name: _____ Date: _____

Signature: _____