

Instructions for Employers Seeking to Enroll in HRA's
NEW Wage Subsidy Program, 2009 – September 15, 2010
for Green Jobs Corps- Brownfield

The first step of the enrollment process is to complete the Wage Subsidy Agreement for Green Jobs Corps- Brownfield. The employer must complete two Agreements with original signatures and notarizations, and one Substitute W-9 form. Most of the Agreement is self-explanatory. Here are some tips for additional clarity:

Page 1, item 1: Insert the current date (this may not be earlier than October 1, 2009.)

Page 3: The top three lines are for HRA to complete. Print your name next to your signature. An original signature is required on each of the completed forms. The contact name below should be the person who will have regular contact with HRA for this project.

Page 4: The top section is for HRA to complete. The employer will complete only one of the three lower sections, as appropriate, and have their signature notarized. Two original signatures and notarizations are required, one on each of the two completed forms.

Page 5, item A1. Write in the percentage of reimbursement. This will be 100%, or less in some cases. Consult with BEGIN or HRA on this matter.

Page 6, item D: Write in the maximum weeks of reimbursement. Consult with BEGIN or HRA on this matter.

The two completed Agreements, copies are not acceptable, and the Substitute W-9 form must be sent to the following address, either by mail or delivered in person. HRA will then expedite its processing.

Marc Brodsky
Director, Employer Incentives Plus and Contractor Hiring
Business Link
348 W. 34th Street
New York, NY 10001

If there are additional questions about completing the forms, you may call Marc Brodsky at (718) 262-3124.