



## Service Provider Application

## WORK PROGRESS PROGRAM

### I. OVERVIEW

The NYC Center for Economic Opportunity (CEO) was established by Mayor Bloomberg to implement innovative ways to reduce poverty in New York City. CEO 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.

CEO and its partners offer a number of promising educational and employment programs for disconnected youth that include subsidized jobs.<sup>1</sup> At a time of such high unemployment, subsidized job programs offer young adults a critical opportunity for early work experiences that are scarce in the current economic climate. At-risk youth, especially those who are unemployed and out-of-school, are vulnerable to long-term economic hardship as they miss opportunities to become members of a workforce that is increasingly educated and skilled. Moreover, young adults are at a point in life where they often establish important precedents for educational attainment, family life, and labor force participation, therefore ensuring early work experience if provided is key to long-term economic opportunity.

Under the Young Men's Initiative, the City is increasing support for existing programs and investing in new approaches that promote positive outcomes for young men of color. As part of this effort, CEO in partnership with NYC Human Resources Administration is seeking qualified youth service providers to deliver a second cycle of the Work Progress Program (WPP) – a subsidized wage program designed to provide low-income young adults with work experience and to promote community goals. The original WPP pilot in spring 2012 selected 17 youth service providers across the five boroughs to serve over 300 participants.

### Program Description

The Work Progress Program (WPP) reimburses wages paid to young adults to participate in short-term jobs. Service providers currently serving low-income young adults are eligible to apply for subsidized job funding for their participants.

- Service providers will recruit a minimum of five program participants.
- Participants will work on part-time basis and may not exceed 20 hours per week.
- Internships will range from one to three months. Providers can propose a lengthier internship period, with adequate rationale.
- **Please note, that WPP funding should not supplement any existing CEO or YMI funded initiatives.**

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 for participant wages (minimum wage) and up to 13% fringe only. 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 or social enterprises, see below after the heading: *Work Types*.

<sup>1</sup> These programs include but are not limited to the Young Adult Internship Program (Department of Youth and Community Development), Young Adult Literacy Program (Department of Youth and Community Development and Libraries), Project Rise (CEO/Mayor's Fund Social Innovation Fund) NYC Justice Corps (City University of New York), and Justice Community (Department of Probation).

## **II. KEY PROGRAM ELEMENTS**

- Applications are accepted on a rolling basis. Jobs are expected to begin as soon as October 29, 2012
- **Eligibility:** Service providers will be responsible for selecting low-income youth ages 18-24 but preference is given to organizations serving unemployed out-of-school youth.
  - **Note:** If a service provider wishes to support minors in this program, minors will need working papers (and the required physical exam). In most cases, the service provider will need to assist participants in securing the appropriate documentation.
- **Eligible Applicants:** Applicants will be service providers already delivering wrap-around services to young adults such as education, mentorship, case management, work readiness, job placement, etc. These services will continue during the subsidized jobs program.
- **Work Types:** Applicants are encouraged to develop employer relationships for external placements or develop internal placements including community-benefit projects or social enterprises. The applicant's job placement should contribute to career exploration, meet a community need, and help young people develop their technical (computer/office skills, construction, landscaping and horticulture, etc.) and soft (teamwork, problem solving, leadership, etc.) skills. Applicants should include a brief job description for all internal placements and for external placements, if known.
- **Job Length:** Length of employment ranges from one to three months. A lengthier internship period is possible with appropriate justification. Work assignments will be on a part-time basis and may not exceed 20 hours per week, pending the availability of funds.
- **Participant Wages:** Participants will earn a minimum wage of \$7.25 per hour plus up to 13% fringe. Different participant wages is possible 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.
- **Participation Conditions:** Employment through this program must not displace people already employed. Wages for employment are contingent upon participant hours worked.
- **Participants:** Service providers will screen participants for skills, interests, and qualifications. Providers shall do their best in meeting these interests with internship opportunities.
- **Reporting:** Service providers will be required to track and report on the following information:
  - Working papers (where applicable)
  - Description of the services provided and participants' attendance at the service providers' young adult programs.
  - Timesheets (in collaboration with worksites).
  - Completion of participant background characteristics form.
  - Providers are also required to submit monthly progress and quarterly data reports. The monthly progress reports are narratives 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 metrics. Providers are required to report on the following metrics:

- Number of Program Participants
  - Number Completed Job Placements
  - Total Number of Hours Completed
  - Number Placed in Education Post-Program (May include GED, high school, training, post-secondary education)
  - Number Placed in Unsubsidized Employment Post-Program
- 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.
- Once participants complete the Work Progress Program, service providers will report 3 months after to CEO on the number of participants subsequently placed in educational programs, training, or unsubsidized employment.
- 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).

### **III. MAJOR PROGRAM IMPLEMENTATION STEPS AND DOCUMENTATION**

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

<b>Task</b>	<b>Documents Needed</b>
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>• Working Papers (where applicable)</li> </ul>
5. Place participants in jobs and/or community benefit projects	<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> </ul>
9. Post-program participant outcome reporting	<ul style="list-style-type: none"> <li>• 3 month report</li> </ul>

#### **IV. PROVIDER PROPOSAL**

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

**Program 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 young adult program and participants. Additional pages may be attached. Include the following:

### **1. Organization Description**

- The organization and young adult services, including major participant outcomes
- Key staff managing young adult programs

### **2. Description of Program Participants**

- Number to be recruited
- Target demographics (age, income level, geographic location, barriers, etc.)
- Participants' general education level and skills

### **3. Description of Work Progress Program Subsidized Jobs:**

- 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
- Work skills developed
- How the job benefit the community, if applicable
- How you will pay participant wages
- A description of the work environment and how you will ensure participant safety and security

### **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 young adult 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

### **5. Budget, including:**

- Number of participants
- Up to 13% fringe
- Estimated hours per week
- Estimated number of weeks

## **Selection Criteria**

- CEO will select service providers based on the quality of services offered to low-income young adults, 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 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 each section can receive.

Scoring Criteria	Score
<b>Organization Description (Experience providing services to young adults)</b>	<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 Work Progress Program design and application process, feel free to contact Moe Magali at [MMagali@cityhall.nyc.gov](mailto:MMagali@cityhall.nyc.gov).

## **Application Submission**

WPP applications will be received in a rolling basis, pending the availability of funds. Jobs are expected to begin as soon as October 29, 2012. All applications must be submitted electronically to Moe Magali at [MMagali@cityhall.nyc.gov](mailto:MMagali@cityhall.nyc.gov) with the subject line "WPP Application."