

**REQUEST FOR MODIFICATION OF HIRING REQUIREMENT
FOR FISCAL YEAR 2019 (July 1, 2018 – June 30, 2019)**

Name of Contractor: _____

Address: _____

Contact Person: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

SUBMIT COMPLETED FORM TO: Business Link
123 William Street, 6th Floor, New York, NY 10038
OR email to HireNYC-HumanServices@hra.nyc.gov

Organizations that did not meet their annual HireNYC: Human Services hiring requirement may apply for one or more of the following:

Total Exemption (See Box I). This may be requested by organizations which did not make any qualifying hires during the Fiscal Year.

Partial Exemption (See Box II) This may be requested by organizations which made at least one qualifying hire during the Fiscal Year.

Best Efforts (See Box III) This may be requested instead of, or, in addition to a Total Exemption or Partial Exemption request.

This form may only be submitted at the **end** of the Fiscal Year. Please check all boxes that apply:

<p><input type="checkbox"/> I. TOTAL EXEMPTION</p> <p><input type="checkbox"/> a) Our New York City workforce is fewer than 20 employees. (Attach a list of your NYC staff by title).</p> <p><input type="checkbox"/> b) Our organization possesses no entry-level vacancies and can demonstrate that no positions are reasonably foreseen to be available within 1 year of the commencement or anniversary date of this contract. (Attach a description of the lack of openings).</p> <p><input type="checkbox"/> c) A valid collective bargaining agreement covers all of our entry-level positions and limits us to a hiring pool which does not include PA recipients. (Attach a copy of the applicable provisions).</p> <p><input type="checkbox"/> d) Complying with the hiring requirement would cause extreme hardship. (Attach a description of the hardship).</p> <p><input type="checkbox"/> e) Our organization has retained beyond one year _____ PA recipient(s) previously credited toward its HireNYC requirement during the prior Fiscal Year.</p>
--

II. PARTIAL EXEMPTION:

- a) Our New York City workforce for the organization totals _____. The current hiring requirement exceeds 10% of our workforce. (**Attach** a list of your NYC staff by title).
- b) A valid collective bargaining agreement covers _____ of our entry-level positions and limits us to a hiring pool which does not include PA Recipients. (**Attach** a list indicating the entry-level positions covered and a copy of the applicable provisions).
- c) Our organization has retained beyond one year, _____ PA recipient(s) previously credited toward its HireNYC requirement during the prior Fiscal Year.

III. BEST EFFORTS All of three actions below must have occurred during the Fiscal Year:

- a) We contacted Business Link for assistance in identifying potential employees and cooperated with Business Link to identify possible openings.
- b) We interviewed or considered candidates referred by Business Link.
- c) We provided feedback to Business Link regarding candidates interviewed/or evaluated.

If the organization did not utilize Business Link referrals but interviewed job applicants, it still may qualify for a Best Efforts Waiver. To do so, the organization must send a list of individuals interviewed via the Hire Sheet. **All of the of the following must be included:**

- a) The names, addresses, and telephone numbers for each PA Recipient interviewed; and
- b) The job description and specifications of the position each PA Recipient was interviewed for; and
- c) An explanation detailing why any PA Recipients interviewed were rejected for that position.
- d) An attestation from the organization that each individual cited signed a consent form releasing this information and that signed consent forms will be made to HRA upon request.

If you have any questions you may call Business Link at (718) 262-3169.

SUPPORTING DOCUMENTATION MUST BE ATTACHED WITH ALL REQUESTS