



Service Provider Application

NYC RECOVERS

Fiscal Year 2015

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 in fiscal year 2015 (July 1, 2014 – June 30, 2015). NYC Recovers is a subsidized wage program designed both to 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.

Part of the Office of the Mayor, the NYC Center for Economic Opportunity (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.

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.¹ 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 work part-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.
- **NYC Recovers 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 provide wrap-around services to support participants, as described below after the heading: *Eligible Applicants*. These services should be in place when the subsidized wage program begins and not

¹ 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 for participant wages (at minimum wage) and legally mandated fringe benefits only, up to 25%. Please also note that in NYC Recovers, the service provider (applicant) 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 and reviewed on a rolling basis. Commitments to selected providers will be made pending the 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 should be in place when the subsidized jobs program begins and continue throughout.
- **Work Types:** Applicants are encouraged to develop employer relationships for external placements or develop internal placements that are in direct connection to Sandy-related relief work. The applicant's job placements should contribute to career exploration, meet a community need, and help young people develop their technical (computer/office, construction, landscaping and horticulture, etc.) skills and soft (teamwork, problem solving, leadership, etc.) skills. Applicants should match employment opportunities to participants' interests to the extent possible. 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 is possible with appropriate justification. Work assignments will be on a part-time or full-time basis, pending the availability of funds. Providers can propose that up to 20 percent of this time be spent on training or work readiness activities, with adequate rationale and provided NYC Recovers funding does not supplant any existing activities.
- **Participant Wages:** Participants will earn a minimum wage (\$8.00 per hour until December 30, 2014; \$8.75 per hour from December 31, 2014) plus up to 25% fringe. Higher participant wages are possible in limited cases when sufficient justification is provided. Service providers will pay wages to participants and the NYC Human Resources Administration (HRA) will reimburse service providers for wages paid and fringe.
- **Participation Conditions:** Employment through this program must not displace people already employed. Wages paid 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 employment opportunities.
- **Reporting:** Service providers will be required to track and report on the following information:
 - IRS W-4 Form and two forms of ID required for W-4 (where applicable)
 - Description of the services provided and participants' attendance at the service providers' workforce/educational programs.

- Hire sheets and timesheets or payroll documents (in collaboration with worksites).
- Participant background characteristics.
- Legally required working papers for any minor participating in subsidized employment if applicable.
- Providers are also required to submit brief 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, and their demographics
 - Number completed subsidized job placements
 - Total number of hours completed
 - Median length of placement
 - Total amount paid to participants
 - Number placed in education post-program
 - Number placed in full-time/part-time unsubsidized employment post-program
- Once participants complete the NYC Recovers program, service providers will report to HRA on the number of participants subsequently placed in educational programs, training, or unsubsidized employment in a final quarterly report submitted 3 months after program completion.
- Providers also agree to participate as required in site visits by HRA and in any evaluation of the NYC Recovers program led by CEO.
- Service providers will submit applications to CEO. CEO will review applications on a rolling basis (see attached Provider Proposal Form for selection criteria). Commitments to selected providers will be made pending the availability of funds.

III. MAJOR PROGRAM IMPLEMENTATION STEPS AND DOCUMENTATION

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"> • Service Provider Proposal (template attached)
2. CEO reviews proposals and makes awards to selected providers, attaching reporting documents	<ul style="list-style-type: none"> • Award Letter • Monthly Report Template • Quarterly Report Template
3. HRA sends out program agreements for completion by providers	<ul style="list-style-type: none"> • CEO/HRA Program Agreement
4. Recruit/identify income-eligible participants and place participants in jobs and/or community benefit projects	<ul style="list-style-type: none"> • Social Security Numbers • I-9 Employment Eligibility Verification • Hire Sheet • IRS W-4 Form for each Participant • Copies of Participant IDs • Job Description (if not previously submitted)
5. Service provider pays participants for hours worked and training	<ul style="list-style-type: none"> • Timesheets or payroll documents
6. The service provider will submit invoices regularly for wages paid, as required by HRA	<ul style="list-style-type: none"> • Invoices
7. The service provider will submit reports to HRA on monthly and quarterly bases.	<ul style="list-style-type: none"> • Monthly reports • Quarterly reports

8. Program spending ends and service provider completes post-program participant outcome reporting	<ul style="list-style-type: none">• Final invoices• Final quarterly report
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PROVIDER PROPOSAL

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

Program Name: _____

Address: _____

Primary Contact Information:

Name: _____

Telephone Number: _____

Email: _____

Proposed Program Start Date: _____

Proposed Program End Date: _____

Proposed Number of Participants in the NYC Recovers program (min. 5): _____

Total Project Budget (Participant wages + up to 25% 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 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 (min. 5)
- Target demographics (age, income level, geographic location, barriers, etc.)
- Participants' general education level and skills

3. Description of NYC Recovers 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 summary of current funding support for young adult services, providing a breakdown of public vs. private
 - **Note:** Applicants must list any current contracts with the City of New York
- A description of the wrap-around services you will provide for program participants
- How the subsidized job will complement wrap-around services
- How you will ensure that participants complete their work assignments
- How you will help participants transition to permanent unsubsidized employment after their subsidized jobs
- Targets for key program outcomes
 - Template:

NYC Recovers Proposed Targets	
Expected Number Enrolled	
Expected Number Attaining Post-Program Connection to Educational/Employment/Training Opportunities	

- Please provide a rationale for proposed targets. This may be based on past experience with NYC Recovers or knowledge of similar programs.

5. Budget

- Template:

NYC Recovers Proposed Budget	
Number of Participants	
Hourly Wage Rate	
Estimated Hours per Week	
Estimated Weeks	
Wage Subtotal	
Fringe of ___% (up to 25%)	
Budget Subtotal	
Budget Adjusted for Estimated Attrition	

← *per participant*

← *per participant*

← *=(participants)x(hourly wage)x(weeks)x(hours per week)*

← *as calculated in the table below*

← *=(wage subtotal)x(1 + fringe rate)*

- Please provide justification for the estimated attrition for participants in the program. This may be based on past experience with NYC Recovers or knowledge of similar programs.
- Please itemize the rates you pay for each of the following legally required fringe benefits, and please attach documentation verifying these as rates across your organization.

NYC Recovers Proposed Fringe Rate Per Participant	
Social Security	6.2%
Medicare	1.45%
Metropolitan Commuter Transportation Mobility Tax	
State Unemployment Tax	
Workers' Compensation	
Disability	
FRINGE RATE TOTAL	

Selection Criteria

- CEO will select service providers based on the criteria listed below, including 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 details of the proposed award, including 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.

Application Scoring

The table below shows the maximum amount of points each section can receive.

Scoring Criteria	Score
Organization Description (Including experience providing similar services to unemployed populations)	25
Description of Subsidized Jobs Participants	20
Proposed Work Experience	25
Participant Support	25
Budget	5
TOTAL	100

Application Submission

NYC Recovers applications will be received in a rolling basis, pending the availability of funds. All applications must be submitted electronically to CEO at WPP@cityhall.nyc.gov with the subject line "NYC Recovers Application." Applications will be reviewed at the end of each month.

Questions

For questions or concerns regarding the NYC Recovers design and application process, feel free to contact CEO at WPP@cityhall.nyc.gov.