



HireNYC: Human Services IMPLEMENTATION PLAN

BACKGROUND

The City has launched and expanded HireNYC, a suite of programs designed to leverage the City's purchase power to encourage the hiring of residents. These initiatives will provide free, high-quality recruitment services to vendors filling open positions. The City has rebranded the Public Assistance Hiring Commitment as HireNYC: Human Services, an initiative that is specifically intended to create employment opportunities for low-income New Yorkers receiving public assistance.

As such, your contract(s) with HRA and/or ACS and/or DHS contains the Public Assistance Hiring Commitment, requiring that your organization hire one Public Assistance (PA) recipient for every \$250,000 of annualized contract value. It also contains a provision that you submit an Implementation Plan within 30 days of contract commencement date or subsequent anniversary date. HRA's Business Link will assist your organization throughout the year in implementing this requirement, and this plan will help Business Link understand your hiring process, and any contract conditions that impact your hiring requirement. This process is designed to help the City provide you with the qualified candidates needed to support your organization's mission.

Below is additional information about Business Link and the specifics of HireNYC: Human Services.

Business Link: Business Link, a division of the NYC Human Resources Administration, is a no-fee employment service provided to assist New Yorkers find meaningful and livable employment while connecting private employers to qualified candidates. For employers, Business Link provides customized recruitment services such as consulting on your hiring practices, providing on-site recruiting facilities, resume collection and screening applicants. For job seekers, Business Link provides one-on-one career counseling, resume and cover letter review, interview coaching, resume referral, as well as various employment workshops.

What is the HireNYC: Human Services hiring requirement?

- You must hire one Public Assistance (PA) recipient for every \$250,000 in annualized contract value.
- In order for a hire to count towards your requirement, s/he must work:
 - At least 20 hours per week
 - At the legally mandated minimum wage
 - For at least one year.
 - If the individual you hire is not retained for the full year, you must hire another PA recipient for the remainder of the year to be credited for making your required hire.
 - If your hire stays in the job for more than one year, you may qualify for a full or partial exemption of your hiring requirement in the next year.

To fulfill the HireNYC: Human Services hiring requirement:

- You may hire for openings anywhere within your organization, not only for openings associated with the specific contract.
- You may employ PA recipients in jobs in New York City and in the surrounding area (for example, Westchester County).
- You may be able to get credit for individuals you hire from other recruitment sources. In order to do that, you will need to share a monthly Hire Sheet (*included in this mailing*) requesting information about all new hires, including

their Social Security Numbers. This will allow Business Link to verify if the hires were on Public Assistance at the time of hire, allowing you to get credit for your requirement. Business Link will keep all information confidential and secure.

- You are allowed to meet your hiring requirement by having your sub-contractors hire PA recipients, as long as they are not also subject to the PA Hiring Commitment Rider and counting the hires towards their requirement.
- Business Link only recruits for job vacancies and the decision to hire is at the contractor's discretion.

Exemptions

You may qualify for a *complete exemption* from the HireNYC: Human Services hiring requirement if one of the conditions below is demonstrated:

- The annual contract amount is less than \$250,000 in annual value of personnel costs, excluding fringe benefits and other-than-personal-services (OTPS);
- Your organization's workforce within New York City is less than 20 employees;
- You possess no vacancies and can demonstrate that no positions are reasonably foreseen to be available within one year of the commencement or anniversary date of your contract;
- You are party to a valid collective bargaining agreement covering all of your entry-level positions, which limits you to a hiring pool that does not include PA recipients;
- Complying with the hiring requirements will cause extreme hardship.

You may qualify for a *partial exemption* in your hiring requirement if:

- The number of PA recipients you are required to hire exceeds 10% of your NYC workforce;
- You are party to a valid collective bargaining agreement that covers some but not all of your entry-level positions, which limits you to a hiring pool that does not include PA recipients.

If you believe that you are eligible for an exemption, you must submit an Exemption Form (*included in this mailing*), no later than 10 days after your contract commencement date. Business Link will review your request and notify you regarding their decision by within 30 days.

Best Efforts

At the end of each fiscal year, Business Link will, in consultation with your Contracting Agency, notify you as to whether the hiring requirements were met. If you have failed to meet the requirements, you may seek a modification to waive your unmet requirements if you can demonstrate that that you have made Best Efforts to meet the hiring requirements. Remember, Business Link is here to provide you with qualified candidates, and will never require you to hire an individual who is not qualified for your openings.

Evidence that you have demonstrated Best Efforts to meet the HireNYC: Human Services hiring requirements include, but are not limited to the following:

- You contacted Business Link for assistance in identifying potential employees and cooperated with Business Link to identify possible openings within your organization;
- You interviewed PA Recipients for open positions; documentation of these efforts must include at a minimum:
 - The names, addresses, and telephone numbers for each PA Recipient interviewed, and whether they were referred to you by Business Link;
 - Job description and specification of the position a PA Recipient was interviewed for; and
 - An explanation detailing why any PA Recipients interviewed were rejected for that positions.

If you believe that you can demonstrate Best Efforts, you must submit a Best Efforts Waiver (*included in this mailing*) at the end of the Fiscal Year.



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Within thirty (30) calendar days of: (i) the commencement date of the Contract; or (ii) the date of program start (e.g., shelter opening), whichever date is later, and any subsequent anniversary date of the commencement date of this Contract, Contractor shall submit an Implementation Plan detailing how the Contractor will meet the hiring requirements of HireNYC: Human Services.

Name of Contractor: _____

Address: _____

Contact Person: _____

Title: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Please check all agencies that you currently have contracts with: HRA ACS DHS
 DOHMH DYCD DFTA SBS

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

STAFFING

This section is designed to help you think about the types of positions you will be hiring for over the coming year.

1. What is the nature of your services? (For Example: Home Health, Child Care, Transitional Housing, Homeless Shelter, Case Management)

2. How many of your staff currently work in New York City or the surrounding region? (Include your entire workforce, not just those positions funded by City contracts.)

3. How many of these positions are entry level positions? _____

4. Please complete the following table with information about the types of positions you may be hiring for:

Position	Current Number of Employees In That Position	Projected Number of Openings Through 06/30/17	Is Hiring Continuous, Seasonal or As Needed	Actual, Range or Estimated Number of Hours Worked Per Week	Minimum Degree or Certification Required	Expected Month(s) of Hire

Please see Appendix if you need additional space.

RECRUITMENT:

This information will help Business Link understand how you typically recruit for openings, and how you would like to work with Business Link to fill your openings.

1. How do typically you recruit for your open positions? Please check all that apply.

- Internet Ad Posting
- Employment Agency
- Social Networking
- Other _____

2. If you plan to use multiple recruitment resources in addition to Business Link, how will you track which job candidates were referred to you by Business Link? *This is important because Business Link will ask you to demonstrate Best Efforts by reporting back on the candidates we refer to you.*

3. Is your hiring done centrally?

- Yes
- No

4. In the event that hiring is done through multiple or satellite offices, how will you ensure that each office is made aware of Business Link referrals?

5. What is your preferred recruitment method? Please check all that apply.

This will help Business Link prepare to develop a recruitment process that aligns with your regular hiring process.

- We collect resumes
- We collect cover letters
- We conduct interviews
- We will need Business Link to pre-screen candidates based on specific background checks

CONTACT INFORMATION:

1. Who is the contact person at your organization who will notify Business Link with information regarding your new hires and/or job vacancies during the Fiscal Year? If this will be different people, please list all:

Name	Position	Telephone Number	Email

2. If your hiring is done through multiple or satellite offices, please fill in the appropriate contact information for each site below.

Organization Branch	Name	Position	Telephone Number	Email

SUBCONTRACTORS:

1. Do you have contractual agreements with 3rd party organizations? *You are allowed to meet your hiring requirement by having your Subcontractors hire PA recipients, as long as they are not counting those hires towards the HireNYC: Human Services commitment that they may have.*

Name of Subcontractor	Services Contracted For	Duration of Contract	Contract Amount

COLLECTIVE BARGAINING:

Does a current collective bargaining agreement exist which covers all or some of your entry level positions and limits your organization to a hiring pool which does not include Public Assistance Recipients? *This may impact your hiring requirement.*

- Yes
- No

If so, please list the positions impacted, and the type of agreement that exists.

Position: _____

Type of Agreement: _____

Please attach documentation.

ADDITIONAL CHALLENGES

Please let Business Link know what challenges you might face in meeting your HireNYC: Human Services hiring goal, so we can prepare to support you.

APPENDIX

Continuation of Staffing Section, Question 4.

Position	Current Number of Employees In That Position	Projected Number of Openings Through 06/30/17	Is Hiring Continuous, Seasonal or As Needed	Actual, Range or Estimated Number of Hours Worked Per Week	Minimum Degree or Certification Required	Expected Month(s) of Hire