



Service Provider Application
WORK PROGRESS PROGRAM
Fiscal Year 2015

I. OVERVIEW

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.

CEO and its partners offer a number of promising educational and employment programs for disconnected youth that include subsidized jobs. At a time of high youth 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 is provided is key to long-term economic opportunity.

CEO in partnership with the NYC Human Resources Administration is seeking qualified youth service providers to deliver the Work Progress Program (WPP) in fiscal year 2015 (July 1, 2014 – June 30, 2015). WPP is a subsidized wage program designed to complement existing youth services programs by providing participating low-income young adults with work experience. The original WPP pilot in spring 2012 selected 17 youth service providers across the five boroughs to serve over 300 participants. Since then, the program has expanded to serve over 600 participants through more than 20 service providers.

Program Description

The Work Progress Program (WPP) reimburses wages paid to young adults for employment in short-term jobs. Service providers currently serving low-income young adults are eligible to apply for subsidized job funding for their participants. Youth who reside in New York City Housing Authority Developments and are low-income, out of school, and unemployed are a high-priority population in this solicitation. Providers serving such NYCHA young adults are encouraged to apply.

- Service providers will recruit a minimum of five program participants.
- Participants will work on a part-time basis and should generally not exceed 20 hours per week. Providers can propose longer hours with adequate rationale.
- Subsidized jobs will range from one to three months, most typically for a 12-week duration. Providers can propose a lengthier job period with adequate rationale.
- **WPP funding should not supplement or supplant any existing CEO or YMI 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 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 WPP, 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.
- **Eligibility:** Service providers will be responsible for selecting low-income youth ages 18-24 and preference is given to organizations serving unemployed, out-of-school youth. Please note:
 - Providers may not hire current full-time college students or college graduates.
 - If a service provider wishes to support minors between the ages of 16-17 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.
 - If your agency has previously participated in WPP, please note that each new round of WPP funding should be used to serve *new* participants who have not participated in WPP previously.
- **Eligible Applicants:** Applicants will be service providers delivering wrap-around services to young adults such as education, mentorship, case management, work readiness, etc. 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 including sheltered internships, community-benefit projects, or social enterprises. 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 subsidized job opportunities to participating youth's interests to the extent possible. 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 job period is possible with appropriate justification. Work assignments will be on a part-time basis and should generally not exceed 20 hours per week, pending the availability of funds. Any hours worked in excess of this limit may require the service provider to fulfill additional legal obligations. Providers can propose that up to 20 percent of this time be spent on training or work readiness activities, with adequate rationale and provided WPP 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.
- **NYCHA Preference:** CEO strongly encourages proposals from service providers that specifically target and recruit program participants from within the population of youth living in New York City Housing Authority residences, particularly the following 15 developments: Red Hook, Tompkins, Bushwick, Van Dyke, Ingersoll, Brownsville, and Boulevard Houses (in Brooklyn); Queensbridge Houses (Queens); Castle Hill, Patterson, and Butler Houses (The Bronx); Wagner, Polo Grounds, and St. Nicholas Houses (Manhattan); and Stapleton Houses (Staten Island). However, WPP is not intended to be limited to this population.
- **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 subsidized job 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' young adult programs.
 - Hire sheets and timesheets or payroll documents (in collaboration with worksites).
 - Participant background characteristics.
 - 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 Work Progress 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 Work Progress 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 Work Progress 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"> • 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

IV. 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 Work Progress 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 young adult services, including major participant outcomes
- Description of experience delivering youth development and work readiness services
- Key staff managing young adult programs
- Experience developing and operating subsidized jobs and, if applicable, past experience operating the Work Progress Program
- How the organization targets or intends to target youth living in NYCHA residences for participation in the Work Progress Program, if applicable

2. Description of Program Participants

- Number to be recruited (min. 5)
- Target demographics (age, income level, geographic location, barriers, etc.)
- Participants' general education level and skills
- If applicable, the number of participants to be recruited from each targeted NYCHA development

3. Description of Work Progress Program Subsidized Jobs

- A description of the work types and employers, including job descriptions if known
- Number of weeks and hours per week
- Participant training and supervision, identifying the project supervisor
- Job-related training and work skills developed
- How the jobs benefit the community, if applicable
- A description of the work environment and how you will ensure participant safety and security

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 an educational or work opportunity after their subsidized jobs
- Targets for key program outcomes
 - Template:

WPP 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 WPP or knowledge of similar programs.

5. Budget

- Template:

WPP 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 WPP 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.

WPP 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 low-income young adults, knowledge and expertise of the target population, 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 providers serving unemployed and out-of-school youth.
- 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 (Experience providing services to young adults)	25
Description of Subsidized Jobs Participants	20
Proposed Work Experience	25
Participant Support	25
Budget	5
TOTAL	100

Application Submission

WPP 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 "WPP Application." Applications will be reviewed at the end of each month.

Questions

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