



Service Provider Application

NYC Recovers

Fiscal Year 2016

I. OVERVIEW

Part of the Office of the Mayor, the NYC Center for Economic Opportunity (CEO) is the City of New York's anti-poverty innovation unit. Working in conjunction with City Agencies and other partners, CEO develops, manages and evaluates evidence-based program and policy initiatives to help the City improve its systems and identify effective responses to poverty and its related challenges.

The aftermath of Hurricane Sandy 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.

CEO, in partnership with the NYC Human Resources Administration (HRA), is seeking qualified service providers to deliver NYC Recovers in fiscal year 2016 (July 1, 2015 – June 30, 2016). 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.

Evaluation of CEO's Young Adult Literacy program has shown that layering internship and other work opportunities on top of existing youth programming can be an effective strategy for boosting attendance and retention.¹ Following this model, NYC Recovers is an opportunity to layer a subsidized job opportunity to enhance existing programming.

NYC Recovers is *not* a stand-alone job or work experience program. Instead, a NYC Recovers award should advance the goals of applicants' existing programs by giving individuals additional opportunities to engage in career exploration and work-based learning opportunities. NYC Recovers supports the goals of career advancement and income mobility by helping jobseekers address educational needs and develop high-demand skills. As part of this mission, NYC Recovers will support the cost of job readiness or skills training for up to 20 percent of the total length of the subsidized job opportunity.

A 2014 implementation evaluation of WPP documented some of the positive benefits for young adults of participating in the program including: basic work exposure, job readiness training and job development, job-related soft skills, job-related technical skills, career exploration, civic engagement, a modest paycheck, confidence and pride, a positive place to be, and caring staff to help participants grow. The study also documented benefits to service providers, including opportunities to grow staff from within their communities, the ability to provide youth with a "ladder of services," and increased organizational capacity.²

¹ Young Adult Literacy Evaluation: [CEO Young Adult Literacy Program and the Impact of Adding Paid Internships](#). 2011.

² Branch Associates, Inc.: [Implementation Study of the Center for Economic Opportunity's Work Progress and NYC Recovers](#) 2014

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.³ 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.

- 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 percent of weekly earnings.

CEO expects that applicants will provide wrap-around services to support participants through other funding sources, as described below. 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) for time spent in a subsidized job or training, **but should not supplant other wages/stipends already in place as part of the provider's program**. Legally mandated fringe benefits should be included at a rate of up to 25%. CEO expects providers to braid NYC Recovers reimbursements with existing funding streams supporting youth services, and does *not* provide funding for wrap-around services or operational support for this program.

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.

FY16 Priority Areas

In 2014, Mayor de Blasio launched two new priority initiatives for the City: the Mayor's Action Plan (MAP) for Neighborhood Safety and Career Pathways. While applicants are not limited to serving these priority areas, NYC Recovers gives priority to applicants advancing these initiatives:

- **NYCHA Preference:** Individuals who reside in New York City Housing Authority (NYCHA) developments and are low-income and unemployed are a high-priority population in this solicitation. As part of the [Mayor's Action Plan \(MAP\) for Neighborhood Safety](#)—a multi-agency effort to reduce violent crime in 15 NYCHA developments that account for 20 percent of violent crime across NYCHA—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 targeted through MAP: 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, NYC Recovers is not intended to be limited to this population.
- **Career Pathways Sector-focused Preference:** CEO strongly encourages proposals from service providers that offer subsidized job opportunities to participants in the following six sectors (outlined in [Career Pathways: One City Working Together](#)): healthcare, technology, industrial/manufacturing, construction, retail, and food service. These sectors are expected to grow in the coming years, and offer new opportunities to New Yorkers at all income and education levels. Focusing work-based learning opportunities in these six sectors can help build bridges to careers for individuals in NYC Recovers. However, NYC Recovers is not intended to be limited to these sectors.

³ 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.

II. KEY PROGRAM ELEMENTS

- **NYC Recovers 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.**
- Applications are accepted and reviewed on a rolling basis. Commitments to selected providers will be made pending the availability of funds.
- **Eligible Applicants:** Applicants will be service providers delivering wrap-around services to young adults and/or unemployed adults. These services could include, but are not limited to, work readiness or skills training leading to a certification, education or bridge programming, financial empowerment services, case management, etc. These services should be in place when the subsidized jobs program begins and continue throughout.
- **Program Participant Eligibility:** Service providers will be responsible for selecting low-income youth ages 16-24 or unemployed adults. Participants must either live in a Sandy-affected community *or* be placed in a subsidized job in a Sandy-affected community. 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 NYC Recovers, each new round of NYC Recovers funding should be used to serve *new* participants who have not participated in NYC Recovers previously.Service providers are expected to screen participants for skills, interests, and qualifications. Providers shall do their best in matching these interests with subsidized job opportunities.
- **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 individuals 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 subsidized employment ranges from two to three months, most typically for a 12-week duration. A lengthier or shorter job period is possible in limited cases when sufficient justification is provided. 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 (*\$8.75 per hour until December 30, 2015; \$9.00 per hour from December 31, 2015*) 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. Wages paid for employment are contingent upon participant hours worked.

- **Training Support:** Providers are expected to provide work readiness training for participants. Providers can propose that up to 20 percent of the subsidized work hours be spent on skills training or work readiness activities. Applicants can propose a greater subsidized training period with sufficient justification.
- **Wrap-around Services:** CEO expects that applicants' programs provide wrap-around services to support participants throughout their subsidized job period with a goal of connecting them to a post-program employment, training, or educational opportunities. These services can include, but are not limited to: work readiness or skills training leading to a certification, education or bridge programming, financial empowerment services, or case management. Please note that CEO does *not* provide funding for wrap-around services.
- **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, whose definitions will align with the City's common metrics.⁴ 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 or training post-program
 - Number placed in full-time/part-time unsubsidized employment post-program
 - Once participants complete the NYC Recovers, 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/CEO and in any evaluation of the NYC Recovers 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.

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, conducts any necessary follow up, and makes awards to selected providers, attaching reporting documents. Applications are reviewed at the end of each month. Depending on the extent of follow up, allow for one to	<ul style="list-style-type: none"> • Award Letter • Monthly Report Template • Quarterly Report Template

⁴ Common Metrics definitions, as outlined in the [Career Pathways report](#), will be finalized in FY16.

three months between submission and a final decision.	
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
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 for reimbursement	<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: _____

Proposed Program Start Date: _____

Proposed Program End Date: _____

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

Total Project Budget (Participant wages + up to 25% fringe cost): _____

Primary Contact Information:

Name: _____

Telephone Number: _____

Email: _____

Program Lead (note if same as above):

Name: _____

Telephone Number: _____

Email: _____

Invoice Coordinator (note if same as above):

Name: _____

Telephone Number: _____

Email: _____

Program Description:

Please describe the young adult program and participants. Include **all** the information under each section from the following checklist. As applicable, please provide additional information pertinent to your application status:

(A) For new applicants to NYC Recovers

(B) For applicants who have previously received a NYC Recovers award

1. Organization Description

- The organization and young adult services, including major participant outcomes

(A)

- Description of experience delivering work readiness services
- Experience developing and operating subsidized jobs
- Key staff managing workforce programs
- Description of program applicant is proposing to enhance through the addition of a NYC Recovers subsidized work-based learning opportunity

(B)

- Past experience operating NYC Recovers
- Any changes to the core program NYC Recovers has complemented in previous cycles (if applicable)
- Changes in key staff managing young adult programs (if applicable)

2. Description of Program Participants

- Number to be recruited (min. 5)
- Target demographics (age, income level, general education level and skills, barriers, etc.)
- List target recruitment neighborhoods, or indicate if program recruits citywide
- How you will assist youth ages 16-17 in obtaining working papers (if applicable)
- How you propose to target individuals living in NYCHA residences and number of participants to be recruited from each targeted NYCHA development (if applicable)

3. Description of NYC Recovers Subsidized Jobs

- Hurricane impacted area of interest, and rationale for its selection
- A description of proposed work types and employers
- Attach brief job descriptions for all internal placements and for external placements, if known
- How participants will be matched with positions
- Participant training and supervision, identifying the project supervisor
- Timeline for participants including
 - General schedule for training and internship
 - Number of weeks and hours per week
 - When wrap-around services are provided
- 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 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 complementary wrap-around, training, case management, and/or enrichment services your program provides participants beyond subsidized employment
- 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:

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

- (A) Provide a rationale for proposed targets. This may be based on past experience or knowledge of similar programs.
- (B) Please provide a rationale for proposed targets based on past experience with NYC Recovers.
 Summary of FY15 performance to date:

NYC Recovers FY15 Performance To Date	
Participants Enrolled (from July 1, 2014 to date)	
Projected Spending through June 30, 2015	

- The NYC Recovers Review Committee reviews past performance when making awards, including participants served and spending as reported above, as well as outcomes reported in quarterly reports. What changes has your organization made to improve upon past performance? (If applicable)

5. Budget

NYC Recovers Proposed Budget			
	Before 12/31/2015	After 12/31/2015	Total FY16
Number of Participants Served			
Hourly Wage Rate	\$8.75	\$9.00	
Estimated Hours per Week			
Estimated Weeks			
Wage Subtotal			
Fringe of __% (up to 25%)			
Budget Subtotal			
Budget Adjusted for Estimated Attrition			

← per participant

← in total column list per participant

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

← as calculated in the table below

← =(wage subtotals)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.
- (B) Did you underspend your on previous award? If so, what were the reasons? What changes are you proposing to ensure you spend your full award? Please note: CEO takes past spending into consideration when considering budget proposals.
- 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 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 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.
- Preference will be given to applicants whose programs align with the FY16 priorities (laid out on page 2 of this document) to a) target programming or recruitment to NYCHA residents and particularly to residents of the fifteen NYCHA developments identified in the [Mayor's Action Plan \(MAP\) for Neighborhood Safety](#) and/or b) offer subsidized job positions in one or more of the six sectors outlined in the [Career Pathways: One City Working Together](#) report.
- In reviewing applications from previous NYC Recovers providers, CEO takes past performance and spending into consideration. These two factors may affect both selection and award amount.
- Returning FY15 NYC Recovers providers **must** submit the following information before FY16 applications will be considered:
 - Number of FY15 participants enrolled to date
 - Projection for FY15 spending through June 30th, 2015
 - All past invoices
 - All past monthly and quarterly reports

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

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

Upon submission, we will confirm receipt of your application. Applications will be reviewed at the end of each month. After the NYC Recovers Review Committee has met, a member of Committee will follow up with any questions regarding your proposal. Depending on the extent of follow up, please allow for one to three months between submission and a final decision.

Questions

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