

**A RESOLUTION OF THE NEW YORK CITY
WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
AUTHORIZING A HUNTS POINT WORKS
DEMONSTRATION PROJECT AGREEMENT**

WHEREAS, the Hunts Point area of the Bronx suffers from an unemployment rate that is more than 15 percentage points higher than New York City's overall unemployment rate, and therefore has a special need for additional locally based employment services; and

WHEREAS, the Hunts Point Economic Development Corporation ("HPEDC") has extensive experience in providing programs and services to residents and businesses in Hunts Point, and therefore is uniquely positioned to be the lead organization for a demonstration project (the "Hunts Point Works Project") to provide employment services that are targeted to and for the Hunts Point community;

WHEREAS, HPEDC intends to subcontract for certain of the employment services with Wildcat Service Corporation ("Wildcat"), in order to take advantage of Wildcat's extensive experience in providing employment services in the Bronx, including as the WIA Title I(B) vendor at the Bronx Workforce1 Career Center;

NOW, THEREFORE, BE IT RESOLVED by the Executive Committee as follows:

1. DSBS is hereby authorized to enter into a Hunts Point Works Project Agreement with HPEDC, on the material terms substantially as described in Exhibit A, for the Hunts Point Works Project at 647 Bryant Avenue, Bronx, New York 10474, for a maximum amount of Seven Hundred Fifteen Thousand Dollars (\$715,000) of WIA funds.

2. The Executive Committee hereby acknowledges that DSBS' right, power and authority to enter into the Hunts Point Works Project Agreement is subject to and contingent upon completion of the City's procurement process, and receipt of all necessary City approvals.

EXHIBIT A
MATERIAL TERMS OF HUNTS POINT WORKS PROJECT AGREEMENT

I. **TERM**

One (1) year, with a two (2) year follow-up period in which services shall continue to be provided to existing customers of the Hunts Point Works Project.

II. **SERVICES.**

Hunts Point Economic Development Corporation (“HPEDC”) shall perform the Services described below at and/or for the Hunts Point Works Project.

1. **Employment Services.** HPEDC shall perform the Employment Services described in Attachment 1 hereto (“Scope of Employment Services”).
2. **Marketing and Outreach Services / Marketing Materials.** HPEDC shall conduct marketing and outreach for the Hunts Point Works Project in the Hunts Point community.
3. **Customer Satisfaction.** HPEDC shall survey Hunts Point Works Project customers and businesses to measure customer and employer satisfaction with HPEDC, and shall address issues and problems disclosed in customer satisfaction surveys.
4. **No Fee for Services Except As Authorized.** HPEDC shall not have the right to charge any fee, require any other payment or purchase from any applicant or participant, or encourage or require the incurring of financial debt as a condition of eligibility for Employment Services.

III. **SERVICE DELIVERY.**

1. **General Principles.** HPEDC shall adhere to the following general principles.
 - (a) **Core / Intensive Services / Training Service Model.** The Employment Services shall be delivered according to the Core-Intensive Services-Training model, as more particularly described in the Scope of Employment Services and the Operating Plan.
 - (b) **First-Class and Customer-Friendly Services.** HPEDC shall perform and render the Services in a professional, first-class, customer-friendly manner at all times. HPEDC shall provide quality, timely and responsive customer service.
 - (c) **Accessibility of Services.** The Employment Services shall be provided in such a manner as to be accessible and available to a diverse range of job seekers, including, but not limited to professionals, persons with limited or no work experience,

persons with extensive or limited education, non and limited-English speakers, and the disabled.

(d) Customer Choice. The Employment Services shall be delivered in a manner that maximizes One-Stop System customer choice to the greatest extent possible.

(e) Collaboration and Cooperation / Leveraging of Resources. HPEDC shall collaborate and coordinate with New York City's One-Stop System as appropriate.

(f) Hours of Operation. The Hunts Point Works Project is anticipated to operate during some evening and/or weekend hours.

(g) Data Tracking and Reporting. HPEDC shall track data on the delivery of Employment Services and the achievement of Outcome Goals using the systems and procedures established by the Operator Consortium and DSBS and such other systems as may be appropriate.

(h) Customer Satisfaction. Measuring, achieving and improving customer satisfaction shall be a central goal of the Hunts Point Works Project.

(i) Flexibility. HPEDC's management and staffing plan shall be flexible to accommodate changes in the Operating Plan that are necessary or appropriate to improve service delivery and address changes in the Hunts Point Works Project.

(j) Continuous Improvement. Continuous improvement will be a key goal of the Hunts Point Works Project.

(k) Registration. All customers who are receiving Employment Services other than only self-assisted or informational services shall be registered promptly.

2. Operating Plan. HPEDC shall perform the Services substantially in accordance with the Operating Plan for the Hunts Point Works Project.

3. HPEDC Staff and Staff Training

(a) HPEDC shall provide a sufficient number of qualified staff to provide the Services. The staff shall have experience and training appropriate to their position and involvement in the performance and delivery of Services hereunder.

(b) DSBS shall have approval rights with respect to HPEDC's hiring of management staff.

(c) HPEDC shall conduct appropriate, on-going training and development for the Hunts Points Works Project staff, and shall cause its staff to participate in training in matters relevant to the performance of the Services.

IV. **SERVICE LEVELS AND OUTCOME GOALS**

1. Minimum Service Level. HPEDC shall register a minimum of 570 persons.

2. Outcome Goals.

(a) HPEDC shall conduct orientation for a minimum of 1000 persons.

(b) HPEDC shall achieve an aggregate Entered Employment Rate for Adults and Dislocated Workers of 59%.

V. **COMPENSATION – WIA Funding**

1. Amount. The maximum amount of WIA funding to be used to compensate HPEDC for all services rendered and costs incurred for the Hunts Points Works Project, including all costs of the Facility, shall be Seven Hundred Fifteen Thousand Dollars (\$715,000).

2. Manner of Compensation. HPEDC shall be paid on a 100% cost reimbursement basis.

VI. **FACILITY**

1. Facility Lease. HPEDC shall hold the lease for the Hunts Points Works Project site (the “Facility”)

2. Facility Operation. HPEDC shall be responsible for leasing, renovating, furnishing, equipping operating and maintaining the Facility.

ATTACHMENT 1
SCOPE OF EMPLOYMENT SERVICES

I. **UNREGISTERED AND REGISTERED CORE SERVICES**

Core Services shall be made available to all persons eligible to use WIA-funded services up to the maximum capacity of the Hunts Point Works Project to offer such services.

- A. Intake, including Core Service Eligibility Determination
- B. Orientation
- C. Initial Assessment
- D. Job Search and Placement Assistance
- E. Career Counseling.
- F. Workshops.
- G. Provision of Employment Statistics Information.
- H. Provision of Information about Supportive Services.
- I. Referrals to Other Employment, Training and Educational Services
- J. Follow-Up Services.
- K. Performance and Program Cost Information on Training Providers.
- L. Job Fairs and Job Screening
- M. Resource Area.

II. **INTENSIVE SERVICES (may also be provided as Registered Core)**

- A. Comprehensive Assessment
- B. Career Counseling and Individual Employment Plans.
- C. Staff Assisted Job Search and Placement Assistance
- D. Job Development.
- E. Supportive Services.
- F. Post-Exit Follow-Up Services.

III. **ACCESS TO INDIVIDUAL TRAINING ACCOUNTS AND TRAINING**

- A. Access to Training Information.
- B. Coordination of Funding Sources for Training
- C. ITA Program Assistance
- D. Follow-Up Services.
- E. NO DIRECT PROVISION OF TRAINING SERVICES.