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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 94 LCM-105

Date: August 31, 1994

Division: Office of Employment
Programs

TO: Local District Commissioners

SUBJECT: Funding for Nonprofit PWP Programs

ATTACHMENTS: I: Funding Requirements
(Available On-Line)

The New York State FY 1994-95 Budget makes available \$150,000 to social services districts (SSD) to provide up to 50% reimbursement to nonprofit agencies administering Public Works Project (PWP) programs for Home Relief recipients. The remaining program costs must be paid by the nonprofit agency through in-kind or other funding methods. SSDs, in conjunction with nonprofit agencies, may develop proposals to initiate or expand work experience slots. SSDs must submit proposals to Jack Ryan, Assistant Commissioner, New York State Department of Social Services, Floor 7B, Office of Employment Programs, 40 North Pearl Street, Albany, NY 12243. Proposals must be received by September 15, 1994.

Proposals must be developed using the criteria outlined in the attached "Nonprofit PWP Work Experience Funding Requirements". A minimum of 20% of the program participants must be placed into full-time unsubsidized employment. For those proposals receiving approval, SSDs must establish a contract with the nonprofit agency and will be responsible for submitting both statistical and financial reports on a quarterly basis.

If you have any question regarding this funding, please contact Russ Oliver (AV2030) at (518) 474-9286 or 1-800-342-3009, extension 4-9286.

Jack Ryan
Assistant Commissioner
Office of Employment Programs

NONPROFIT PWP WORK EXPERIENCE
FUNDING REQUIREMENTS

OBJECTIVE OF FUNDING

The FY 1994-95 New York State Budget makes available \$150,000 to social services districts (SSD's) to provide up to 50% reimbursement to nonprofit agencies administering Public Works Projects (PWP) programs for Home Relief (HR) recipients. The intent of this funding is to establish PWP slots which can be assessed by SSDs as one method of providing work experience for HR recipients. The funding is available to approved nonprofits for a one year period to help cover some initial start-up costs. Work experience slots developed must continue to be available to the SSD after the program has ended.

SSDs should submit proposals to this Department by September 15, 1994. The State funding provides reimbursement to SSDs to cover 50% of program costs, while the remaining costs are covered by the nonprofit agency. Nonprofit agency costs can be paid through in-kind costs or other funding methods dedicated to the operation of the program. Approved nonprofit agencies will be expected to place at least 20% of program participants into full-time unsubsidized employment.

Because the funding is limited, the Department will judge proposals based on the following information: the number of PWP slots developed, the cost of the proposal, and the number of full-time jobs projected to be obtained.

Each proposal sponsored by an SSD must contain the following information:

I. COVER LETTER

The social services district should forward the proposal to Jack Ryan, Assistant Commissioner, NYSDSS, Floor 7B, 40 North Pearl Street, Albany, NY 12203. The cover letter should be signed and clearly indicate the name of the nonprofit agency and a contact person for both the SSD and the nonprofit agency.

II. PURPOSE

The proposed program must be explained in this section indicating how it will benefit the HR recipient, the SSD and the nonprofit. At a minimum, the following information must be included in a proposal:

- | the number of work experience slots created
- | the number of referrals and the period of time required to fill the slots
- | the estimated length of stay in the program for participants
- | the type and location of work experience slots
- | procedures for referral and coordination between SSD and nonprofit
- | screening criteria for program participants
- | a description of how the nonprofit agency would work with participants to help them become job ready
- | a description of how the nonprofit agency will meet the mandated employment goal
- | a chronological breakdown of the proposed program

III. BACKGROUND

Each proposal should describe the mission of the nonprofit agency. This information should include the programs operated by the agency, the number of locations, the number of staff, etc.

IV. AGENCY RESOURCES

The section should describe the resources of each nonprofit agency which would enable them to implement and successfully operate the proposed program. Program successes should be included, along with information regarding the sale of products or services if applicable. This information should include a description of previous or current programs operated by the nonprofit agency which may be similar to the proposed program.

V. PROGRAM BUDGET

The program budget must include itemized unit costs in all categories of expenses for both the nonprofit agency and the SSD. Also, annual salaries, fringe benefit rates and percentage of time spent on the program for all personnel services costs must also be included. Each proposal must contain specific information regarding how non-personnel services are directly related to the operation of the project.

VI. REPORTING REQUIREMENTS

Quarterly reports regarding the progress of each participant must be provided. This information must include, if applicable: the number of participants enrolled; the number of participants that have completed training/program; the number terminated (failed to complete program); the number of entries to employment through self-placement (obtained employment); the number of entries to employment made by nonprofit agency; and the number of slots filled as of the report date. Cumulative information should be received for all but the last reporting requirement.

Questions regarding this funding should be directed to Russ Oliver (AV2030) (518) 474-9286 or 1-800-342-3009, extension 4-9286.