

## **RESTAURANT REVITALIZATION PROGRAM: A SUBSIDIZED WAGE PROGRAM FOR RESTAURANTS**

The NYC Human Resources Administration (HRA), in partnership with the Mayor’s Office for Economic Opportunity (NYC Opportunity) and the Mayor’s Fund to Advance New York City (Mayor’s Fund) invites restaurants to apply for funds to pay restaurant workers who have been unemployed or under-employed due to COVID-19. This is a short-term program for a select number of restaurants committed to supporting the economic wellbeing of their workers and to making their meals accessible to vulnerable community members, including those who are food insecure, essential workers, or others who are facing challenges in a time of need.

This program promotes multiple vital goals: retaining or restarting critical restaurant operation, employment and food production in New York City neighborhoods facing immediate need, supporting advancement of the next phase of the City’s emergency food access and security [plan](#), and advancing equity as part of the city’s economic recovery.

The total funding available to restaurants via this solicitation will be \$2,000,000 and the program expects to fund restaurants with wage supports of up to \$30,000 each.

New York City has a comprehensive food security plan underway, and is continuing to develop initiatives to support the restaurant industry and other sectors affected by COVID-19. There is currently an active [RFP for businesses](#) (and [FAQ](#)) seeking to join the City’s efforts, as well as an [RFI for non-profits](#), and all interested restaurants are urged to review the requirements. This opportunity allows for partnerships between non-profits and restaurants to serve local communities together by bringing their skill sets together and to reinforce a local network of food provision. Restaurants selected for participation in the Restaurant Revitalization program also will receive information about additional future funding opportunities.

Restaurants participating will be provided with City food standards and operational guidance that allows restaurants to understand the onramp to the City emergency food response.

### **I. Program Overview**

- The program will directly provide wage reimbursements to restaurants to retain their existing employees or other food service employees who have lost employment due to COVID-19.
- Restaurants may apply for a maximum of \$30,000, to be applied to salaries over a *minimum* six-week period. Restaurants will have flexibility in the number of employees (minimum of 5) and hours proposed as part of the program.
- Employers must pay the wages upfront and submit documentation for reimbursement from HRA. HRA will provide an advance payment of 25% of the total funding awarded.

### **II. Applicant Eligibility and Selection Criteria**

Because funds for this short-term emergency wage subsidy program are limited, preference will be given to restaurants which commit to “high road” employer practices that promote livable wages, greater race

**High road employment** refers to practices in which employers voluntarily commit to higher than legally required standards with respect to wages, racial and gender equity, and other core conditions of work. These commitments to high road standards can improve job quality for workers while being constructive for the business model through higher worker productivity, lower employee turnover and increased profits.

and gender equity in recruitment, hiring, promotion, training and evaluation practices, and other worker-friendly conditions, and that are able to serve fellow New Yorkers in need.

While economic conditions are uncertain for the foreseeable future, this relief program is intended for restaurants which plan to pay at least the full minimum wage, not inclusive of tips, to all workers within 5 years of returning to regular business practices. Restaurants will be eligible only if they commit to paying full minimum wage (with tips on top) after a return to standard restaurant operations. Restaurants will be required to report annually on wage increases. Failure to report or a report that shows non-compliance without good cause may impact future eligibility for additional funding from this program.

Additional preference will be given to restaurants for each of the following commitments (Please see pg. 8, *V. Application Scoring* for more information on scoring criteria):

- *Employment practices*: Demonstrating a commitment to increase equity in the restaurant's hiring, training and promotion practices for management and staff; training on workers' rights under law; or other high-road employment practices that they identify. Restaurants receiving support from One Fair Wage (See III. Additional Private Funding Opportunity for more information) will receive full points for this commitment.
- *Accessible meals*: Indicating that the restaurant will make meals available for free to fellow New Yorkers affected by COVID-19, with a particular focus on making meals accessible to essential workers and low-income residents in their communities. This could include, for example, providing food to low-wage essential workers such as home health aides, grocery store workers and other essential workers, meal deliveries to seniors or individuals at increased medical risk or homebound.
- *Location in high need communities*: Restaurants located in the City's Racial Inclusion and Equity Task Force target neighborhoods<sup>1</sup> will be prioritized.
- *Local/regional produce & goods*: Demonstrating a commitment to use local/regional produce and goods that can support the regional system's need.

### **III. Additional Private Funding Opportunity**

- **Partnership with One Fair Wage.** New York City is collaborating with the High Road Kitchens program of [One Fair Wage](#). One Fair Wage is offering flexible funding that can be used for food, safety supplies or other needs for restaurants that commit to One Fair Wage's employment principles. A pool of up to \$1 million in private funding in total is available via One Fair Wage. Restaurants that receive support from One Fair Wage will be deemed eligible with preference to receive support for subsidized wages from this Restaurant Revitalization program. For

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<sup>1</sup>27 Target neighborhoods (CDs) include the following: Bronx (CD1, 2, 3, 4, 5, 6, 8, 9: Van Cortlandt Park, Jerome Park, Soundview, Soundview Bruckner, Mott Haven, Melore, Longwood, Hunts Point, Highbridge, East Tremont, Morris Heights, Morrisania, Crotona), Brooklyn (CD3, 4, 5, 7, 13, 16, 17, 18: Brighton Beach, Brownsville, East New York, Starrett City, Sunset Park, Canarsie, Bushwick, Bedford-Stuyvesant, East Flatbush), Manhattan (CD3, 9, 10, 11, 12: Washington Heights, Inwood, Hamilton Heights, Morningside Heights, Lower East Side, Chinatown, East Harlem, Central Harlem), Queens (CD1, 4, 8, 12, 14: Corona, Briarwood, Jamaica, Rockaway, Queensbridge), Staten Island (CD1: Stapleton, St. George)

more information about One Fair Wage and to apply to their program, please visit: <https://highroadkitchens.com/>.

**IV. Program Structure:**

- **Eligible Employees for Wage Subsidy:** Participating restaurants will be responsible for identifying current or new employees to be supported through this program. Restaurants must submit IRS I-9 forms for each employee.
- **Funding Period and Length:** Applicants should propose an expected start and end date for the subsidized employment period. Employment period must be a minimum of 6 weeks, but can be as long as 12 weeks. Applicants have flexibility to propose the number of employees (minimum of 5 employees) and number of hours to be subsidized.
- **Employee Wages:** Employees will be placed on the payroll of the restaurant and be paid \$20.00 per hour plus up to 25% associated legally mandated fringe for the period of participation in the program. These wages and fringe are then reimbursed by the City. The wage above \$20 an hour for any employee will be covered by the restaurant. Restaurants should ensure unemployment insurance, workers' compensation, and any other obligations as determined by law are in place for employees. (Following the completion of their participation in the program, restaurants will no longer be required to pay \$20 per hour, but are expected to adhere to the commitment described above to raise wages to full minimum wage with tips on top over time.)
- **Meal Preparation:** Employees subsidized through the program would prepare meals for regular customers and free meals that may be provided to fellow New Yorkers affected by COVID-19. Applicants should agree to serve a minimum of 500 free meals with preference given to restaurants that propose to go above this. These meals could include culturally sensitive meals and ethnic foods.
- **Covid-Related Safety Precautions:** Restaurants must comply with any state/city guidelines regarding COVID related safety precautions including but not limited to providing masks and other related personal protective equipment to workers, and practicing social distancing as feasible.
- **Reporting:** Restaurants will be responsible for the following:
  - Obtaining and storing IRS I-9 Form and two forms of ID required for I-9 (where applicable) in compliance with DOL and other applicable laws.
  - Actively updating and managing hire sheets and providing proof of payroll documents and invoices to HRA for reimbursement.
  - During the wage subsidy program: Submitting progress update in week 2 of the program and end of program data and narrative reports. The progress update will be a brief writeup of hiring and meal provision activities. Data reports will include indicators such as: numbers of workers participating, demographics of participants, number of meals provided for free, etc. The narrative report at the end of the program would detail activities and accomplishments during the program.

- After the wage subsidy report: Restaurants will provide a brief one-page update annually for the next two years updating on the status of their changes to employee wages and other practices committed to in this application.

**V. Major Program Implementation Steps and Documentation**

Task	Documents Needed
Applicant submits application to HRA electronically. (Application questions are below from pg. 5)	<ul style="list-style-type: none"> <li>● Application</li> </ul>
Once selected*, restaurant: <ul style="list-style-type: none"> <li>● Signs an Agreement with HRA</li> <li>● Enrolls in City Payee Portal**</li> </ul>	<ul style="list-style-type: none"> <li>● Agreement with HRA</li> <li>● W9 (through Payee Information Portal)</li> <li>● Other program management documents as needed</li> </ul> <p><i>HRA will send a detailed program onboarding manual to selected restaurants</i></p>
Restaurant recruits/identifies employees for restaurant operations	<ul style="list-style-type: none"> <li>● Hire Sheet</li> <li>● IRS I-9 Form for each employee</li> <li>● Copies of employee ID</li> </ul>
Restaurant pays employee wages for hours worked	<ul style="list-style-type: none"> <li>● Timesheets, payroll documents</li> </ul>
Restaurant submits invoices regularly for wages paid, as required by HRA for reimbursement.	<ul style="list-style-type: none"> <li>● Invoices</li> <li>● Payroll documents</li> </ul>
Program spending end and restaurant submits data report and close-out report to HRA within six weeks of the close-out of their program)	<ul style="list-style-type: none"> <li>● Final invoices</li> <li>● Data Report</li> <li>● Close-out Report</li> </ul>

\* Upon submission, HRA will confirm receipt of your application. After the WPP Review Committee has reviewed, a representative may followup with questions regarding your application. Applicants will be informed of a final decision starting the week of June 22, 2020. Please note that a final decision may take longer depending on the follow-up required.

\*\* Enrollment through the Payee Information Portal typically takes up to 10 days

**RESTAURANT REVITALIZATION PROGRAM RESTAURANT APPLICATION**

**The application must be completed in the google form at the following link. The questions are copied below for informational purposes only.**

**Link: <https://bit.ly/RestaurantRevitalizationProgram>**

**Part I: Applicant Information**

1. Business Name:
2. DBA (“Doing Business As”) Name (if applicable):
3. Business Address:  
Address:  
Address 2:  
City/Town:  
State:  
Zip/Postal Code:
4. Please provide a brief general overview of your business (e.g. how long you have been in business and the type of cuisine you serve).
5. ‘Is your business one of the following? (please select \* all that apply)
  - Registered MWBE business with the City of New York
  - Minority Owned
  - Veteran Owned
  - Woman Owned
6. Contact information for point person on this Application  
Full Name:  
Role in the restaurant:  
Email:  
Phone #:
7. Federal Employer Identification Number/EIN #:
8. Total Number of full-time and part-time employees (during regular business in February 2020):
9. Total Number of full-time and part-time employees (currently):
10. Estimated % revenue decrease to your restaurant as a result of COVID-19.
11. Are there additional COVID-19 relief funding (grants, loans) that you are receiving through the federal/state/local government? If so, please include funding sources.

12. Please indicate Y/N to the following ? If so, please describe.
- My business has all necessary permits/licenses to operate in NYC **Y/N** (If no, please describe)
  - My business has outstanding fines or violations (relating to labor law violations, food safety inspections, etc.) with the City **Y/N** (If yes, please describe)
  - There has been a complaint filed with EEOC against my business **Y/N** (If yes, please describe)
  - I have a pending lawsuit **Y/N** (If yes, please describe)
13. Please provide information about your Workers' Compensation and Disability Policies:
- My company has a workers comp policy in effect. Y/N  
Co. \_\_\_\_\_ Policy # \_\_\_\_\_
  - My company has a disability policy in effect. Y/N  
Co. \_\_\_\_\_ Policy # \_\_\_\_\_

## II. Wage Subsidy Program Description

Please describe the subsidized jobs program and new or existing employees anticipated to be paid through this program. Responses must include all the information under each section.

1. Proposed program start/end date:
2. Briefly describe how your restaurant is currently operating (changes due to COVID-19) and how the subsidized wages will support and benefit your business.
3. Provide information on the employees you plan to retain or hire under this program. Please list the number (minimum of 5) of employees by title who receive a subsidized wage, and describe how many are retained existing staff or newly hired.
4. How many meals do you expect to serve per day at your restaurant.
5. As part of this program, does your restaurant plan to make a portion of meals available for free to fellow New Yorkers affected by COVID-19?  
Yes/No (rest of questions below required if yes)
  - a. Approximately how many meals per day?
  - b. To what populations?
  - c. How would the meals be provided? (Home delivery? Pick up from restaurant? Bring to another location such as a hospital?)
  - d. Do you have any existing partnerships with nonprofits, hospitals, or other organizations that you expect to have in place to provide meals to those in need? Would the meals described above be a continuation of an existing partnership or a new partnership?

- e. If you do not have existing partnerships to support meal distribution to groups in need, are you open to working with the City to be matched to local groups?
- 6. Is your restaurant willing to commit to paying full minimum wage (with tips on top) to all employees within 5 years of returning to standard restaurant operations? Please indicate if you are willing to commit to paying according to this wage schedule and report to the City on progress. Please provide details on how you plan to achieve this goal.
- 7. Please describe other high-road employment practices you commit to during or soon after this funding is over. Preference will be given to applicants demonstrating a commitment to increase equity in their hiring, training and promotion practices for management and staff; training on workers' rights under law; or other high-road employment practices that you identify. Please indicate if/how you are able to demonstrate such commitment and note if you are already implementing any practices in your business.
- 8. (Optional) Please indicate if you are currently or are planning to partner with the [High Road Kitchens program](#) of [One Fair Wage](#). One Fair Wage is offering funding for food, ingredients and supplies for restaurants that commit to One Fair Wage's employment principles. Restaurants that receive support from One Fair Wage will be deemed eligible with preference to receive support for subsidized wages from this Restaurant Revitalization program.

Currently receive support from One Fair Wage  
 Application to One Fair Wage is pending  
 Do not plan to apply for support from One Fair Wage

- 9. Are you willing and able to provide appropriate reporting during the wage subsidy program (progress update in week 2 of the program and end of program data and narrative reports)? Y/N/Other (include explanation)

**III. Budget**

Please complete the relevant budget table and fringe rate table for your program. (The estimated hours per week and number of weeks employed can be an average across the employees as there is flexibility in the number of hours and weeks that each employee can work depending on individual circumstances).

Proposed Budget - Restaurant Revitalization Program	#
Number of Employees	
Hourly Wage Rate (subsidized by program) *The wage above \$20 an hour for any employee will be covered by the restaurant	\$20
Estimated Hours per Week	

(per participant)	
Estimated Weeks	
Wage Subtotal (employees x hourly wage x hours per week x weeks)	
**Fringe of ____ % (up to 25%) (Including Social Security, Medicare, Metropolitan Commuter Transportation Mobility Tax, State Unemployment Tax, Workers' Compensation, Disability)	
<b>Budget Total</b>	

\*\* Applicants will be required to show documents verifying fringe rate as proposed above upon selection.

If you plan to support employees with varying titles and wages, please include the number of employees per title and associated wages.

**IV. Selection Criteria**

HRA will select service restaurants based on the criteria listed in section V (Application Scoring) below. Preference will be given to applicants whose proposals are determined to be the most advantageous to the City, taking into consideration commitment to high road employment practices, number of free meals served to fellow New Yorkers, geography as well as such other factors or criteria that are set forth in this application.

HRA may negotiate the details of the proposed award, including the number of employees, duration, and costs with the restaurant.

If your restaurant is selected for the program, additional details on program operations will be provided via a virtual orientation and a program onboarding manual.

**V. Application Scoring**

Criteria	Score
Commitment to raising wages to \$15/hour minimum wage for all workers	<b>Requirement</b>
Commitment to high road employment practices <i>*Restaurants receiving support from One Fair Wage will receive full points for this commitment.</i>	30
Commitment to providing meals that will be free for essential and low-income local residents (community benefit). Applicants should agree to serve a minimum of 500 free meals, with preference given to restaurants	30



that propose to go above this.	
Location in high need communities <i>* Restaurants located in the City's Racial Inclusion and Equity Task Force target neighborhoods<sup>2</sup> will be prioritized</i>	20
Restaurant need and capacity to participate in program <i>* Restaurant with outstanding fines/violations or pending lawsuits will be considered on a case by case basis</i> <i>* Restaurants must have necessary permits, licences, Workers' Compensation and Disability insurance in place to be eligible</i>	7.5
M/WBE or veteran owned	5
Demonstrates commitment to use local/regional produce and goods	2.5
Budget	5
<b>Total</b>	<b>100</b>

## VI. Application Submission and Award Timeline

The first round of applications are due June 19, 2020, with first awards to be announced starting the week of June 22, 2020. Applications will continue to be approved after the first round on a rolling basis, pending availability of funds. Submission of a complete application and prompt responses to clarifying questions are necessary for award. Delays in submitting all required information can result in a longer timeframe between application and a decision on your award.

The application form will be updated to note once all funds have been distributed.

The application must be completed in the google form at the following link:

<http://bit.ly/RestaurantRevitalizationProgram>

Please send any questions you have to [WPPADMIN@hra.nyc.gov](mailto:WPPADMIN@hra.nyc.gov). Responses will be provided within two business days. Responses to all questions will be made available [here](#) on a regular basis. All interested applicants are encouraged to review the FAQ and questions and answers prior to submitting the application.

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