

As the authorized representative of _____ ("Worksite"), located at _____ (Address); I hereby certify that the Worksite is and shall remain in compliance with all applicable provisions of the Federal Government, New York State ("State") Labor Law, and The City of New York ("City") Department of Youth & Community Development ("DYCD") and shall implement the program as described in the Worksite Application and the Worksite Handbook for the Summer Youth Employment Program ("Program").

If selected to be a Worksite, I certify that:

1. The Worksite will fully provide the activity described in the Worksite Application and will provide supervision in the appropriate ratio to all Participants assigned to this Worksite at all times. Further, the Worksite will account for and certify Participants' time and attendance and will ensure that the hours reported reflect the actual hours worked.
2. The Worksite shall comply with all administrative requirements of the Program, as explained by the DYCD-contracted Provider ("Provider") and outlined in the Worksite Handbook, except where City Council's applicable onboarding procedures differ.
3. The buildings, surroundings, and conditions at the location where Participants are to be assigned in-person (whether full-time or hybrid) are in compliance with all applicable Federal, State, and local laws, codes, and standards set forth by DYCD in the Worksite Handbook.
4. The Worksite certifies that it is in compliance with and shall remain in compliance with all regulations concerning prohibited activities of the New York State Department of Labor ("DOL") Rules and Regulations as published by the DOL.
5. The Worksite agrees and assents to be visited, upon prior notice and during normal business hours of the Worksite, by DYCD, the Provider, the DOL, and any other City, State or Federal agencies for the purpose of monitoring the Program, and the Worksite will provide each monitoring agency with information pertinent to participation in the Program. If applicable, the Worksite may require visiting personnel to execute a non-disclosure agreement acceptable to both parties prior to entering the Worksite.
6. I understand that, if the Worksite is found in violation of the DYCD policies and procedures as stated in the Worksite Handbook and/or any other City, State or Federal requirements, DYCD reserves the right to unilaterally terminate the Worksite's participation as a Worksite.
7. Each individual listed as a supervisor in the Worksite Application will attend training provided by the Provider and/or DYCD and failure to attend will result in revocation of this

Worksite Application and/or untrained supervisor(s) not being permitted to supervise Participants.

8. Staff with child abuse, person with special needs abuse, or sexual abuse convictions are prohibited from working with Participants. The Worksite will report any arrest or criminal conviction of any staff member who is working with Participants to the Provider as soon as possible.
9. I further certify that, consistent with City Council's onboarding procedures, none of the officers, directors, or managing personnel of the Worksite have been convicted of defrauding the City/State/Federal government or of obstructing an investigation with respect to such fraud during the past three years.
10. The Worksite will immediately report to the Provider all incidents involving Participants which potentially impact the health, safety, and/or wellbeing of an individual, property, or operation of the Program, or which stem from or are related to the Program, in accordance with DYCD's Incident Reporting policy.
11. The Worksite will comply with all required worksite postings per Federal, State, and local law (including but not limited to: Permitted Work Hours for Minors; Discrimination and Equal Pay; Sexual Harassment Postings; and Worksite Certificate of Approval).
12. The Worksite has and shall make available for review by DYCD, the DOL, and any other local, State, or Federal monitoring agencies, Certificates of Incorporation, Health Inspection Certificates, required operating licenses and permits, and any other documentation pertaining to its status and compliance with applicable laws.
13. The Worksite understands that the signing of this agreement in no way guarantees that a Participant will be assigned to the Worksite.
14. The Worksite understands that no payment will be made to the Worksite by DYCD, the Provider, or any Participant, in conjunction with the placement of a Participant at the Worksite or any of the requirements imposed above.
15. Worksite agrees that it shall comply with any applicable DYCD, City, State, or Federal public health emergency regulations that may be in effect.
16. The Worksite acknowledges that DYCD may use the Worksite's name in connection with DYCD, SYEP, and Ladders for Leaders promotional, marketing, and advertising purposes.

Please note that this is a summary of your requirements as a Worksite in the Program. To review complete details of your responsibilities, please refer to the Worksite Handbook or contact your Provider with questions.

I agree to the above conditions and specifications of this “Worksite Assurances and Certifications Agreement” to provide the services in connection with the statements above and in conjunction with the Worksite Handbook.

Worksite Representative:

Name (Print):

Title:

Signature:

Date:

Provider Representative:

Name (Print):

Title:

Signature:

Date: