



FIRST SOURCE LINKAGE PROGRAM – 2019 TOWNSHIP OF IRVINGTON

Kindly complete the herein report and return to:

**Garvin Cadet
Project Specialist**

**DEPARTMENT OF ECONOMIC DEVELOPMENT AND GRANTS OVERSIGHT
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WHAT IS THE FIRST SOURCE EMPLOYMENT LINKAGE PROGRAM?

The First Source Employment Linkage Program “FSELP” was enacted by the Township of Irvington Administration and Municipal Council to facilitate and encourage private sector employment opportunities to qualified unemployed, underemployed and/or socio-economically challenged Irvington residents by requiring that the Business Recipient of any Economic Benefit execute a First Source Agreement to make a good faith effort to hire qualified Irvington residents.

WHAT PROJECTS QUALIFY FOR MANDATORY PARTICIPATION IN THE PROGRAM?

A qualifying project is any of the following economic benefits approved by the Municipal Council for a recipient:

- A. Approval for any commercial development projects in excess of 250,000.00;
- B. Approval of all multifamily residential development projects with 25 units or more;
- C. Township issued public works contracts in excess of 250,000.00;
- D. Township contracts for goods and services in excess of \$100,000.00;
- E. Loans issued by Township Departments in excess of \$100,000.00;
- F. Any federal, state, county or municipal grant or loan of \$100,000.00;
- G. Township owned property or In Rem tax lien which is conveyed at a private sale for no or nominal consideration, which has an actual fair market value of \$100,000 or more; and/or
- H. A tax abatement or exemption for a property which reduces the cumulative amount of taxes otherwise due by \$100,000 or more.

HOW DOES IT WORK?

Binding Agreement.

Any recipient of an economic benefit shall enter into a binding agreement with the Township wherein the recipient agrees to make a good faith effort to hire qualified individuals who reside in the Township of Irvington.

Before executing a Contract or receiving an Economic Benefit, the Recipient shall provide a list of anticipated employment opportunities that the Recipient, Contractor, and its Subcontractors estimate they will need to fill in order to perform the services under the Contract. The list shall include:

- (1) The number of anticipated employment opportunities throughout the term of the Contract;
- (2) The job title and description of each anticipated employment opportunity; and
- (3) The basic qualifications necessary for each anticipated employment opportunity.

HOW DOES IT WORK? *Continued.*

Pre-Hiring Notification and Exclusivity Period:

At least fifteen (15) days prior to advertising for any employees outside of the First Source Program, the Recipient shall submit to the Department of Economic Development and Grants Oversight (DEDGO) a written Pre-Hiring Notice of the qualifications of the prospective employees needed for any long term job, as well as a description of the job to be filled. This description shall include work hours, wage scale, benefit, and hiring schedule of the positions. This will enable the DEDGO to refer qualified applicant to the recipient. During this period, the Recipient may notify the DEDGO when such positions become available so that the DEDGO can notify the community that such opportunity exist.

The Recipient shall interview any applicants referred to it by the DEDGO and provide proof of said interview, the hiring determination after the review and the review reason for the final determination, if a hire is not made.

ENFORCEMENT AND PENALTIES

A. Enforcement

Upon a determination by the DEDGO that an Employer has failed to comply with terms of This Agreement, the DEDGO may recommend the following penalties to the Township based on the severity of the non-compliance:

1. The termination of the Financial Agreement;
2. The denial of application for any future economic benefits for a fixed period of time; or
3. That penalties be assessed as detailed below.

B. Penalties

If the Employer fails to comply with the Good Faith Effort requirements of this Agreement, the Township shall be entitled to liquidate damages in the amount of \$5,000.00 for every worker hired where the Employer failed to make such Good Faith Effort.

First Source Linkage Program
Registration Form

Application # _____

EMPLOYEE INFORMATION

Employee Name:	Date:
Address:	
Email:	Phone Number:
How did you hear about this opening?	

POTENTIAL EMPLOYER INFORMATION

Employer:	
Contact Name:	
Email:	Phone Number:
List all Open Positions?	
Key Qualifications For Open Position?	

OFFICIAL USE ONLY

Hired? <input type="checkbox"/> Yes <input type="checkbox"/> No	Interviewed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Hired:	Title:
Salary: \$	Hours:
If not hired, explain:	