



STATE OF NEW YORK
EXECUTIVE CHAMBER
ALBANY 12224

DAVID A. PATERSON
GOVERNOR

TO: New York State Agencies that Administer ARRA Funds

FROM: Governor David A. Paterson *David A. Paterson*

RE: Rider for all Stimulus Contracts

DATE: May 27, 2009

All contracts that are let using American Recovery and Reinvestment Act funds must include the enclosed rider. The rider mandates that every firm that the state hires with ARRA funds is responsible for posting all related jobs through the Department of Labor. The Department of Labor's Job Exchange is a free service that allows public access. There are four ways that an employer can post jobs on the Exchange website. Instructions are listed below.

Agencies will need to complete part two of the rider to include additional reporting requirements. Reporting requirements are required by the ARRA bill, congressional committees, and there may be additional requirements that are needed by your agency. It is essential that your agency has the ability to track every dollar that is spent and to track the progress of each project that is funded with stimulus dollars.

Lastly, each vendor needs to identify in the signed contract the sources of their funds. The rider requires that the vendor specifies the dollar amounts that are from the State General Fund, Federal Fund Dollars, ARRA Stimulus Dollars and other fund sources.

Posting Job Listings on the New York State Job Exchange

Option 1:

The **preferred** approach is for the company to initially register through the New York State Department of Labor's Job Exchange <http://www.labor.state.ny.us> website for an employer account. This service allows the employer to directly manage their job orders status throughout the recruitment process. Approval for access is received within 3 business days which allows the employer to then list their job orders. The job orders are open to the public on this website and the job orders also roll over into the Department of Labor's One Stop Operating System (OSOS) for local One-Stop service.

Option 2:

The employer can complete a job order form and fax it to either of the following as appropriate. For jobs that are located in New York City the employer can use the NYC Fast Fax form http://www.labor.state.ny.us/formsdocs/does/ES515_584.pdf and fax it to (718) 780-9458. Regarding jobs that are located outside of New York City, the employer can use the NYS Fast Fax Form <http://www.labor.state.ny.us/formsdocs/does/es515.pdf> and fax to (518) 485-1333.

Option 3:

The employer can e-mail specifics of their job orders by using a fillable NYS Job Order Form <http://www.labor.state.ny.us/businessservices/PDFs/FastFax%20Electronic.rtf>. If the jobs are located in New York City, the employer would send the completed form to DoES_LO584@labor.state.ny.us address. If the jobs are located outside of New York City the employer would send the completed form to the nysjobbank.does@labor.state.ny.us address.

Option 4:

The employer can speak with a representative concerning the placement of a job order. If the jobs are located in New York City, the employer should call (718) 780-9499. If the jobs are located outside of New York City the employer should call 1-888-4-NYSDOL.

[Attachment]

RIDER A

American Recovery & Reinvestment Act of 2009, Vendor Obligations

1. Since this agreement contains ARRA stimulus funds, the vendor will post any jobs that is creates or seeks to fill as a result of the stimulus funding. Vendors will post through the New York State Department of Labor (<http://labor.state.ny.us>, notwithstanding any other posting they might make. Any advertisements posted by the vendor for positions pursuant to this contract must indicate that the position is funded with stimulus funds. The department may waive the requirements of this section at its discretion.

2. The vendor will maintain detailed records of their expenditure of 2009 Stimulus Funds in connection with this agreement and submit as reports as requested by the State of New York. The State of New York as the recipient of funds under the ARRA is subject to quarterly reporting requirements and oversight by federal agency inspectors. Additional reports may be required under this agreement.
 - a. Optional reports may be requested at the department’s discretion including:
 - i.
 - ii.
 - iii.

3. The vendor is also responsible for holding all sub grantees to the above reporting requirements.

4. Agreement Funding

a. State General Fund Dollars	
b. Federal Fund Dollars	
c. ARRA Stimulus Dollars	
d. Other Fund Dollars	
Agreement Total	