

Summer Youth Employment Program Pre-Proposal - Afternoon
November 19, 2018

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NEW YORK CITY
DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT
SUMMER YOUTH EMPLOYMENT PROGRAM RFPs:
SCHOOL-BASED EPIN 26019I0004
COMMUNITY-BASED EPIN 26019I0005
SPECIAL INITIATIVES EPIN 26019I0006
PRE-PROPOSAL CONFERENCE

November 19, 2018

2:12 p.m.

TRANSCRIPT OF PROCEEDINGS

Transcribed by:

Kristina Trnka

Summer Youth Employment Program Pre-Proposal - Afternoon
November 19, 2018

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A P P E A R A N C E S :

SHEANN WILSON

CHRISTOPHER LEWIS

ANDRE WHITE

ROBERT FRENZEL-BERRA

MICHAEL HICKEY

DANA CANTELM

Summer Youth Employment Program Pre-Proposal - Afternoon
November 19, 2018

3

1 Proceedings

2 MS. WILSON: Good afternoon.

3 On behalf of Commissioner Bill
4 Chong, I would like to welcome you to the
5 Department of Youth and Community
6 Development Pre-Proposal Conference for
7 Summer Youth Employment Program.

8 My name is SheAnn Wilson,
9 Assistant Deputy Agency Chief Contracting
10 Officer here at DYCD. Before we begin I
11 would like to ask you to please silence
12 all cell phones and electronic devices.

13 Today's agenda, welcome and panel
14 introduction; RFP timeline; proposal
15 expectations and instructions;
16 pre-qualification and proposal submission;
17 SYEP RFP overview; post award
18 requirements; and question and answer
19 session.

20 Now I would like to take a moment
21 to introduce our panel. We have
22 Christopher Lewis, the director of SYEP;
23 we have Andre White, the associate
24 commissioner of youth workforce
25 development, he will be here to answer

Proceedings

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2 questions you have; Robert Frenzel-Berra,
3 director of research and program
4 development, also available to answer
5 questions; Dana Cantelmi, our agency chief
6 contracting officer here at DYCD, she'll
7 also be available to answer questions;
8 Mike Hickey, he is here from the
9 Department of Education, he will also be
10 able to answer questions.

11 Thank you again for joining us
12 today. Before I turn this conference over
13 to the penal I would like to go over some
14 important dates and general information.

15 DYCD's mission and vision --
16 Mission, the New York City Department of
17 Youth and Community Development invests in
18 a network of community-based organizations
19 and programs to alleviate the effects of
20 poverty and provide opportunities for New
21 Yorkers and communities to flourish.

22 Vision, DYCD strives to improve
23 the quality of life of New Yorkers by
24 collaborating with local organizations and
25 investing in the talents and assets of

Summer Youth Employment Program Pre-Proposal - Afternoon
November 19, 2018

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1 Proceedings

2 communities to help them, develop, grow,
3 and thrive.

4 The timeline, proposal due date --
5 the due date for the Community-Based SYEP
6 RFP: 26019I0005 is December 10, 2018,
7 2:00 p.m. in the HHS Accelerator System.
8 Anticipated contact term: Service Option
9 1 (Younger Youth) and Service Option 2
10 (Older Youth) is March 1, 2019 to
11 February 28, 2022, with option to renew
12 for an additional three years. Service
13 Option 3 (Ladders for Leaders) is
14 November 1, 2019 to October 31, 2021 with
15 an option to renew for an additional
16 four years.

17 The due date for the Special
18 Initiatives SYEP RFP: 26019I0006 is
19 December 10, 2018 at 2:00 p.m. in the HHS
20 Accelerator System. Anticipated contract
21 term for all service options is
22 March 1, 2019 to February 28, 2022, with
23 option to renew for an additional three
24 years.

25 The due date for School-Based SYEP

**Summer Youth Employment Program Pre-Proposal - Afternoon
November 19, 2018**

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RFP: 26019I0004 is December 17, 2018 at 2:00 p.m. in the HHS Accelerator System. Anticipated contract term is March 1, 2019 to February 28, 2022, with option to renew for an additional three years.

Please note, DYCD will not be accepting any hard copies of proposals. In order to respond to this RFP you must be pre-qualified in the HHS Accelerator System. Again, in order to respond to this RFP you must be pre-qualified in the HHS Accelerator System.

Proposing in HHS Accelerator. The HHS Accelerator system was launched to simplify and improve the competitive contract process for health and human service providers. Agencies publish all requests for proposals (RFP) documents in the HHS Accelerator System. Pre-qualified providers approved for relevant services are eligible to propose and can submit proposals after RFPs are released.

Providers must submit proposals through the HHS Accelerator System by the

Summer Youth Employment Program Pre-Proposal - Afternoon
November 19, 2018

7

1 Proceedings

2 proposal due date and time (2:00 p.m.).

3 If you need further help with this you can
4 contact MOCS at help@MOCS.NYC.gov.

5 If you have questions after this
6 pre-proposal conference, you may email
7 DYCD at RFPquestions@dycd.nyc.gov. Please
8 note, in order to assure timely responses
9 all questions must be received no later
10 than December 3, 2018. Awards are
11 anticipated to be announced early winter
12 of 2019.

13 I would like to now turn this
14 conference over to our panel. I ask that
15 you please hold any questions until the
16 end of the panel's presentation. Thank
17 you.

18 MR. LEWIS: Good afternoon,
19 everyone.

20 ALL: Good afternoon.

21 MR. LEWIS: My name is Chris
22 Lewis. I'm the director of the Summer
23 Youth Employment Program here at DYCD.

24 I just want to take some time to
25 give an overview of our SYEP RFPs and what

1 Proceedings

2 the goal and mission is of new
3 procurement.

4 As some of you may know, the goal
5 of the summer youth employment program is
6 to provide young people with an
7 introduction to or prepare them for the
8 world of work, to provide them with income
9 to help with -- to help their families and
10 households in need, and also to provide
11 young people with the foundational skills
12 necessary to be able to achieve and
13 succeed in future endeavors in terms of
14 employment.

15 With this new RFP what we wanted
16 to accomplish was -- take this as an
17 opportunity to reenvision how the services
18 are being delivered and how we identify
19 young people that may have -- that may be
20 in certain populations of a particular
21 need and direct our resources to them in a
22 more intentional way.

23 The methodology we used in which
24 to do so was create what used to be a
25 single procurement and competition into

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2 three separate options as listed here:

3 Our school-based SYEP option, our
4 community-based SYEP option, and our
5 special initiatives. I'll break down what
6 our intentions are for each of these
7 options.

8 For our school-based SYEP program
9 what we are looking to do here is provide
10 a more intentionalized [sic] connection
11 with young people from select DOE schools.
12 There are 64 total school that are
13 eligible to participate in the
14 school-based SYEP cohort. These 64
15 schools are divided amongst 49 separate
16 school sites. That's 39 individual
17 schools and 10 campus sites. The option
18 here is for young people who are students
19 at these schools to have an opportunity to
20 take place in SYEP outside of the lottery
21 system and get a direct opportunity to be
22 recruited and take part in SYEP. Also,
23 these young people receive work readiness
24 training throughout the school year
25 utilizing the resources of the schools

1 Proceedings

2 that are partnering with your provider
3 organizations and that delivery is
4 enhanced beyond the traditional SYEP for 8
5 hours for younger and older youth to 10
6 and 15 for 14 to 15 year olds and 16 to 21
7 years in the school-based SYEP.

8 Our second competition is the
9 community-based SYEP. That included three
10 service options: Younger youth, older
11 youth, and Ladders For Leaders. This
12 competition -- this RFP very closely
13 models or is similar to our previous
14 procurement in terms of design. However,
15 there is a key distinction in how services
16 are delivered to 14 to 15 year olds, which
17 I'll get into in the next slide.

18 Sorry. Going back to the
19 school-based RFP, provider organizations
20 would receive \$800 per youth served in
21 this option.

22 For our community-based SYEP
23 providers are receiving an increased
24 contract fee of price per participant of
25 \$600 for younger youth participants and

1 Proceedings

2 \$450 for older youth. The idea here is
3 that younger youth in these service
4 models, and across all of SYEP, would be
5 taking part in project-based learning
6 experiences where they are working closely
7 with your provider organization on service
8 projects. To help young people in terms
9 of being more engaged civically and
10 community service projects while also
11 taking this as an opportunity to help get
12 them prepared and deliver foundational
13 work readiness skills. And our older
14 youth cohort, which is now from 16 to 21,
15 as opposed to 16 to 24, providers will now
16 receive \$450 per participant served in
17 this option.

18 Both cohorts will have to receive
19 work readiness training prior to their
20 placement in a project-based learning or
21 work experience opportunity. Younger
22 youth receiving 4 hours prior to placement
23 and older youth receiving 8 hours. Both
24 cohorts handle their selection process via
25 the lottery system.

1 Proceedings

2 A third option, Ladders For
3 Leaders. This is our higher performing
4 internship -- professional internship
5 program for students that have prior work
6 experience and are higher achieving in
7 school. Participants that are served
8 through this program would receive up to
9 30 hours of work readiness training prior
10 to the start of their employment
11 opportunity. And also, this training is
12 important because the selection process
13 for Ladders for Leaders is competitive.

14 It is the expectation that a
15 provider that receives this option is
16 identifying job opportunities for these
17 young people. However, these job
18 opportunities would have to be interviewed
19 for and due to the nature of that we want
20 to make sure that these opportunities are
21 of a more prominent nature than the
22 typical placements for the other SYEP
23 opportunities. Because of that this
24 option is also focused on providing
25 placements with employers that are willing

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Proceedings

to pay for the wages for young people that are in this service option.

Providers that have this option are required to -- are expected to serve at least 60 percent of their participants in these employer-paid placements. They get reimbursed at a rate of \$1,000 for these employer-paid placements. In situations where a provider that is awarded receives a referral from DYCD or the placement is not employer paid but needs to be subsidized by DYCD, they will be reimbursed at a rate of \$700 per participant placed.

Next we have our special initiatives RFP. This is -- this is basically a category for identifying young people that are in target populations that are already receiving services either through a city-funded agency or entity or that have services that are closely aligned with the missions of SYEP.

So for vulnerable youth our first option is for young people that are in or

Proceedings

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2 aging out of foster care, justice
3 involved, runaway or homeless, or
4 receiving ACS preventive services. For
5 this option, along with the next two I'll
6 mention, youth can be aged between the
7 ages of 14 to 24 rate, and providers are
8 reimbursed at a rate of \$600 per
9 participant. Recruitment for this option
10 is targeted similar to school-based.
11 Meaning that there is a direct recruitment
12 that is done and youth are not selected
13 via lottery.

14 DYCD works -- connects with city
15 agencies that are serving populations --
16 serving youth that exist in these
17 populations -- namely ACS, the Department
18 of Education, the Department of Homeless
19 Services, and the Department of Probation
20 -- to help identify youth to be referred
21 into this program. Of course your prover
22 organization is also welcome to do
23 recruitment on your end as well. Noting
24 that youth that fit the criteria for the
25 program should not be denied for any

Proceedings

purpose if they come seeking an opportunity to take part in your program. Work readiness for vulnerable youth is 4 hours for the 14 to 15 year olds within vulnerable youth and 8 hours for 16 to 24 year olds.

The next option is SYEP for NYCHA MAP. These are special slots set aside for young people that are residents of 15 NYCHA developments that are part of the Mayor's Action Plan for neighbor safety. The specific developments are listed in the RFP, you can view it there. We expect that providers that provide these services have -- demonstrate presence and experience working with young people from these developments and can provide services in a manner that's convenient for them.

The reimbursement rate for these participants is \$600 for 14 and 15 year olds and \$450 per older youth, 16 to 24 year olds. In this the work readiness hours are the same at 4 and 8 for younger

1 Proceedings

2 and older youth respectively. Again, this
3 is a targeted recruitment. So the young
4 people that take part in this program
5 would not be subject to the lottery.

6 The next option, SYEP for NYCHA.
7 This is essentially an expansion on the
8 NYCHA MAP model. We selected an
9 additional 15 non-MAP developments that
10 young people who are residents of can
11 receive direct recruitment and
12 participation in SYEP. The model
13 essentially is the same as it is for MAP.
14 14 to 24 year olds and the reimbursement
15 rate is the same as well.

16 Another thing to keep in mind is
17 that the list of the both NYCHA
18 developments in the case of SYEP for NYCHA
19 and a list of schools in the case of our
20 school-based initiative, the list that we
21 have currently is expected to expand as we
22 move further on into the procurement and
23 the contact term. This is just where we
24 are setting the baseline currently. As
25 our slots are shifted from our other

**Summer Youth Employment Program Pre-Proposal - Afternoon
November 19, 2018**

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Proceedings

1 service options into these service
2 options, we expect to expand the number of
3 participating schools and NYCHA
4 developments.
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6 Lastly, service option 4 within
7 special initiatives is the year-round
8 sector focused. This is for 16 to 21
9 years old that are currently being served
10 in a sector focused after-school or
11 out-of-school time training program that,
12 again, is delivering those services during
13 the school year. The idea here is
14 providers with these kinds of programs
15 would submit a proposal for this service
16 option to provide job opportunities for
17 those young people over the summer for the
18 six weeks. The reimbursement rate here is
19 \$450 per participant served and the work
20 readiness training expected for these
21 participants is 8 hours. Again, this is
22 direct recruitment so it will be young
23 people that are participants of an
24 existing year-round sector focused
25 training program that would be targeted

1 Proceedings

2 for this service option.

3 As I mentioned before, with this
4 new RFP there is a reenvisioning of how
5 services are going to be delivered for 14
6 and 15 years old. They would be taking
7 part in what we're calling project-based
8 learning experiences with an focus on
9 developing critical work readiness skills
10 that would necessary for them to move on
11 and succeed in subsequent job
12 opportunities. The projects should by the
13 end help to build SEL skills, those work
14 readiness skills, as well as helping these
15 young people get a better understanding of
16 the labor market.

17 Young people in these 14 to
18 15 years old across the service options
19 that they're being served in would be
20 taking part in these programs for 15 hours
21 during the week over the summer for 6
22 weeks, and would receive a stipend of \$700
23 of the course of the 6 weeks.

24 Young people that are 16 to 24
25 would be taking part in work-based

1 Proceedings

2 experiences, which is internal/external
3 job placement with employers, working
4 25 hours per week for 6 weeks over the
5 months of July and August. Again, the
6 idea is to try to -- with special emphasis
7 on placements that align closely with the
8 City's priority sectors, which are
9 healthcare, hospitality, information
10 technology, construction, manufacturing,
11 and food service and retail. And also we
12 want to ensure that we are exposing young
13 people to these career pathways and
14 fostering skills building. The young
15 people from these cohorts, 16 to 24, would
16 be receiving the New York State minimum
17 wag, which will be \$15 as of January 2019.

18 Lastly, there's a special
19 distinction for Ladders for Leaders
20 participants, the 16 to 21 year olds
21 again, the young people that are taking
22 part in employer paid placements -- again,
23 this is expected to be at least 60 percent
24 of all placements in the Ladders contract
25 -- can work a minimum of 25 hours, but

Proceedings

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2 they can work more than 25 hours if that
3 participant and the selected employer
4 agree to do so. And because these are
5 employer paid placements there's an
6 opportunity for those young people to be
7 paid in excess of the New York State
8 minimum wage, if those employers choose to
9 do so.

10 I just wanted to highlight how the
11 current contract fee is changing compared
12 to the new proposed contract fees for
13 these various service options. As I
14 noted, we're going from four service
15 options to now five -- I'm sorry, to now
16 nine essentially, with the addition of
17 school-based and the various special
18 initiatives with the exception of
19 vulnerable youth.

20 For school-based, we had a pilot
21 this last summer that was -- that we used
22 to test out the model for this coming RFP
23 but prior to that there was no program
24 dedicated specially to serving people tied
25 to DOE schools. Now with the introduction

Proceedings

of this model the PPP is starting out at \$800. The younger and older youth models previously -- the contracted rate was the same regardless of which age group you were serving. Now we are breaking that out and providing \$600 for younger youth services and \$450 for older youth. For Ladders For Leaders, again the PPP if -- when you're comparing apples to apples as Ladders is expected to be all unsubsidized placements and employer paid, that remains the same at \$1,000. And then for vulnerable youth, while at the end of the last contract term we increased it to \$600, originally the contract fee for vulnerable youth was \$400. We recognize with the expanded services we needed to make sure we provided the resources to help groups to be able to serve young people so that's been increased to \$600. And then these other special initiatives, as they're new to the current procurement, there wasn't a prior PPP to compare.

Lastly, before I hand it back off

Proceedings

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2 to SheAnn to close out, with regards to
3 the staffing plans that are going to be
4 submitted for these proposals, we just
5 wanted to make a note that, for the
6 purposes of Accelerator and submitting
7 your proposals, please ensure that each
8 proposal has a complete staffing plan,
9 that you identify -- allocate each of the
10 required titles that are expected for each
11 service option. With that being said, we
12 do recognize that for SYEP, we want to
13 allow for flexibility in services. So as
14 these proposals are being evaluated at the
15 time of contact negotiation, there will be
16 an opportunity to talk through and
17 negotiate how those staff will be
18 utilized, if you happen to be awarded more
19 than one contract for SYEP.

20 Also, keeping in mind that this
21 RFP is built with the expectation that
22 we're creating the framework to be able to
23 expand service beyond even the existing
24 70,000 slots that are in the existing
25 model. With that being said, we just

1 Proceedings

2 wanted to make sure that proposers
3 recognize or at least understand that
4 while you may be submitting a proposal for
5 a certain slot amount, be mindful that
6 there are opportunities to provide more
7 services to young people and receive more
8 slots to your contract as -- beyond what's
9 set in the original procurement. This is
10 something that happens with SYEP and it's
11 kind of a staple of services for SYEP. So
12 I basically say this to try to, kind of,
13 ease concerns if, you know, if you're only
14 receiving a certain number of slots. We
15 expect the program to grow so there will
16 be plenty of opportunities to receive
17 additional slots as we go on.

18 With that, I'm going to hand it
19 back over to SheAnn for closing out and
20 then we will take Q&A. Thank you.

21 MS. WILSON: Now I'd like to
22 review a few post award requirements.
23 Public Assistance Hiring Commitment rider,
24 the Public Assistance Hiring Commitment is
25 an initiative administered by the Human

1 Proceedings

2 Resources Administration (HRA) through its
3 Business Link program the FAQ regarding
4 this requirement has been provided to you
5 at the sign in table.

6 Notice for proposer subcontractor
7 compliance, please be advised there is a
8 requirement to utilize the Payee
9 Information Portal (PIP) to identify all
10 subcontractors and to enter all
11 subcontractors payment information and
12 other related information during the
13 contract term.

14 Responsibility determination,
15 please be advised that it is a requirement
16 for all prospective contractors to be
17 determined responsible in the post award
18 phase. Therefore, please make sure your
19 charities filings are current and ensure
20 that any outstanding liens or adverse
21 information has been resolved. Unresolved
22 issues often cause significant delays in
23 the post award process.

24 New York City liability insurance
25 requirement, commercial general liability

Proceedings

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2 to include \$1 million per occurrence and
3 \$2 million aggregate; motor vehicle
4 liability (if applicable) to include \$1
5 million per accident combined single
6 limit; workers' compensation, disability
7 benefits insurance and employer's
8 liability. DYCD will not be able to
9 proceed with processing any awarded
10 contract until it has obtained acceptable
11 proof of the necessary insurance coverage.
12 DYCD reserves the right to notify
13 contractors of additional insurance
14 requirements at the time of contract
15 award.

16 MWBE participation, DYCD
17 encourages MWBE participation and
18 recommends the utilization of certified
19 MWBEs.

20 Posting, transcript, presentation,
21 and attendance roster will be posted to
22 DYCD's website for viewing.

23 At this time we will have our
24 question and answer session. Please note
25 this session is only for purposes

1 Proceedings

2 regarding the RFP. Moreover, this is your
3 only opportunity to ask the panel
4 questions. Once the Q&A session ends, the
5 panel will not be able to take any
6 questions. Therefore, if you want to ask
7 the panel any questions, this is your
8 opportunity to do so. Once again, please
9 make sure all questions pertain to this
10 RFP and this RFP only. Anyone who wishes
11 to ask a question or needs further
12 clarification please line up in front of
13 the microphone. Please be sure to state
14 your name and the name of your agency and
15 reference the page of the RFP that
16 pertains to your question.

17 MS. BERISHA: Hi. This is Allmina
18 from Catholic Charities Neighborhood
19 Services.

20 Recently the addendum was released
21 for the community-based and it's in regard
22 to youth with disability. In previous
23 years the services -- well, price to
24 service those individuals have been higher
25 than the regular. On this addendum

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Proceedings

nothing's mentioned about the pricing for that. Is it something that was missed or we have to serve according to what service option we have for the community-based programs?

MR. WHITE: Andre White, Associate Commissioner Youth Workforce Development.

Thank you for your question. Yes, you are absolutely right. We did not address that in the RFP because the was how do we make sure young people with disabilities can be incorporated into the SYEP program. What we're seen over the years with YWD's, a large percentage of our participants are participants from the DOE system. And typically have learning disabilities, not necessarily physical or severe disabilities that prevented them from having a meaningful summer job experience. So we thought the fee of \$450 was adequate for what we've seen over the years.

Does that answer your question?

MS. BERISHA: Yes. Thank you.

Summer Youth Employment Program Pre-Proposal - Afternoon
November 19, 2018

28

1 Proceedings

2 MR. SANCHEZ: Sandino Sanchez, the
3 Children's Aid Society.

4 My question is regarding the
5 special initiative and the year-round
6 employment. Will an existing contract
7 qualify to apply for that initiative if
8 they don't have a stand alone for the
9 program?

10 MR. LEWIS: For the year-round
11 sector focused programs, the participants
12 would have to be in a non-DYCD funded
13 sector based training program so programs
14 such as WLG participants wouldn't be
15 eligible for that.

16 MR. SANCHEZ: Thank you.

17 MS. ZENG: Hi. This is Shu Zen
18 from Community Counseling and Mediation.

19 My question is regarding the
20 special initiatives. If we have two
21 service options like service option 1 and
22 4, should we do in two separate proposals
23 or should they be in one?

24 MR. LEWIS: Yes. For each service
25 option you should be submitting a separate

Summer Youth Employment Program Pre-Proposal - Afternoon
November 19, 2018

29

1 Proceedings

2 proposal.

3 MS. SHU: Okay. Thank you so
4 much.

5 MR. ASKA: Hi. Claude Aska from
6 Mentoring in Medicine.

7 A very basic question, will these
8 slides be available to us? If yes, when?
9 If no, why not?

10 MS. CANTELMY: Hi. So the slides
11 will be made available. Our goal is to
12 get the presentation up by the end of
13 today. The transcripts we're hoping by
14 the end of this week, early next week.

15 MR. ASKA: Thank you.

16 MR. JACOBS: Adam Jacobs, Kids
17 Creative.

18 I have a question. Each RFP is
19 submitted separately so for we're applying
20 for a different area it's a separate RFP,
21 correct? And is there any priority given
22 to if you're choosing option 1 and option
23 2 to serve both younger youth and older
24 youth? Is there any priority given?

25 MR. LEWIS: I'm not clear on what

1 Proceedings

2 you mean by priority?

3 MR. JACOBS: If we submit for both
4 younger youth and older youth, is there --
5 is there any consideration in submitting
6 both versus one or the other?

7 MR. FRENZEL-BERRA: No, there's
8 not. There's no priority set. They will
9 be equally considered.

10 MS. MADDUX: My name is Folasade
11 Maddux. I'm from St. Nick's Alliance.

12 I have a question regarding
13 school-based. Will the principals have
14 the ability to partner with more than one
15 provider for school based?

16 MR. HICKEY: For the school-based
17 program, no. In the campus -- for a
18 single school it would be a single
19 principal, single provider. In a campus
20 situation we have multiple principals of
21 the school, there will still be a lead
22 principal with the single SPA with a
23 provider coordinating with other
24 principals on the campus.

25 MS. MADDUX: Thank you.

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MR. GRIFFITH: Hi. Max Griffith,
Here to Here.

I have a question with the campus
lead. What exactly is the role, like,
versus the other campus for the campus
sites? Is there -- like, does that
principal have veto power? Do they
ultimately, like --

MR. HICKEY: We'd like to believe
that our principals are collegial. I
think the nuanced answer is that we, as
the DOE, when we speak to our principals
on a campus are encouraging them to
coordinate in their response to an
application and have an aligned agreement
around a SPA. In spite of the fact that
there is a lead principal that's executing
the SPA.

MS. GRIFFITH: Okay.

MR. HICKEY: From a provider
perspective, we would ask that you, when
you approach a campus school, ask the
question of the principal, did you
coordinate with the other principals on

Proceedings

1
2 the campus? Are there any concerns? It
3 would be beneficial to address the campus
4 leadership collectively to make sure
5 there's alignment when they execute the
6 SPA.

7 MS. GRIFFITH: I'm sorry. One
8 more question with regard to Career Clue.
9 It's kind of vague in the RFP. It says
10 some, is there any information on how many
11 contacts are being awarded that?

12 MR. HICKEY: Not at present but it
13 will be integrated into the SYEP
14 school-based program. The way the Career
15 Clue is selected is once the school-based
16 awards are made, we'll look at the schools
17 that have been selected and out of those
18 schools that have been matched to contact
19 awardees, we'll then select a subset to
20 award Career Clue. But we will be
21 informing people of those decisions as we
22 go and there will be a lot of work done
23 between the DOE and SYEP to onboard
24 everybody for planning for Career Clue
25 implementation.

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Proceedings

MS. GRIFFITH: Thank you.

MR. MOSCOW: Jon Moscow, ACDP.

On the community-based, you have regions of several community districts -- northern Manhattan, west Bronx, so forth -- and you have some of the community district prioritized within those. If we're applying to provide services in more than one community district but within that same region do we need to do separate applications or can we do one application for multiple community districts?

MR. FRENZEL-BERRA: Each program site requires it's own proposal to be submitted.

MR. MOSCOW: Well, if we're using one base organization, one base to provide the services and --

MR. FRENZEL-BERRA: Then you will tell us which community districts you plan to recruit from in your proposal.

MR. MOSCOW: Okay. Thanks.

MS. PEREZ: Olga Perez, MVP Lifeguards.

1 Proceedings

2 Does DYCD provide funding to
3 service providers to be able to assist the
4 kids with job placement, even though the
5 work sites not necessarily participate in
6 SYEP that would be able to give the
7 students employment either in summer or
8 all year round?

9 MR. WHITE: Let me make sure I
10 understand your question. You're asking
11 if DYCD provides wages for the young
12 people?

13 MS. PEREZ: No. Just like -- I
14 guess what I'm trying to say -- I want to
15 offer lifeguard training to the students
16 and then I currently assist them with the
17 training, job readiness, and job placement
18 with selected clients. Would I be
19 eligible to submit a request for proposal?

20 MR. WHITE: So you'd have to
21 demonstrate in your response to DYCD as a
22 provider, right. So as Chris outlined
23 there is a lot of program elements that
24 you're response for delivering to the
25 young people. Once you do that, then DYCD

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Proceedings

will determine whether or not you'll be
awarded a contract.

Does that make sense?

MS. PEREZ: Well, not for me
specifically but for the work sites.

MR. WHITE: No. We don't fund
work sites. We fund providers delivering
the services, the non-profits.

MS. PEREZ: I'm for profit.

MR. WHITE: Yes, absolutely.

MR. BRENDER: Good afternoon. I'm
Gregory Brender from United Neighborhood
Houses.

Two quick questions both related
to staff patterns. One is, if an
organization is applying for multiple
models could one staff member be severing
along multiple models, basically in two
programs at the same time?

And then also the staffing plan
talks about job developers and educational
coordinator as full-time, 6-month
positions. Would providers have the
flexibility to make them year-round

1 Proceedings

2 part-time positions?

3 Thanks.

4 MR. WHITE: All right. I'm going
5 to answer your first question around
6 staffing. So our thinking at DYCD
7 whenever we issue a RFP, and Greg you're
8 very familiar with our process, at the
9 time of negotiation, right, once a
10 provider can demonstrate a comprehensive
11 staffing plan to meet the needs of the RFP
12 and the outcomes of the RFP, DYCD would
13 definitely take a look at that. That can
14 simply mean if you apply for four or five
15 different contracts and you're award two
16 or three, potentially you can have a
17 program director working across all of
18 those programs.

19 You can also potentially share a
20 job developer or a communication
21 specialist. We are absolutely open to
22 that. However, you have to demonstrate
23 that at the time of negotiation.

24 MS. BRENDER: Thank you.

25 MR. WHITE: I think I answered

Summer Youth Employment Program Pre-Proposal - Afternoon
November 19, 2018

37

1 Proceedings

2 both right?

3 MR. BRENDER: No. The second one
4 was around whether they could be part-time
5 -- whether the job developer could be a
6 full-year part time for the six months.

7 MR. WHITE: So we are actually --
8 we are having internal conversations
9 around that. So stay tuned for an
10 addendum.

11 MR. BRENDER: Thank you.

12 MR. MARTIN: Hi. Good afternoon.
13 Brandon Martin from Phipps Neighborhoods.

14 I have a question with regards to
15 the school-based partnership agreement.
16 So one of the schools that we are looking
17 work with we worked with last summer.
18 It's a campus school and I know according
19 to the RFP that we have to obtain the
20 signature from the lead campus school.
21 However, since we intend to work with one
22 of the schools within the campus, so to
23 speak, is there an obligation or
24 expectation that we work with the lead
25 campus school in terms of serving students

1 Proceedings

2 in that school as well?

3 MR. LEWIS: With regards to
4 school-based SYEP, any organization that's
5 offered a contract is offered a contract
6 to provide services for that entire school
7 site. So in the instance of the 39
8 individual schools, there's one school
9 you're working with and you provide
10 services for that school. For the 10
11 campus sites, the expectation is if you're
12 awarded a contract to work and provide
13 school-based SYEP for a campus site, the
14 expectation is that you're providing
15 services to youth from all schools on the
16 eligible list of schools for that site.
17 So you wouldn't be able to partner with
18 just one school if it is a campus site.

19 Does that make sense?

20 MR. MARTIN: Yes. Thank you.

21 MR. LEWIS: Sorry. But in terms
22 of the SPA -- it sounds like the lead
23 school may not be who you wanted to work
24 with -- the lead school is responsible for
25 completing the SPA, the School Partnership

Proceedings

1 Agreement.

2 MR. MARTIN: Cool.

3 MR. CARDONA: Hi. Renard Cardona,
4 Aspira New York.

5 I have two questions. I'll ask
6 the first one. In regard to fingerprint
7 clearance -- something we're done in the
8 past -- when we do the budget piece, do we
9 put down the fees under the -- like if
10 we're going to bill it to SYEP because
11 some of our sites are already SONYC,
12 COMPASS -- DYCD sites. Do we bill the
13 anticipated amount of workers we want to
14 send to, let's say, the work site at that
15 work site's budget or do we do it with
16 SYEP if we are dealing with the
17 school-based programs?

18 For instance, if we send them to
19 Marshal's or something to do the
20 fingerprint -- to do the clearances we
21 probably have to pay to SYEP. But let's
22 say we send them to a school-based site to
23 work with children, where do we bill the
24 clearance to?
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Proceedings

MR. LEWIS: So as long as you can justify the expense, you have the flexibility in terms of what budget you want to bill that expense to. As we said, as long as -- if you can demonstrate or justify why that expense is necessary to provide your services -- to provide SYEP services, then you can absolutely charge that to your SYEP budget in the case of clearances, whatever the case may be. If you already charged and billed that expense to, let's say, a COMPASS program or some other after school program, then you'd be making that justification on that budget and you would then therefore not need to put that on your SYEP budget.

MR. CARDONA: Okay. The second question has -- again, it's for clarity of purpose. I know you said you can negotiate -- with community-based programs we have option 1, option 2. For the purpose of writing the RF -- the proposal, should we write for staffing pattern, like, a program director for option 1 and

Summer Youth Employment Program Pre-Proposal - Afternoon
November 19, 2018

41

1 Proceedings

2 option 2 separately? Currently right now
3 we have a program director and an
4 assistant director.

5 MR. WHITE: Yes. So for each RFP
6 based on what's outlined in the RFP in
7 terms of the staffing pattern plan, that's
8 what you have to respond to.

9 MR. CARDONA: Okay. Thank you.

10 MS. CALLAHAN: Hi. Kayla
11 Callahan, Sunnyside Community Services.

12 My question is also in regards to
13 the special initiatives program under
14 service option 4 and what DYCD considers
15 to be eligible in that area. So our
16 organization currently runs a non-DYCD
17 funded year-round after school job
18 readiness program for high school students
19 attending a career technical high school.
20 The majority of the students CT programs
21 are in 7 fields and our program is
22 designed to compliment and build on the
23 career paths that those students are
24 studying towards.

25 Would a program, such as ours,

Summer Youth Employment Program Pre-Proposal - Afternoon
November 19, 2018

42

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Proceedings

that focuses on exposing students to and preparing them for a diversity of STEM job tracks be eligible under this service option?

MR. WHITE: Did you say it's DOB funded?

MS. CALLAHAN: It's not DYCD funded.

MR. WHITE: Is it DOB funded?

MS. CALLAHAN: No. It's state funded.

MR. WHITE: That would be fine.

MS. CALLAHAN: Okay. So it doesn't have to focus on one --

MR. WHITE: No.

MS. CALLAHAN: Okay.

MR. WHITE: Just to provide some clarify around what intention there was for the year-round program. So existing there's a lot of non-profits, as we all know, that do amazing work around the center focused training programs throughout the school year. Fortunately, they can't pay wages for young people in

1 Proceedings

2 the summer time. So the idea there is how
3 do you propose that you're actually
4 training young people in a specific site
5 and then develop a job opportunity for
6 them through the SYEP 6 weeks.

7 MS. CALLAHAN: Okay. Thank you.

8 MS. ASPHALL: Hi. Good afternoon.

9 Carlene Asphall with Cypress Hills LDC.

10 For school-based principals are
11 allowed to pick the criteria for choosing
12 the participants, could that criteria be
13 that they must participate in summer
14 school in order to work?

15 MR. HICKEY: It could be in that
16 some principals will use the school-based
17 SYEP program as part of the incentive to
18 engage the students over the school year.
19 I think where it gets complicated is that
20 -- particularly for a program like Career
21 Clue, which has very specific hours, there
22 is an instructional component to it, you
23 really can't have students doing summer
24 school and Career Clue.

25 For SYEP, as long as you can

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Proceedings

schedule around the student's academic time in summer school and still keep, you know, provide them with enough hours to qualify for SYEP, theoretically they could do both.

MS. ASPHALL: Okay. Theoretically could a principal terminate a participant from SYEP if they missed a summer school class?

MR. HICKEY: Actually, my sense of it is no. I think the two things are separate. Did you want to --

MR. LEWIS: Yeah. To piggyback off Mike, yes, the participation in summer school is separate and distinct and does not have an impact on SYEP. If a young person has been recruited, you know, referred, gone through all the necessary steps of SYEP and is ready to continue onto work, then their participation in summer school would not and should not have any impact on whether they can participate in SYEP.

MS. ASPHALL: Thank you.

1 Proceedings

2 MS. ZENG: Hi. Shu Zen from
3 Community Counseling and Mediation.

4 My question is for the
5 community-based program should we still
6 submit two separate proposals if we are
7 doing service option 1 and 2?

8 MR. LEWIS: Yes.

9 MS. ZENG: Okay. Thank you.

10 MR. SANCHEZ: Sandino Sanchez,
11 Children's Aid Society.

12 I have two questions. One, in the
13 special initiative of the NYCHA housing
14 development, some of the facilities have
15 the word addition next to them. Can you
16 explain a little bit about what addition
17 means?

18 MR. LEWIS: This -- so this is --
19 this is some of the (inaudible)
20 conventions of the NYCHA developments, as
21 I stated. In some cases there are NYCHA
22 developments who essentially have, kind of
23 like, annex locations that are around the
24 vicinity. We -- the residency
25 determination will be made based on the

Proceedings

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2 addresses that NYCHA gives us to ensure
3 that they fall within the developments
4 that we have listed. So that wouldn't be
5 something that a proposer has to worry
6 about at this point. But also we would be
7 working to ensure that we have the
8 information in terms of where these young
9 people are before. Because the
10 expectation is there would be direct
11 recruitment in the developments prior to
12 the start of providing services.

13 MR. SANCHEZ: My last question.

14 For the school-based initiatives, will the
15 principal be able to sign more than one
16 agreement or more than one MOU as we
17 compete for that option?

18 MR. HICKEY: Yes.

19 MR. PETERSON: Hi. Eric Peterson,
20 Opportunities for a Better Tomorrow.

21 We are currently developing an
22 initiative with three Brooklyn-based
23 transfer high schools and we are hoping to
24 give the students access to a number of
25 different centers that I think line up

Summer Youth Employment Program Pre-Proposal - Afternoon
November 19, 2018

47

1 Proceedings

2 with the SYEP for the year-round sector
3 focused training. Our different sectors
4 are based in different locations. Will we
5 need to -- it sounds like we need to
6 submit a proposal for each of those
7 locations; is that correct?

8 MR. WHITE: Are you referring to
9 year-round?

10 MR. PETERSON: Year-round for the
11 special initiatives.

12 MR. WHITE: I'm sorry. So your
13 question is around whether or not you have
14 to submit a proposal for each center?

15 MR. PETERSON: Each sector which
16 are -- they are located in different
17 sites.

18 MR. WHITE: All right. We'll have
19 a conversation and get back to you on
20 that.

21 MR. PETERSON: Okay. Thank you.

22 MS. CAITLIN: Hi. Caitlin
23 (inaudible) with The Door.

24 I have two questions about the
25 school-based RFP. The Career Clue option,

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Proceedings

I understand that it's not going to be decided until afterwards. I'm just wondering how we should be submitting our program design with that in mind. Will the Career Clue completely override whatever program design we submit or is it meant to be integrated with it?

MR. HICKEY: It's a subset. So the maximum Career Clue allocation of individual student awards is 30 per school and they are for the younger youth component. So Career Clue again is a 14 to 15 year old program for up to 30 students in a particular site.

MS. CAITLIN: So no more than 30 at one school? Okay. Thank you.

So if have more than 30 the rest would be served under whatever your other program design is?

MR. HICKEY: Correct.

MS. CAITLIN: Okay. Thank you.

And a question around the staffing. Are there any restrictions on who funds the required positions? Can

Summer Youth Employment Program Pre-Proposal - Afternoon
November 19, 2018

49

1 Proceedings

2 they be in kind positions from the school?

3 MR. WHITE: Yes. They can be in
4 kind positions.

5 MS. CAITLIN: But it doesn't have
6 to be in kind through the CBO? It can be
7 like a school staff, right.

8 MR. WHITE: Yeah.

9 MS. CAITLIN: Okay. Thank you.

10 MR. TUCKER: Hi. Julian Tucker,
11 also from Cypress Hill LDC.

12 I just have a technical question
13 for the community-based RFP. For the
14 community partnerships do you require,
15 like, a formal agreement of some kind of a
16 description in the actual proposal form or
17 is it just kind of up to our discretion?

18 MR. FRENZEL-BERRA: We don't
19 require you submit a form securing the
20 partnership. But we do ask you to
21 describe them in your proposal. It's an
22 item in the proposal, you'll see that.

23 MR. TUCKER: Thank you.

24 MS. DAVIDS: Hi. My name is
25 Luciana from St. Nicks.

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Proceedings

I have two questions. What's the difference between the educational coordinator and a project developer?

MR. WHITE: So when you think about the younger youth model, right, the idea there is to develop project-based learning opportunities. They can be theme based, they can be sector based.

The educational coordinator is responsible for going out and developing curriculum. Once they develop a curriculum then they are working with the project-based coordinator to then implement and facilitate the projects.

MS. DAVIDS: The second question, are we still supposed to facilitate modules with just the 15 hours now? Because it used to be 20, the other 5 was modules but it says in the packets only 15 now.

MR. WHITE: Right. So it's really project-based learning opportunities, right. It's 15 hours, you're absolutely correct. But, again, the idea -- the

1 Proceedings

2 expectation isn't that folks are going to
3 be standing in front of the classroom
4 teaching at young people. It should be a
5 very hands-on experience. Obviously there
6 will be some facilitation, clearly, but we
7 just don't want young people to be feeling
8 like their attending summer school.

9 MS. DAVIDS: Okay.

10 MR. WHITE: Does that make sense?

11 MS. DAVIDS: Yes.

12 MS. PEREZ: Again -- so for the
13 job placement -- Olga Perez, MVP
14 Lifeguards.

15 For the job placement, does the
16 employer have to participate with the SYEP
17 program?

18 MR. WHITE: I just want to make
19 sure I understand what you're asking me.
20 You're saying when a young person is
21 placed at a job, you're asking for the
22 employer has to be a part of the SYEP
23 program?

24 MS. PEREZ: Either --

25 MR. WHITE: Absolutely, yes. So

1 Proceedings

2 when you're awarded a contract you have to
3 do what's called job development. So you
4 have to work with your team of job
5 developers to develop employment
6 opportunities for the young people. So
7 you'll be talking to employers, you have
8 to apply to be a work site, right, you
9 have to vet them to make sure that they
10 are safe for young people. Once that
11 process is done and we approve them in the
12 system, right, to work as a work site then
13 you can assign young people to work there
14 for the summer.

15 MS. PEREZ: That's a requirement.

16 MR. WHITE: Yes.

17 MS. PEREZ: Because I know there
18 is limitations with SYEP where they are
19 only allowed to work 25 hours and --

20 MR. WHITE: Right. So when you're
21 having conversations with the perspective
22 employers you can explain to those folks
23 that the maximum number of hours is
24 25 hours a week and they have to work
25 within those limitations.

1 Proceedings

2 MS. PEREZ: You wouldn't provide
3 funding to be able to provide services for
4 job placement unless the employer is a
5 part of SYEP?

6 MR. WHITE: Correct.

7 MR. FORMAN: Hi. I'm Evan Forman
8 from Union Settlement.

9 I have a couple different
10 questions about options and tracks. So if
11 I'm reading the school-based and
12 community-based RFPs correctly -- under
13 community-based there are two service
14 options. One for younger youth and one
15 for older youth -- you can apply for one
16 or both but if you do both you have to do
17 two separate applications. Under the
18 school-based there is one option but two
19 tracks, right, one for older youth and one
20 younger youth. Then the RFP says that the
21 tracks have to be in a certain balance. I
22 think it's 20 to 40 percent and 60 to 80
23 percent.

24 Are you expecting that each
25 contract -- each application covers both

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Proceedings

younger youth and older youth at that set ratio or within that range of ratios? Or is that range of ratios for the entire program across all contracts?

MR. LEWIS: Yes. So the expectation is that that ratio would have to be for that specific contract. If you are providing school-based SYEP with ABC School, you need, you know, no more than 40 percent of those participants school to be 14 to 15 years old and the remainder will be 16 to 21 years old.

MR. FORMAN: And no less than 20 percent, correct?

MR. LEWIS: Right.

MR. FORMAN: Okay. So then the other question is about option 3 from the special initiatives, so it is the non-MAP NYCHA, you've listed 15 developments but 9, sort of, geographic areas. I think there's going to be 9 contracts. Does that mean that whichever geographic area we apply for, we have to apply to severe all of the developments within that area

1 Proceedings

2 or can we pick and choose?

3 MR. FRENZEL-BERRA: No. Each
4 development would require some proposal
5 and will get its own contract. So there
6 are 15. If they are grouped in the same
7 area and you want to submit a proposal you
8 would have to choose which development
9 you're going to serve. If you want both,
10 if there are two, then you submit two
11 proposals.

12 MR. FORMAN: But the RFP says -- I
13 think the RFP says that there are going to
14 be 9 contracts. So it is possible that
15 you are just going to fund one development
16 in each of those areas or might you fund
17 multiple developments in some of the areas
18 and then no developments in other areas?

19 MR. WHITE: Just give us one
20 second.

21 MR. FORMAN: I could be totally
22 wrong too.

23 MR. FRENZEL-BERRA: I'm sorry.
24 You are right. Because we do not
25 anticipate at this stage getting enough

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Proceedings

funding to cover all 15, there will be 9.
But we don't know which of the 9 yet will
be selected that we will fund.

So at this stage it is fair to say
that if you're interested in a
development, submit a proposal and later
DYCD will decide which of the 15 -- which
9 from the 15 we will fund.

MR. FORMAN: Just to reiterate
though if we submit for the upper
Manhattan contact and we don't apply to
serve both Washington and King Towers,
we're not going to get marked down for not
covering the entire footprint of that
contract.

MS. CANTELMY: So even though the
competitions are listed by, say for
example, Bronx west and east, each of the
developments are its own competition
within those buckets that we have there.
So you have to submit a separate proposal
for each of the developments.

However, at the time -- after
they're being evaluated and everything,

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Proceedings

we're going to put them based on how we have it broken out in the award protocol in score order. And whichever site is scored the highest, that's most likely the one that's going to be awarded. So it is important that if you do intend on applying, that you're not just applying for specifically, say, Brooklyn west, Brooklyn east, that you're mentioning the specific NYCHA development.

MR. FORMAN: That's actually not how it's set up in Accelerator. If you go to Accelerator and you pretend -- you know, I to Accelerator and pretended that I was submitting my application. The contract pool, you know, the pool is by geographic area, not by development.

MS. CANTELM: Right. It's set up that way but there's custom questions and one of the custom questions is going to ask you which NYCHA development site. That's where you're going to indicate.

MR. FORMAN: Okay. Thank you.

MS. CEDENO: Sabrina Cedeno,

1 Proceedings

2 Dreamyard. I'm also a summer youth
3 employment teen so this is cool to see
4 this happening.

5 So my organization, if we apply
6 for the special initiative, the 12-month
7 yearlong program with job training, when
8 we apply and submit our proposal does the
9 actual employment that we're applying to
10 you for for the summer have to be exactly
11 as the way the training is or can we be
12 creative in coming up with jobs based on
13 the training that we provide yearlong?

14 I guess I was just uncertain on
15 does it need to be exactly like they're
16 working now in this program?

17 MR. WHITE: I just want to be
18 clear, you're asking -- you referenced
19 special initiative option 4?

20 MS. CEDENO: Correct.

21 MR. WHITE: The question is
22 whether or not you guys have the ability
23 to design your own trainings?

24 MS. CEDENO: The jobs that are
25 coming out of those trainings. So say we

Summer Youth Employment Program Pre-Proposal - Afternoon
November 19, 2018

59

1 Proceedings

2 get the contract and we have four or five
3 students who were in the yearlong training
4 with us and now in the summer can we
5 design with them what that job looks like.

6 MR. WHITE: That's the goal of the
7 RFP.

8 MS. CEDENO: All right. Cool,
9 cool, cool, cool, cool. Based on -- and
10 it has to be exactly linked? So say they
11 studied fashion --

12 MR. WHITE: Whatever the sector
13 based program is throughout the job year,
14 it has to be that sector. So if it's IT,
15 if it's fashion, whatever that sector is.

16 MS. CEDENO: Okay. Very cool.
17 Thank you.

18 MS. WILSON: Any further
19 questions? Okay.

20 As a reminder the due date for the
21 community-based SYEP RFP is
22 December 10, 2018 at 2:00 p.m. in the HHS
23 Accelerator System; the due date for the
24 Special Initiatives SYEP RFP is
25 December 10, 2018, at 2:00 p.m. in the HHS

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Proceedings

Accelerator System; the due date for the school-based SYEP RFP is December 17, 2018, at 2:00 p.m. in the HHS Accelerator System.

Also, please note that there will be addendums issued to these RFPs. Any additional addendums will be posted on DYCD's website. However, please make sure the information you submitted to us when downloading the RFP is correct, such as email address, so that you will receive notifications of the addendums.

This concludes our pre-proposal conference. Thank you.

(Time Noted: 3:15 p.m.)

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C E R T I F I C A T E

I, KRISTINA TRNKA, a shorthand reporter and
Notary Public within and for the State of New York,
do hereby certify:

I reported the proceedings in the
within-titled matter, and that the within transcript
is a true record of such proceedings.

IN WITNESS WHEREOF, I have hereunto set my
hand this 22nd day of November, 2018.

Kristina Trnka

KRISTINA TRNKA

**Summer Youth Employment Program Pre-Proposal - Afternoon
November 19, 2018**

A		
ABC (1) 54:9	allocate (1) 22:9	based (11) 28:13 30:15 41:6 45:25 47:4 50:9,9 57:2 58:12 59:9,13
ability (2) 30:14 58:22	allocation (1) 48:10	baseline (1) 16:24
able (11) 4:10 8:12 21:20 22:22 25:8 26:5 34:3,6 38:17 46:15 53:3	allow (1) 22:13	basic (1) 29:7
absolutely (6) 27:10 35:11 36:21 40:9 50:24 51:25	allowed (2) 43:11 52:19	basically (3) 13:18 23:12 35:19
academic (1) 44:2	amazing (1) 42:22	behalf (1) 3:3
Accelerator (16) 5:7,20 6:3,10,13 6:14,15,20,25 22:6 57:13,14,15 59:23 60:2,5	amount (2) 23:5 39:14	believe (1) 31:10
acceptable (1) 25:10	Andre (3) 2:7 3:23 27:7	beneficial (1) 32:3
accepting (1) 6:8	annex (1) 45:23	benefits (1) 25:7
access (1) 46:24	announced (1) 7:11	BERISHA (2) 26:17 27:25
accident (1) 25:5	answer (9) 3:18,25 4:4,7,10 25:24 27:24 31:12 36:5	better (2) 18:15 46:20
accomplish (1) 8:16	answered (1) 36:25	beyond (3) 10:4 22:23 23:8
ACDP (1) 33:3	anticipate (1) 55:25	bill (5) 3:3 39:11,13,24 40:5
achieve (1) 8:12	anticipated (5) 5:8,20 6:4 7:11 39:14	billed (1) 40:12
achieving (1) 12:6	apples (2) 21:10,10	bit (1) 45:16
ACS (2) 14:4,17	applicable (1) 25:4	Brandon (1) 37:13
Action (1) 15:12	application (4) 31:16 33:12 53:25 57:16	break (1) 9:5
actual (2) 49:16 58:9	applications (2) 33:12 53:17	breaking (1) 21:6
Adam (1) 29:16	apply (9) 28:7 36:14 52:8 53:15 54:24,24 56:12 58:5,8	Brender (5) 35:12,13 36:24 37:3 37:11
addendum (3) 26:20,25 37:10	applying (6) 29:19 33:9 35:17 57:8 57:8 58:9	broken (1) 57:3
addendums (3) 60:7,8,13	approach (1) 31:23	Bronx (2) 33:6 56:19
addition (3) 20:16 45:15,16	approve (1) 52:11	Brooklyn (2) 57:9,10
additional (8) 5:12,15,23 6:6 16:9 23:17 25:13 60:8	approved (1) 6:21	Brooklyn-based (1) 46:22
address (3) 27:11 32:3 60:12	area (6) 29:20 41:15 54:23,25 55:7 57:18	buckets (1) 56:21
addresses (1) 46:2	areas (4) 54:21 55:16,17,18	budget (6) 39:9,16 40:4,10,16,17
adequate (1) 27:22	aside (1) 15:9	build (2) 18:13 41:22
administered (1) 23:25	Aska (3) 29:5,5,15	building (1) 19:14
Administration (1) 24:2	asking (4) 34:10 51:19,21 58:18	built (1) 22:21
adverse (1) 24:20	Asphalt (4) 43:8,9 44:7,25	Business (1) 24:3
advised (2) 24:7,15	Aspira (1) 39:5	C
after-school (1) 17:10	assets (1) 4:25	C (3) 2:3 61:2,2
afternoon (6) 3:2 7:18,20 35:12 37:12 43:8	assign (1) 52:13	Caitlin (6) 47:22,22 48:16,22 49:5 49:9
age (1) 21:5	assist (2) 34:3,16	Callahan (7) 41:10,11 42:8,11,14 42:17 43:7
aged (1) 14:6	Assistance (2) 23:23,24	called (1) 52:3
agencies (2) 6:18 14:15	assistant (2) 3:9 41:4	calling (1) 18:7
agency (4) 3:9 4:5 13:21 26:14	associate (2) 3:23 27:7	campus (18) 9:17 30:17,19,24 31:4,6,6,14,23 32:2,3 37:18,20 37:22,25 38:11,13,18
agenda (1) 3:13	assure (1) 7:8	Cantelmi (5) 2:10 4:5 29:10 56:17 57:19
ages (1) 14:7	attendance (1) 25:21	Cardona (4) 39:4,4 40:18 41:9
aggregate (1) 25:3	attending (2) 41:19 51:8	care (1) 14:2
aging (1) 14:2	August (1) 19:5	career (13) 19:13 32:8,14,20,24 41:19,23 43:20,24 47:25 48:6,10 48:13
agree (1) 20:4	available (4) 4:4,7 29:8,11	Carlene (1) 43:9
agreement (5) 31:16 37:15 39:2 46:16 49:15	award (8) 3:17 23:22 24:17,23 25:15 32:20 36:15 57:3	case (4) 16:18,19 40:10,11
Aid (2) 28:3 45:11	awarded (8) 13:11 22:18 25:9 32:11 35:3 38:12 52:2 57:6	cases (1) 45:21
align (1) 19:7	awardees (1) 32:19	category (1) 13:18
aligned (2) 13:23 31:16	awards (3) 7:10 32:16 48:11	Catholic (1) 26:18
alignment (1) 32:5	B	cause (1) 24:22
alleviate (1) 4:19	back (4) 10:18 21:25 23:19 47:19	CBO (1) 49:6
Alliance (1) 30:11	balance (1) 53:21	Cedeno (6) 57:25,25 58:20,24 59:8
Allmina (1) 26:17	base (2) 33:18,18	

**Summer Youth Employment Program Pre-Proposal - Afternoon
November 19, 2018**

<p>59:16 cell (1) 3:12 center (2) 42:23 47:14 centers (1) 46:25 certain (4) 8:20 23:5,14 53:21 certified (1) 25:18 certify (1) 61:6 changing (1) 20:11 charge (1) 40:9 charged (1) 40:12 charities (2) 24:19 26:18 chief (2) 3:9 4:5 children (1) 39:24 Children's (2) 28:3 45:11 Chong (1) 3:4 choose (3) 20:8 55:2,8 choosing (2) 29:22 43:11 Chris (2) 7:21 34:22 Christopher (2) 2:6 3:22 city (4) 1:3 4:16 14:14 24:24 City's (1) 19:8 city-funded (1) 13:21 civically (1) 11:9 clarification (1) 26:12 clarify (1) 42:19 clarity (1) 40:19 class (1) 44:10 classroom (1) 51:3 Claude (1) 29:5 clear (2) 29:25 58:18 clearance (2) 39:8,25 clearances (2) 39:21 40:11 clearly (1) 51:6 clients (1) 34:18 close (1) 22:2 closely (4) 10:12 11:6 13:22 19:7 closing (1) 23:19 Clue (10) 32:8,15,20,24 43:21,24 47:25 48:6,10,13 cohort (2) 9:14 11:14 cohorts (3) 11:18,24 19:15 collaborating (1) 4:24 collectively (1) 32:4 collegial (1) 31:11 combined (1) 25:5 come (1) 15:2 coming (3) 20:22 58:12,25 commercial (1) 24:25 commissioner (3) 3:3,24 27:8 Commitment (2) 23:23,24 communication (1) 36:20 communities (2) 4:21 5:2 community (13) 1:4 3:5 4:17 11:10 28:18 33:5,7,10,13,21 41:11 45:3 49:14 community-based (15) 1:7 4:18 5:5 9:4 10:9,22 26:21 27:5 33:4</p>	<p>40:21 45:5 49:13 53:12,13 59:21 compare (1) 21:24 compared (1) 20:11 comparing (1) 21:10 COMPASS (2) 39:13 40:13 compensation (1) 25:6 compete (1) 46:17 competition (4) 8:25 10:8,12 56:20 competitions (1) 56:18 competitive (2) 6:16 12:13 complete (1) 22:8 completely (1) 48:6 completing (1) 38:25 compliance (1) 24:7 complicated (1) 43:19 compliant (1) 41:22 component (2) 43:22 48:13 comprehensive (1) 36:10 concerns (2) 23:13 32:2 concludes (1) 60:14 conference (6) 1:9 3:6 4:12 7:6,14 60:15 connection (1) 9:10 connects (1) 14:14 consideration (1) 30:5 considered (1) 30:9 considers (1) 41:14 construction (1) 19:10 contact (6) 5:8 7:4 16:23 22:15 32:18 56:12 contacts (1) 32:11 continue (1) 44:20 contract (26) 5:20 6:4,17 10:24 19:24 20:11,12 21:15,16 22:19 23:8 24:13 25:10,14 28:6 35:3 38:5,5,12 52:2 53:25 54:8 55:5 56:16 57:17 59:2 contracted (1) 21:4 contracting (2) 3:9 4:6 contractors (2) 24:16 25:13 contracts (4) 36:15 54:5,22 55:14 convenient (1) 15:19 conventions (1) 45:20 conversation (1) 47:19 conversations (2) 37:8 52:21 cool (8) 39:3 58:3 59:8,9,9,9,16 coordinate (2) 31:15,25 coordinating (1) 30:23 coordinator (4) 35:23 50:4,10,14 copies (1) 6:8 correct (8) 29:21 47:7 48:21 50:25 53:6 54:15 58:20 60:11 correctly (1) 53:12 Counseling (2) 28:18 45:3 couple (1) 53:9 course (2) 14:21 18:23 cover (1) 56:2</p>	<p>coverage (1) 25:11 covering (1) 56:15 covers (1) 53:25 create (1) 8:24 creating (1) 22:22 creative (2) 29:17 58:12 criteria (3) 14:24 43:11,12 critical (1) 18:9 CT (1) 41:20 current (3) 20:11 21:23 24:19 currently (7) 16:21,24 17:9 34:16 41:2,16 46:21 curriculum (2) 50:12,13 custom (2) 57:20,21 Cypress (2) 43:9 49:11</p> <hr/> <p align="center">D</p> <hr/> <p>Dana (2) 2:10 4:5 date (8) 5:4,5,17,25 7:2 59:20,23 60:2 dates (1) 4:14 DAVIDS (4) 49:24 50:16 51:9,11 day (1) 61:11 dealing (1) 39:17 December (7) 5:6,19 6:2 7:10 59:22,25 60:4 decide (1) 56:8 decided (1) 48:3 decisions (1) 32:21 dedicated (1) 20:24 definitely (1) 36:13 delays (1) 24:22 deliver (1) 11:12 delivered (3) 8:18 10:16 18:5 delivering (3) 17:12 34:24 35:8 delivery (1) 10:3 demonstrate (5) 15:16 34:21 36:10,22 40:6 denied (1) 14:25 Department (7) 1:4 3:5 4:9,16 14:17,18,19 Deputy (1) 3:9 describe (1) 49:21 description (1) 49:16 design (6) 10:14 48:5,7,20 58:23 59:5 designed (1) 41:22 determination (2) 24:14 45:25 determine (1) 35:2 determined (1) 24:17 develop (5) 5:2 43:5 50:7,12 52:5 developer (3) 36:20 37:5 50:4 developers (2) 35:22 52:5 developing (3) 18:9 46:21 50:11 development (15) 1:4 3:6,25 4:4 4:17 27:8 45:14 52:3 55:4,8,15 56:7 57:11,18,22</p>
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**Summer Youth Employment Program Pre-Proposal - Afternoon
November 19, 2018**

developments (16) 15:11,13,18
16:9,18 17:5 45:20,22 46:3,11
54:20,25 55:17,18 56:20,23
devices (1) 3:12
difference (1) 50:3
different (7) 29:20 36:15 46:25
47:3,4,16 53:9
direct (6) 8:21 9:21 14:11 16:11
17:22 46:10
director (7) 3:22 4:3 7:22 36:17
40:25 41:3,4
disabilities (3) 27:13,18,19
disability (2) 25:6 26:22
discretion (1) 49:17
distinct (1) 44:16
distinction (2) 10:15 19:19
district (2) 33:8,10
districts (3) 33:5,13,21
diversity (1) 42:3
divided (1) 9:15
DOB (2) 42:6,10
documents (1) 6:19
DOE (5) 9:11 20:25 27:17 31:13
32:23
doing (2) 43:23 45:7
Door (1) 47:23
downloading (1) 60:11
Dreamyard (1) 58:2
due (9) 5:4,5,17,25 7:2 12:19 59:20
59:23 60:2
DYCD (22) 3:10 4:6,22 6:7 7:7,23
13:11,13 14:14 25:8,12,16 34:2
34:11,21,25 36:6,12 39:13 41:14
42:8 56:8
DYCD's (3) 4:15 25:22 60:9

E

E (4) 2:3,3 61:2,2
early (2) 7:11 29:14
ease (1) 23:13
east (2) 56:19 57:10
Education (2) 4:9 14:18
educational (3) 35:22 50:3,10
effects (1) 4:19
either (3) 13:20 34:7 51:24
electronic (1) 3:12
elements (1) 34:23
eligible (7) 6:22 9:13 28:15 34:19
38:16 41:15 42:4
email (2) 7:6 60:12
emphasis (1) 19:6
employer (8) 13:12 19:22 20:3,5
21:12 51:16,22 53:4
employer's (1) 25:7
employer-paid (2) 13:7,9
employers (5) 12:25 19:3 20:8
52:7,22

employment (11) 1:5 3:7 7:23 8:5
8:14 12:10 28:6 34:7 52:5 58:3,9
encourages (1) 25:17
encouraging (1) 31:14
endeavors (1) 8:13
ends (1) 26:4
engage (1) 43:18
engaged (1) 11:9
enhanced (1) 10:4
ensure (5) 19:12 22:7 24:19 46:2,7
enter (1) 24:10
entire (3) 38:6 54:4 56:15
entity (1) 13:21
EPIN (3) 1:6,7,8
equally (1) 30:9
Eric (1) 46:19
essentially (4) 16:7,13 20:16 45:22
evaluated (2) 22:14 56:25
Evan (1) 53:7
everybody (1) 32:24
exactly (4) 31:5 58:10,15 59:10
example (1) 56:19
exception (1) 20:18
excess (1) 20:7
execute (1) 32:5
executing (1) 31:18
exist (1) 14:16
existing (5) 17:24 22:23,24 28:6
42:20
expand (3) 16:21 17:3 22:23
expanded (1) 21:18
expansion (1) 16:7
expect (3) 15:14 17:3 23:15
expectation (8) 12:14 22:21 37:24
38:11,14 46:10 51:2 54:7
expectations (1) 3:15
expected (6) 13:5 16:21 17:20
19:23 21:11 22:10
expecting (1) 53:24
expense (4) 40:3,5,7,13
experience (5) 11:21 12:6 15:17
27:21 51:5
experiences (3) 11:6 18:8 19:2
explain (2) 45:16 52:22
exposing (2) 19:12 42:2

F

F (1) 61:2
facilitate (2) 50:15,17
facilitation (1) 51:6
facilities (1) 45:14
fact (1) 31:17
fair (1) 56:5
fall (1) 46:3
familiar (1) 36:8
families (1) 8:9
FAQ (1) 24:3

fashion (2) 59:11,15
February (3) 5:11,22 6:5
fee (4) 10:24 20:11 21:16 27:21
feeling (1) 51:7
fees (2) 20:12 39:10
fields (1) 41:21
filings (1) 24:19
fine (1) 42:13
fingerprint (2) 39:7,21
first (3) 13:24 36:5 39:7
fit (1) 14:24
five (3) 20:15 36:14 59:2
flexibility (3) 22:13 35:25 40:4
flourish (1) 4:21
focus (2) 18:8 42:15
focused (7) 12:24 17:8,10,24
28:11 42:23 47:3
focuses (1) 42:2
Folasade (1) 30:10
folks (2) 51:2 52:22
food (1) 19:11
footprint (1) 56:15
form (2) 49:16,19
formal (1) 49:15
Forman (9) 53:7,7 54:14,17 55:12
55:21 56:10 57:12,24
forth (1) 33:6
Fortunately (1) 42:24
foster (1) 14:2
fostering (1) 19:14
foundational (2) 8:11 11:12
four (4) 5:16 20:14 36:14 59:2
framework (1) 22:22
Frenzel-Berra (8) 2:8 4:2 30:7
33:14,20 49:18 55:3,23
front (2) 26:12 51:3
full-time (1) 35:23
full-year (1) 37:6
fund (6) 35:7,8 55:15,16 56:4,9
funded (6) 28:12 41:17 42:7,9,10
42:12
funding (3) 34:2 53:3 56:2
funds (1) 48:25
further (4) 7:3 16:22 26:11 59:18
future (1) 8:13

G

general (2) 4:14 24:25
geographic (3) 54:21,23 57:18
getting (1) 55:25
give (4) 7:25 34:6 46:24 55:19
given (2) 29:21,24
gives (1) 46:2
go (4) 4:13 23:17 32:22 57:13
goal (4) 8:2,4 29:11 59:6
going (19) 10:18 18:5 20:14 22:3
23:18 36:4 39:11 48:2 50:11 51:2

**Summer Youth Employment Program Pre-Proposal - Afternoon
November 19, 2018**

<p>54:22 55:9,13,15 56:14 57:2,6,21 57:23 Good (6) 3:2 7:18,20 35:12 37:12 43:8 Greg (1) 36:7 Gregory (1) 35:13 Griffith (5) 31:2,2,20 32:7 33:2 group (1) 21:5 grouped (1) 55:6 groups (1) 21:20 grow (2) 5:2 23:15 guess (2) 34:14 58:14 guys (1) 58:22</p>	<p>idea (6) 11:2 17:13 19:6 43:2 50:7 50:25 identify (4) 8:18 14:20 22:9 24:9 identifying (2) 12:16 13:18 impact (2) 44:17,23 implement (1) 50:15 implementation (1) 32:25 important (3) 4:14 12:12 57:7 improve (2) 4:22 6:16 inaudible (2) 45:19 47:23 incentive (1) 43:17 include (2) 25:2,4 included (1) 10:9 income (1) 8:8 incorporated (1) 27:13 increased (3) 10:23 21:15,21 indicate (1) 57:23 individual (3) 9:16 38:8 48:11 individuals (1) 26:24 information (9) 4:14 19:9 24:9,11 24:12,21 32:10 46:8 60:10 informing (1) 32:21 initiative (8) 16:20 23:25 28:5,7 45:13 46:22 58:6,19 initiatives (13) 1:8 5:18 9:5 13:17 17:7 20:18 21:22 28:20 41:13 46:14 47:11 54:19 59:24 instance (2) 38:7 39:19 instructional (1) 43:22 instructions (1) 3:15 insurance (4) 24:24 25:7,11,13 integrated (2) 32:13 48:8 intend (2) 37:21 57:7 intention (1) 42:19 intentional (1) 8:22 intentionalized (1) 9:10 intentions (1) 9:6 interested (1) 56:6 internal (1) 37:8 internal/external (1) 19:2 internship (2) 12:4,4 interviewed (1) 12:18 introduce (1) 3:21 introduction (3) 3:14 8:7 20:25 investing (1) 4:25 invests (1) 4:17 involved (1) 14:3 issue (1) 36:7 issued (1) 60:7 issues (1) 24:22 item (1) 49:22</p>	<p>37:5 41:17 42:3 43:5 51:13,15,21 52:3,4 53:4 58:7 59:5,13 jobs (2) 58:12,24 joining (1) 4:11 Jon (1) 33:3 Julian (1) 49:10 July (1) 19:5 justice (1) 14:2 justification (1) 40:15 justify (2) 40:3,7</p>
<p align="center">H</p> <p>hand (3) 21:25 23:18 61:11 handle (1) 11:24 hands-on (1) 51:5 happen (1) 22:18 happening (1) 58:4 happens (1) 23:10 hard (1) 6:8 health (1) 6:17 healthcare (1) 19:9 help (9) 5:2 7:3 8:9,9 11:8,11 14:20 18:13 21:20 help@MOCS.NYC.gov (1) 7:4 helping (1) 18:14 hereunto (1) 61:10 HHS (12) 5:7,19 6:3,10,13,14,15 6:20,25 59:22,25 60:4 Hi (15) 26:17 28:17 29:5,10 31:2 37:12 39:4 41:10 43:8 45:2 46:19 47:22 49:10,24 53:7 Hickey (11) 2:9 4:8 30:16 31:10,21 32:12 43:15 44:11 46:18 48:9,21 high (3) 41:18,19 46:23 higher (3) 12:3,6 26:24 highest (1) 57:5 highlight (1) 20:10 Hill (1) 49:11 Hills (1) 43:9 Hiring (2) 23:23,24 hold (1) 7:15 homeless (2) 14:3,18 hoping (2) 29:13 46:23 hospitality (1) 19:9 hours (19) 10:5 11:22,23 12:9 15:5 15:6,25 17:21 18:20 19:4,25 20:2 43:21 44:4 50:18,24 52:19,23,24 households (1) 8:10 Houses (1) 35:14 housing (1) 45:13 HRA (1) 24:2 human (2) 6:17 23:25</p>	<p align="center">J</p> <p>Jacobs (3) 29:16,16 30:3 January (1) 19:17 job (24) 12:16,17 17:16 18:11 19:3 27:20 34:4,17,17 35:22 36:20</p>	<p align="center">K</p> <p>Kayla (1) 41:10 keep (2) 16:16 44:3 keeping (1) 22:20 key (1) 10:15 kids (2) 29:16 34:4 kind (9) 23:11,12 32:9 45:22 49:2,4 49:6,15,17 kinds (1) 17:14 King (1) 56:13 know (12) 8:4 23:13 37:18 40:20 42:22 44:4,18 52:17 54:10 56:3 57:15,17 Kristina (3) 1:21 61:4,14</p> <p align="center">L</p> <p>labor (1) 18:16 Ladders (8) 5:13 10:11 12:2,13 19:19,24 21:9,11 large (1) 27:15 Lastly (3) 17:6 19:18 21:25 LDC (2) 43:9 49:11 lead (7) 30:21 31:5,18 37:20,24 38:22,24 Leaders (6) 5:13 10:11 12:3,13 19:19 21:9 leadership (1) 32:4 learning (6) 11:5,20 18:8 27:17 50:8,23 let's (3) 39:15,22 40:13 Lewis (16) 2:6 3:22 7:18,21,22 28:10,24 29:25 38:3,21 40:2 44:14 45:8,18 54:6,16 liability (4) 24:24,25 25:4,8 liens (1) 24:20 life (1) 4:23 lifeguard (1) 34:15 Lifeguards (2) 33:25 51:14 limit (1) 25:6 limitations (2) 52:18,25 line (2) 26:12 46:25 Link (1) 24:3 linked (1) 59:10 list (4) 16:17,19,20 38:16 listed (5) 9:2 15:13 46:4 54:20 56:18</p>
<p align="center">I</p>		

**Summer Youth Employment Program Pre-Proposal - Afternoon
November 19, 2018**

<p>little (1) 45:16 local (1) 4:24 located (1) 47:16 locations (3) 45:23 47:4,7 long (3) 40:2,6 43:25 look (2) 32:16 36:13 looking (2) 9:9 37:16 looks (1) 59:5 lot (3) 32:22 34:23 42:21 lottery (4) 9:20 11:25 14:13 16:5 Luciana (1) 49:25 lunched (1) 6:15</p> <hr/> <p align="center">M</p> <hr/> <p>Maddux (3) 30:10,11,25 majority (1) 41:20 making (1) 40:15 Manhattan (2) 33:6 56:12 manner (1) 15:19 manufacturing (1) 19:10 MAP (3) 15:9 16:8,13 March (3) 5:10,22 6:4 marked (1) 56:14 market (1) 18:16 Marshal's (1) 39:20 Martin (4) 37:12,13 38:20 39:3 matched (1) 32:18 matter (1) 61:8 Max (1) 31:2 maximum (2) 48:10 52:23 Mayor's (1) 15:12 mean (3) 30:2 36:14 54:23 Meaning (1) 14:11 meaningful (1) 27:20 means (1) 45:17 meant (1) 48:8 Mediation (2) 28:18 45:3 Medicine (1) 29:6 meet (1) 36:11 member (1) 35:18 mention (1) 14:6 mentioned (2) 18:3 27:2 mentioning (1) 57:10 Mentoring (1) 29:6 methodology (1) 8:23 MICHAEL (1) 2:9 microphone (1) 26:13 Mike (2) 4:8 44:15 million (3) 25:2,3,5 mind (3) 16:16 22:20 48:5 mindful (1) 23:5 minimum (3) 19:16,25 20:8 missed (2) 27:3 44:9 mission (3) 4:15,16 8:2 missions (1) 13:23 MOCS (1) 7:4 model (6) 16:8,12 20:22 21:2</p>	<p>22:25 50:6 models (5) 10:13 11:4 21:3 35:18 35:19 modules (2) 50:18,20 moment (1) 3:20 months (2) 19:5 37:6 Moscow (4) 33:3,3,17,23 motor (1) 25:3 MOU (1) 46:16 move (2) 16:22 18:10 multiple (5) 30:20 33:13 35:17,19 55:17 MVP (2) 33:24 51:13 MWBE (2) 25:16,17 MWBEs (1) 25:19</p> <hr/> <p align="center">N</p> <hr/> <p>N (1) 2:3 name (6) 3:8 7:21 26:14,14 30:10 49:24 nature (2) 12:19,21 necessarily (2) 27:18 34:5 necessary (5) 8:12 18:10 25:11 40:7 44:19 need (9) 7:3 8:10,21 33:11 40:17 47:5,5 54:10 58:15 needed (1) 21:18 needs (3) 13:13 26:11 36:11 negotiate (2) 22:17 40:21 negotiation (3) 22:15 36:9,23 neighbor (1) 15:12 Neighborhood (2) 26:18 35:13 Neighborhoods (1) 37:13 network (1) 4:18 new (14) 1:3 4:16,20,23 8:2,15 18:4 19:16 20:7,12 21:23 24:24 39:5 61:5 Nick's (1) 30:11 Nicks (1) 49:25 nine (1) 20:16 non-DYCD (2) 28:12 41:16 non-MAP (2) 16:9 54:19 non-profits (2) 35:9 42:21 northern (1) 33:6 Notary (1) 61:5 note (5) 6:7 7:8 22:5 25:24 60:6 noted (2) 20:14 60:16 nothing's (1) 27:2 Notice (1) 24:6 notifications (1) 60:13 notify (1) 25:12 Noting (1) 14:23 November (3) 1:10 5:14 61:11 nuanced (1) 31:12 number (4) 17:3 23:14 46:24 52:23 NYCHA (14) 15:8,11 16:6,8,17,18 17:4 45:13,20,21 46:2 54:20</p>	<p>57:11,22</p> <hr/> <p align="center">O</p> <hr/> <p>obligation (1) 37:23 obtain (1) 37:19 obtained (1) 25:10 Obviously (1) 51:5 occurrence (1) 25:2 October (1) 5:14 offer (1) 34:15 offered (2) 38:5,5 officer (2) 3:10 4:6 Okay (19) 29:3 31:20 33:23 40:18 41:9 42:14,17 43:7 44:7 45:9 47:21 48:17,22 49:9 51:9 54:17 57:24 59:16,19 old (6) 17:9 18:6,18 48:14 54:12,13 older (15) 5:10 10:5,10 11:2,13,23 15:23 16:2 21:3,8 29:23 30:4 53:15,19 54:2 olds (8) 10:6,16 15:5,7,23,24 16:14 19:20 Olga (2) 33:24 51:13 onboard (1) 32:23 once (7) 26:4,8 32:15 34:25 36:9 50:12 52:10 open (1) 36:21 opportunities (13) 4:20 12:16,18 12:20,23 17:16 18:12 23:6,16 46:20 50:8,23 52:6 opportunity (12) 8:17 9:19,21 11:11,21 12:11 15:3 20:6 22:16 26:3,8 43:5 opposed (1) 11:15 option (43) 5:8,9,11,13,15,23 6:5 9:3,4,17 10:21 11:17 12:2,15,24 13:3,4,25 14:5,9 15:8 16:6 17:6 17:16 18:2 22:11 27:5 28:21,25 29:22,22 40:22,22,25 41:2,14 42:5 45:7 46:17 47:25 53:18 54:18 58:19 options (12) 5:21 9:2,7 10:10 17:2 17:3 18:18 20:13,15 28:21 53:10 53:14 order (5) 6:9,11 7:8 43:14 57:4 organization (7) 11:7 14:22 33:18 35:17 38:4 41:16 58:5 organizations (4) 4:18,24 10:3,19 original (1) 23:9 originally (1) 21:16 out-of-school (1) 17:11 outcomes (1) 36:12 outlined (2) 34:22 41:6 outside (1) 9:20 outstanding (1) 24:20 override (1) 48:6 overview (2) 3:17 7:25</p>
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**Summer Youth Employment Program Pre-Proposal - Afternoon
November 19, 2018**

P		
P (2) 2:3,3	physical (1) 27:18	21:24 46:11
p.m (9) 1:11 5:7,19 6:3 7:2 59:22	pick (2) 43:11 55:2	prioritized (1) 33:8
59:25 60:4,16	piece (1) 39:9	priority (5) 19:8 29:21,24 30:2,8
packets (1) 50:20	piggyback (1) 44:14	probably (1) 39:22
page (1) 26:15	pilot (1) 20:20	Probation (1) 14:19
paid (5) 13:12 19:22 20:5,7 21:12	PIP (1) 24:9	proceed (1) 25:9
panel (6) 3:13,21 7:14 26:3,5,7	place (1) 9:20	proceedings (61) 1:13 3:1 4:1 5:1
panel's (1) 7:16	placed (2) 13:15 51:21	6:1 7:1 8:1 9:1 10:1 11:1 12:1
part (13) 9:22 11:5 15:3,11 16:4	placement (9) 11:20,22 13:12 19:3	13:1 14:1 15:1 16:1 17:1 18:1
18:7,20,25 19:22 37:6 43:17	34:4,17 51:13,15 53:4	19:1 20:1 21:1 22:1 23:1 24:1
51:22 53:5	placements (9) 12:22,25 13:7,9	25:1 26:1 27:1 28:1 29:1 30:1
part-time (2) 36:2 37:4	19:7,22,24 20:5 21:12	31:1 32:1 33:1 34:1 35:1 36:1
participant (7) 10:24 11:16 13:15	plan (6) 15:12 22:8 33:21 35:21	37:1 38:1 39:1 40:1 41:1 42:1
14:9 17:19 20:3 44:8	36:11 41:7	43:1 44:1 45:1 46:1 47:1 48:1
participants (13) 10:25 12:7 13:6	planning (1) 32:24	49:1 50:1 51:1 52:1 53:1 54:1
15:22 17:21,23 19:20 27:16,16	plans (1) 22:3	55:1 56:1 57:1 58:1 59:1 60:1
28:11,14 43:12 54:11	please (14) 3:11 6:7 7:7,15 22:7	61:7,9
participate (5) 9:13 34:5 43:13	24:7,15,18 25:24 26:8,12,13 60:6	process (6) 6:17 11:24 12:12
44:24 51:16	60:9	24:23 36:8 52:11
participating (1) 17:4	plenty (1) 23:16	processing (1) 25:9
participation (5) 16:12 25:16,17	point (1) 46:6	procurement (6) 8:3,25 10:14
44:15,21	pool (2) 57:17,17	16:22 21:23 23:9
particular (2) 8:20 48:15	populations (4) 8:20 13:19 14:15	professional (1) 12:4
particularly (1) 43:20	14:17	profit (1) 35:10
partner (2) 30:14 38:17	Portal (1) 24:9	program (47) 1:5 3:7 4:3 7:23 8:5
partnering (1) 10:2	positions (5) 35:24 36:2 48:25	9:8 12:5,8 14:21,25 15:3 16:4
partnership (3) 37:15 38:25 49:20	49:2,4	17:11,25 20:23 23:15 24:3 27:14
partnerships (1) 49:14	possible (1) 55:14	28:9,13 30:17 32:14 33:14 34:23
paths (1) 41:23	post (4) 3:17 23:22 24:17,23	36:17 40:13,14,25 41:3,13,18,21
pathways (1) 19:13	posted (2) 25:21 60:8	41:25 42:20 43:17,20 45:5 48:5,7
pattern (2) 40:24 41:7	Posting (1) 25:20	48:14,20 51:17,23 54:5 58:7,16
patterns (1) 35:16	potentially (2) 36:16,19	59:13
pay (3) 13:2 39:22 42:25	poverty (1) 4:20	programs (12) 4:19 17:14 18:20
Payee (1) 24:8	power (1) 31:8	27:6 28:11,13 35:20 36:18 39:18
payment (1) 24:11	PPP (3) 21:2,9,24	40:21 41:20 42:23
penal (1) 4:13	pre-proposal (4) 1:9 3:6 7:6 60:14	project (1) 50:4
people (39) 8:6,11,19 9:11,18,23	pre-qualification (1) 3:16	project-based (6) 11:5,20 18:7
11:8 12:17 13:2,19,25 15:10,17	pre-qualified (3) 6:10,12,20	50:7,14,23
16:4,10 17:17,23 18:15,17,24	prepare (1) 8:7	projects (4) 11:8,10 18:12 50:15
19:13,15,21 20:6,24 21:21 23:7	prepared (1) 11:12	prominent (1) 12:21
27:12 32:21 34:12,25 42:25 43:4	preparing (1) 42:3	proof (1) 25:11
46:9 51:4,7 52:6,10,13	presence (1) 15:16	proposal (22) 3:14,16 5:4 7:2
percent (6) 13:6 19:23 53:22,23	present (1) 32:12	17:15 22:8 23:4 29:2 33:15,22
54:11,15	presentation (3) 7:16 25:20 29:12	34:19 40:23 47:6,14 49:16,21,22
percentage (1) 27:15	pretend (1) 57:14	55:4,7 56:7,22 58:8
Perez (11) 33:24,24 34:13 35:5,10	pretended (1) 57:15	proposals (10) 6:8,19,23,24 22:4,7
51:12,13,24 52:15,17 53:2	prevented (1) 27:19	22:14 28:22 45:6 55:11
performing (1) 12:3	preventive (1) 14:4	propose (2) 6:22 43:3
person (2) 44:18 51:20	previous (2) 10:13 26:22	proposed (1) 20:12
perspective (2) 31:22 52:21	previously (1) 21:4	proposer (2) 24:6 46:5
pertain (1) 26:9	price (2) 10:24 26:23	proposers (1) 23:2
pertains (1) 26:16	pricing (1) 27:2	Proposing (1) 6:14
Peterson (5) 46:19,19 47:10,15,21	principal (7) 30:19,22 31:8,18,24	prospective (1) 24:16
phase (1) 24:18	44:8 46:15	protocol (1) 57:3
Phipps (1) 37:13	principals (8) 30:13,20,24 31:11	prover (1) 14:21
phones (1) 3:12	31:13,25 43:10,16	provide (22) 4:20 8:6,8,10 9:9
	prior (7) 11:19,22 12:5,9 20:23	15:15,18 17:16 23:6 33:9,18 34:2

**Summer Youth Employment Program Pre-Proposal - Afternoon
November 19, 2018**

<p>38:6,9,12 40:8,8 42:18 44:4 53:2 53:3 58:13 provided (2) 21:19 24:4 provider (11) 10:2,19 11:7 12:15 13:10 30:15,19,23 31:21 34:22 36:10 providers (12) 6:18,21,24 10:23 11:15 13:4 14:7 15:15 17:14 34:3 35:8,24 provides (1) 34:11 providing (5) 12:24 21:7 38:14 46:12 54:9 Public (3) 23:23,24 61:5 publish (1) 6:18 purpose (3) 15:2 40:20,23 purposes (2) 22:6 25:25 put (3) 39:10 40:17 57:2</p>	<p>17:22 46:11 reenvision (1) 8:17 reenvisioning (1) 18:4 reference (1) 26:15 referenced (1) 58:18 referral (1) 13:11 referred (2) 14:20 44:19 referring (1) 47:8 regard (3) 26:21 32:8 39:7 regarding (5) 24:3 26:2 28:4,19 30:12 regardless (1) 21:5 regards (4) 22:2 37:14 38:3 41:12 region (1) 33:11 regions (1) 33:5 regular (1) 26:25 reimbursed (3) 13:8,14 14:8 reimbursement (3) 15:21 16:14 17:18</p>	<p>18:4 20:22 22:21 26:2,10,10,15 27:11 29:18,20 32:9 36:7,11,12 37:19 41:5,6 47:25 49:13 53:20 55:12,13 59:7,21,24 60:3,11 RFPquestions@dycd.nyc.gov (1) 7:7 RFPs (5) 1:5 6:23 7:25 53:12 60:7 rider (1) 23:23 right (20) 25:12 27:10 34:22 36:4,9 37:2 41:2 47:18 49:7 50:6,22,24 52:8,12,20 53:19 54:16 55:24 57:19 59:8 Robert (2) 2:8 4:2 role (1) 31:5 roster (1) 25:21 round (1) 34:8 runaway (1) 14:3 runs (1) 41:16</p>
<p align="center">Q</p> <p>Q&A (2) 23:20 26:4 qualify (2) 28:7 44:5 quality (1) 4:23 question (27) 3:18 25:24 26:11,16 27:9,24 28:4,19 29:7,18 30:12 31:4,24 32:8 34:10 36:5 37:14 40:19 41:12 45:4 46:13 47:13 48:23 49:12 50:16 54:18 58:21 questions (20) 4:2,5,7,10 7:5,9,15 26:4,6,7,9 35:15 39:6 45:12 47:24 50:2 53:10 57:20,21 59:19 quick (1) 35:15</p>	<p>reiterate (1) 56:10 related (2) 24:12 35:15 released (2) 6:23 26:20 relevant (1) 6:21 remainder (1) 54:12 remains (1) 21:12 reminder (1) 59:20 Renard (1) 39:4 renew (4) 5:11,15,23 6:5 reported (1) 61:7 reporter (1) 61:4 request (1) 34:19 requests (1) 6:19 require (3) 49:14,19 55:4 required (3) 13:5 22:10 48:25 requirement (5) 24:4,8,15,25 52:15 requirements (3) 3:18 23:22 25:14 requires (1) 33:15 research (1) 4:3 reserves (1) 25:12 residency (1) 45:24 residents (2) 15:10 16:10 resolved (1) 24:21 resources (4) 8:21 9:25 21:19 24:2 respectively (1) 16:2 respond (3) 6:9,11 41:8 response (3) 31:15 34:21,24 responses (1) 7:8 Responsibility (1) 24:14 responsible (3) 24:17 38:24 50:11 rest (1) 48:18 restrictions (1) 48:24 retail (1) 19:11 review (1) 23:22 RF (1) 40:23 RFP (40) 3:14,17 5:6,18 6:2,9,12 6:19 8:15 10:12,19 13:17 15:14</p>	<p align="center">S</p> <p>S (1) 2:3 Sabrina (1) 57:25 safe (1) 52:10 safety (1) 15:12 Sanchez (6) 28:2,2,16 45:10,10 46:13 Sandino (2) 28:2 45:10 saying (1) 51:20 says (5) 32:9 50:20 53:20 55:12,13 schedule (1) 44:2 school (39) 9:12,16,24 12:7 17:13 30:15,18,21 31:23 37:18,20,25 38:2,6,8,10,18,23,24,25 40:14 41:17,18,19 42:24 43:14,18,24 44:3,9,16,22 48:11,17 49:2,7 51:8 54:10,11 school-based (28) 1:6 5:25 9:3,8 9:14 10:7,19 14:10 16:20 20:17 20:20 30:13,16 32:14,15 37:15 38:4,13 39:18,23 43:10,16 46:14 47:25 53:11,18 54:9 60:3 schools (16) 9:11,15,17,19,25 16:19 17:4 20:25 32:16,18 37:16 37:22 38:8,15,16 46:23 score (1) 57:4 scored (1) 57:5 second (5) 10:8 37:3 40:18 50:16 55:20 sector (11) 17:8,10,24 28:11,13 47:2,15 50:9 59:12,14,15 sectors (2) 19:8 47:3 securing (1) 49:19 see (2) 49:22 58:3 seeking (1) 15:2 seen (2) 27:14,22 SEL (1) 18:13 select (2) 9:11 32:19</p>
<p align="center">R</p> <p>R (2) 2:3 61:2 range (2) 54:3,4 rate (8) 13:8,14 14:7,8 15:21 16:15 17:18 21:4 ratio (2) 54:3,7 ratios (2) 54:3,4 readiness (11) 9:23 11:13,19 12:9 15:4,24 17:20 18:9,14 34:17 41:18 reading (1) 53:11 ready (1) 44:20 really (2) 43:23 50:22 receive (10) 9:23 10:20 11:16,18 12:8 16:11 18:22 23:7,16 60:12 received (1) 7:9 receives (2) 12:15 13:11 receiving (7) 10:23 11:22,23 13:20 14:4 19:16 23:14 recognize (3) 21:17 22:12 23:3 recommends (1) 25:18 record (1) 61:9 recruit (1) 33:22 recruited (2) 9:22 44:18 recruitment (7) 14:9,11,23 16:3,11</p>		

**Summer Youth Employment Program Pre-Proposal - Afternoon
November 19, 2018**

<p>selected (7) 14:12 16:8 20:3 32:15 32:17 34:18 56:4</p> <p>selection (2) 11:24 12:12</p> <p>send (3) 39:15,19,23</p> <p>sense (4) 35:4 38:19 44:11 51:10</p> <p>separate (11) 9:2,15 28:22,25 29:20 33:11 44:13,16 45:6 53:17 56:22</p> <p>separately (2) 29:19 41:2</p> <p>serve (6) 13:5 21:20 27:4 29:23 55:9 56:13</p> <p>served (7) 10:20 11:16 12:7 17:9 17:19 18:19 48:19</p> <p>service (31) 5:8,9,12,21 6:18 10:10 11:3,7,10 13:3 17:2,2,6,15 18:2 18:18 19:11 20:13,14 22:11,23 26:24 27:4 28:21,21,24 34:3 41:14 42:4 45:7 53:13</p> <p>services (29) 6:21 8:17 10:15 13:20,22 14:4,19 15:15,19 17:12 18:5 21:8,18 22:13 23:7,11 26:19 26:23 33:9,19 35:9 38:6,10,15 40:8,9 41:11 46:12 53:3</p> <p>serving (5) 14:15,16 20:24 21:6 37:25</p> <p>session (4) 3:19 25:24,25 26:4</p> <p>set (7) 15:9 23:9 30:8 54:2 57:13 57:19 61:10</p> <p>setting (1) 16:24</p> <p>Settlement (1) 53:8</p> <p>severe (2) 27:19 54:24</p> <p>severing (1) 35:18</p> <p>share (1) 36:19</p> <p>she'll (1) 4:6</p> <p>SheAnn (4) 2:5 3:8 22:2 23:19</p> <p>shifted (1) 16:25</p> <p>shorthand (1) 61:4</p> <p>Shu (3) 28:17 29:3 45:2</p> <p>sic (1) 9:10</p> <p>sign (2) 24:5 46:15</p> <p>signature (1) 37:20</p> <p>significant (1) 24:22</p> <p>silence (1) 3:11</p> <p>similar (2) 10:13 14:10</p> <p>simplify (1) 6:16</p> <p>simply (1) 36:14</p> <p>single (6) 8:25 25:5 30:18,18,19,22</p> <p>site (13) 33:15 38:7,13,16,18 39:15 39:23 43:4 48:15 52:8,12 57:4,22</p> <p>site's (1) 39:16</p> <p>sites (10) 9:16,17 31:7 34:5 35:6,8 38:11 39:12,13 47:17</p> <p>situation (1) 30:20</p> <p>situations (1) 13:10</p> <p>six (2) 17:18 37:6</p> <p>skills (6) 8:11 11:13 18:9,13,14 19:14</p>	<p>slide (1) 10:17</p> <p>slides (2) 29:8,10</p> <p>slot (1) 23:5</p> <p>slots (6) 15:9 16:25 22:24 23:8,14 23:17</p> <p>Society (2) 28:3 45:11</p> <p>SONYC (1) 39:12</p> <p>sorry (6) 10:18 20:15 32:7 38:21 47:12 55:23</p> <p>sort (1) 54:21</p> <p>sounds (2) 38:22 47:5</p> <p>SPA (6) 30:22 31:17,19 32:6 38:22 38:25</p> <p>speak (2) 31:13 37:23</p> <p>special (19) 1:8 5:17 9:5 13:16 15:9 17:7 19:6,18 20:17 21:22 28:5,20 41:13 45:13 47:11 54:19 58:6,19 59:24</p> <p>specialist (1) 36:21</p> <p>specially (1) 20:24</p> <p>specific (5) 15:13 43:4,21 54:8 57:11</p> <p>specifically (2) 35:6 57:9</p> <p>spite (1) 31:17</p> <p>St (2) 30:11 49:25</p> <p>staff (4) 22:17 35:16,18 49:7</p> <p>staffing (8) 22:3,8 35:21 36:6,11 40:24 41:7 48:24</p> <p>stage (2) 55:25 56:5</p> <p>stand (1) 28:8</p> <p>standing (1) 51:3</p> <p>staple (1) 23:11</p> <p>start (2) 12:10 46:12</p> <p>starting (1) 21:2</p> <p>state (5) 19:16 20:7 26:13 42:11 61:5</p> <p>stated (1) 45:21</p> <p>stay (1) 37:9</p> <p>STEM (1) 42:3</p> <p>steps (1) 44:20</p> <p>stipend (1) 18:22</p> <p>strives (1) 4:22</p> <p>student (1) 48:11</p> <p>student's (1) 44:2</p> <p>students (14) 9:18 12:5 34:7,15 37:25 41:18,20,23 42:2 43:18,23 46:24 48:15 59:3</p> <p>studied (1) 59:11</p> <p>studying (1) 41:24</p> <p>subcontractor (1) 24:6</p> <p>subcontractors (2) 24:10,11</p> <p>subject (1) 16:5</p> <p>submission (1) 3:16</p> <p>submit (16) 6:22,24 17:15 30:3 34:19 45:6 47:6,14 48:7 49:19 55:7,10 56:7,11,22 58:8</p> <p>submitted (4) 22:4 29:19 33:16</p>	<p>60:10</p> <p>submitting (6) 22:6 23:4 28:25 30:5 48:4 57:16</p> <p>subsequent (1) 18:11</p> <p>subset (2) 32:19 48:9</p> <p>subsidized (1) 13:13</p> <p>succeed (2) 8:13 18:11</p> <p>summer (22) 1:5 3:7 7:22 8:5 17:17 18:21 20:21 27:20 34:7 37:17 43:2,13,23 44:3,9,15,22 51:8 52:14 58:2,10 59:4</p> <p>Sunnyside (1) 41:11</p> <p>supposed (1) 50:17</p> <p>sure (12) 12:20 21:19 23:2 24:18 26:9,13 27:12 32:4 34:9 51:19 52:9 60:9</p> <p>SYEP (56) 3:17,22 5:5,18,25 7:25 9:3,4,8,14,20,22 10:4,7,9,22 11:4 12:22 13:23 15:8 16:6,12,18 22:12,19 23:10,11 27:14 32:13 32:23 34:6 38:4,13 39:11,17,22 40:8,10,17 43:6,17,25 44:5,9,17 44:20,24 47:2 51:16,22 52:18 53:5 54:9 59:21,24 60:3</p> <p>system (15) 5:7,20 6:3,11,13,15,20 6:25 9:21 11:25 27:17 52:12 59:23 60:2,5</p> <hr/> <p align="center">T</p> <hr/> <p>T (2) 61:2,2</p> <p>table (1) 24:5</p> <p>take (10) 3:20 7:24 8:16 9:20,22 15:3 16:4 23:20 26:5 36:13</p> <p>talents (1) 4:25</p> <p>talk (1) 22:16</p> <p>talking (1) 52:7</p> <p>talks (1) 35:22</p> <p>target (1) 13:19</p> <p>targeted (3) 14:10 16:3 17:25</p> <p>teaching (1) 51:4</p> <p>team (1) 52:4</p> <p>technical (2) 41:19 49:12</p> <p>technology (1) 19:10</p> <p>teen (1) 58:3</p> <p>tell (1) 33:21</p> <p>term (6) 5:8,21 6:4 16:23 21:15 24:13</p> <p>terminate (1) 44:8</p> <p>terms (8) 8:13 10:14 11:8 37:25 38:21 40:4 41:7 46:8</p> <p>test (1) 20:22</p> <p>Thank (25) 4:11 7:16 23:20 27:9,25 28:16 29:3,15 30:25 33:2 36:24 37:11 38:20 41:9 43:7 44:25 45:9 47:21 48:17,22 49:9,23 57:24 59:17 60:15</p> <p>Thanks (2) 33:23 36:3</p>
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**Summer Youth Employment Program Pre-Proposal - Afternoon
November 19, 2018**

theme (1) 50:8
theoretically (2) 44:5,7
thing (1) 16:16
things (1) 44:12
think (9) 31:12 36:25 43:19 44:12
 46:25 50:5 53:22 54:21 55:13
thinking (1) 36:6
third (1) 12:2
thought (1) 27:21
three (7) 5:12,23 6:6 9:2 10:9
 36:16 46:22
thrive (1) 5:3
tied (1) 20:24
time (14) 7:2,24 17:11 22:15 25:14
 25:23 35:20 36:9,23 37:6 43:2
 44:3 56:24 60:16
timeline (2) 3:14 5:4
timely (1) 7:8
titles (1) 22:10
today (2) 4:12 29:13
Today's (1) 3:13
Tomorrow (1) 46:20
total (1) 9:12
totally (1) 55:21
Towers (1) 56:13
tracks (4) 42:4 53:10,19,21
traditional (1) 10:4
training (17) 9:24 11:19 12:9,11
 17:11,20,25 28:13 34:15,17
 42:23 43:4 47:3 58:7,11,13 59:3
trainings (2) 58:23,25
Transcribed (1) 1:19
transcript (3) 1:13 25:20 61:8
transcripts (1) 29:13
transfer (1) 46:23
Trnka (3) 1:21 61:4,14
true (1) 61:9
try (2) 19:6 23:12
trying (1) 34:14
Tucker (3) 49:10,10,23
tuned (1) 37:9
turn (2) 4:12 7:13
two (17) 14:5 28:20,22 35:15,19
 36:15 39:6 44:12 45:6,12 47:24
 50:2 53:13,17,18 55:10,10
typical (1) 12:22
typically (1) 27:17

U

ultimately (1) 31:9
uncertain (1) 58:14
understand (4) 23:3 34:10 48:2
 51:19
understanding (1) 18:15
Union (1) 53:8
United (1) 35:13
Unresolved (1) 24:21

unsubsidized (1) 21:11
upper (1) 56:11
use (1) 43:16
utilization (1) 25:18
utilize (1) 24:8
utilized (1) 22:18
utilizing (1) 9:25

V

vague (1) 32:9
various (2) 20:13,17
vehicle (1) 25:3
versus (2) 30:6 31:6
vet (1) 52:9
veto (1) 31:8
vicinity (1) 45:24
view (1) 15:14
viewing (1) 25:22
vision (2) 4:15,22
vulnerable (6) 13:24 15:4,6 20:19
 21:14,17

W

wag (1) 19:17
wage (1) 20:8
wages (3) 13:2 34:11 42:25
want (14) 7:24 12:19 19:12 22:12
 26:6 34:14 39:14 40:5 44:13 51:7
 51:18 55:7,9 58:17
wanted (5) 8:15 20:10 22:5 23:2
 38:23
Washington (1) 56:13
wasn't (1) 21:24
way (4) 8:22 32:14 57:20 58:11
we'll (3) 32:16,19 47:18
we're (13) 18:7 20:14 22:22 27:14
 29:13,19 33:9,17 39:8,11 56:14
 57:2 58:9
we've (1) 27:22
website (2) 25:22 60:9
week (5) 18:21 19:4 29:14,14
 52:24
weeks (5) 17:18 18:22,23 19:4
 43:6
welcome (3) 3:4,13 14:22
west (3) 33:6 56:19 57:9
WHEREOF (1) 61:10
whichever (2) 54:23 57:4
White (35) 2:7 3:23 27:7,7 34:9,20
 35:7,11 36:4,25 37:7 41:5 42:6
 42:10,13,16,18 47:8,12,18 49:3,8
 50:5,22 51:10,18,25 52:16,20
 53:6 55:19 58:17,21 59:6,12
willing (1) 12:25
Wilson (5) 2:5 3:2,8 23:21 59:18
winter (1) 7:11
wishes (1) 26:10

within-titled (1) 61:8
WITNESS (1) 61:10
WLG (1) 28:14
wondering (1) 48:4
word (1) 45:15
work (36) 8:8 9:23 11:13,19,21
 12:5,9 15:4,24 17:19 18:9,13
 19:25 20:2 32:22 34:5 35:6,8
 37:17,21,24 38:12,23 39:15,16
 39:24 42:22 43:14 44:21 52:4,8
 52:12,12,13,19,24
work-based (1) 18:25
worked (1) 37:17
workers (1) 39:14
workers' (1) 25:6
workforce (2) 3:24 27:8
working (8) 11:6 15:17 19:3 36:17
 38:9 46:7 50:13 58:16
works (1) 14:14
world (1) 8:8
worry (1) 46:5
wouldn't (4) 28:14 38:17 46:4 53:2
write (1) 40:24
writing (1) 40:23
wrong (1) 55:22

X

Y

Yeah (2) 44:14 49:8
year (15) 9:24 10:6,16 15:5,7,22,24
 16:14 17:13 19:20 34:8 42:24
 43:18 48:14 59:13
year-round (10) 17:7,24 28:5,10
 35:25 41:17 42:20 47:2,9,10
yearlong (3) 58:7,13 59:3
years (13) 5:12,16,24 6:6 10:7 17:9
 18:6,18 26:23 27:15,23 54:12,13
York (7) 1:3 4:16 19:16 20:7 24:24
 39:5 61:5
Yorkers (2) 4:21,23
young (39) 8:6,11,19 9:11,18,23
 11:8 12:17 13:2,18,25 15:10,17
 16:3,10 17:17,22 18:15,17,24
 19:12,14,21 20:6 21:20 23:7
 27:12 34:11,25 42:25 43:4 44:17
 46:8 51:4,7,20 52:6,10,13
younger (16) 5:9 10:5,10,25 11:3
 11:21 15:25 21:3,7 29:23 30:4
 48:12 50:6 53:14,20 54:2
youth (52) 1:4,5 3:5,7,24 4:17 5:9
 5:10 7:23 8:5 10:5,10,11,20,25
 11:2,3,14,22,23 13:24 14:6,12,16
 14:20,24 15:4,6,23 16:2 20:19
 21:3,7,8,14,17 26:22 27:8 29:23
 29:24 30:4,4 38:15 48:12 50:6
 53:14,15,19,20 54:2,2 58:2

**Summer Youth Employment Program Pre-Proposal - Afternoon
November 19, 2018**

<p>YWD's (1) 27:15</p> <hr/> <p align="center">Z</p> <hr/> <p>Zen (2) 28:17 45:2 ZENG (3) 28:17 45:2,9</p> <hr/> <p align="center">0</p> <hr/> <p align="center">1</p> <hr/> <p>1 (12) 5:9,10,14,22 6:4 25:2,4 28:21 29:22 40:22,25 45:7 1,000 (2) 13:8 21:13 10 (7) 5:6,19 9:17 10:5 38:10 59:22 59:25 12-month (1) 58:6 14 (10) 10:6,16 14:7 15:5,22 16:14 18:5,17 48:13 54:12 15 (21) 10:6,6,16 15:5,10,22 16:9 18:6,18,20 19:17 48:14 50:18,20 50:24 54:12,20 55:6 56:2,8,9 16 (10) 10:6 11:14,15 15:6,23 17:8 18:24 19:15,20 54:13 17 (2) 6:2 60:4 19 (1) 1:10</p> <hr/> <p align="center">2</p> <hr/> <p>2 (6) 5:9 25:3 29:23 40:22 41:2 45:7 2:00 (7) 5:7,19 6:3 7:2 59:22,25 60:4 2:12 (1) 1:11 20 (3) 50:19 53:22 54:14 2018 (9) 1:10 5:6,19 6:2 7:10 59:22 59:25 60:4 61:11 2019 (6) 5:10,14,22 6:4 7:12 19:17 2021 (1) 5:14 2022 (3) 5:11,22 6:5 21 (5) 10:6 11:14 17:8 19:20 54:13 22nd (1) 61:11 24 (7) 11:15 14:7 15:6,23 16:14 18:24 19:15 25 (5) 19:4,25 20:2 52:19,24 2601910004 (2) 1:6 6:2 2601910005 (2) 1:7 5:6 2601910006 (2) 1:8 5:18 28 (3) 5:11,22 6:5</p> <hr/> <p align="center">3</p> <hr/> <p>3 (3) 5:13 7:10 54:18 3:15 (1) 60:16 30 (5) 12:9 48:11,14,16,18 31 (1) 5:14 39 (2) 9:16 38:7</p> <hr/> <p align="center">4</p> <hr/> <p>4 (7) 11:22 15:4,25 17:6 28:22 41:14 58:19</p>	<p>40 (2) 53:22 54:11 400 (1) 21:17 450 (6) 11:2,16 15:23 17:19 21:8 27:21 49 (1) 9:15</p> <hr/> <p align="center">5</p> <hr/> <p>5 (1) 50:19</p> <hr/> <p align="center">6</p> <hr/> <p>6 (4) 18:21,23 19:4 43:6 6-month (1) 35:23 60 (3) 13:6 19:23 53:22 600 (6) 10:25 14:8 15:22 21:7,16 21:21 64 (2) 9:12,14</p> <hr/> <p align="center">7</p> <hr/> <p>7 (1) 41:21 70,000 (1) 22:24 700 (2) 13:14 18:22</p> <hr/> <p align="center">8</p> <hr/> <p>8 (5) 10:4 11:23 15:6,25 17:21 80 (1) 53:22 800 (2) 10:20 21:3</p> <hr/> <p align="center">9</p> <hr/> <p>9 (6) 54:21,22 55:14 56:2,3,9</p>	
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