

Summer Youth Employment Program - Pre-Proposal- Morning  
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

10:09 a.m.

TRANSCRIPT OF PROCEEDINGS

Transcribed by:

Kristina Trnka

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

SHEANN WILSON

CHRISTOPHER LEWIS

ANDRE WHITE

ROBERT FRENZEL-BERRA

JOHN WIDLUND

DANA CANTELM

Summer Youth Employment Program - Pre-Proposal- Morning  
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MS. WILSON: Good Morning.

ALL: Good morning.

MS. WILSON: On behalf of

Commissioner Bill Chong, I would like to  
welcome you to the Department of Youth and  
Community Development Pre-Proposal  
Conference for Summer Youth Employment  
Program.

My name is SheAnn Wilson,  
Assistant Deputy Agency Chief Contracting  
Officer. Today's agenda, welcome and  
panel introduction; RFP timeline; proposal  
expectations and instructions;  
pre-qualification and proposal submission;  
SYEP RFP overview; post award  
requirements; and question and answer  
session.

Before we get started I would like  
to introduce our panel. We have  
Christopher Lewis, director of SYEP; Andre  
White, associate commissioner of youth  
workforce development, he will be here for  
questions; Robert Frenzel-Berra, director  
of research and program development, also

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available for questions; John Widlund from the Department of Education, also available for questions. Thank you for joining us today. Before I turn this conference over to the penal I would like to go over some important dates and general information.

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

UNKNOWN SPEAKER: Can you turn the mic on?

MS. WILSON: Can you hear me?

ALL: Yes.

MS. WILSON: Vision, DYCD strives to improve the quality of life of New Yorkers by collaborating with local organizations and investing in the talents and assets of communities to help them,

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develop, grow, and thrive.

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

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

The due date for School-Based SYEP  
RFP: 26019I0004 is December 17, 2018 at  
2:00 p.m. in the HHS Accelerator System.

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The anticipated contract term is March 1, 2019 to February 28, 2022, with options 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. If you have any questions after this pre-proposal conference, you may email DYCD at [RFPquestions@dycd.nyc.gov](mailto:RFPquestions@dycd.nyc.gov). Please note, in order to assure timely responses all questions must be received no later than December 3, 2018. Awards are anticipated to be announced early winter of 2019.

Proposing in HHS Accelerator. The HHS Accelerator system was lunched 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

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are eligible to propose and can submit proposals after RFPs are released.

Providers must submit proposals through the HHS Accelerator System by the proposal due date and time (2:00 p.m.). If you need further help with this you can contact MOCS at help@MOCS.NYC.gov.

I would like to now turn this conference over to our panel. I ask that you please hold any questions until the end of the panel presentation.

MR. LEWIS: Good morning, everyone.

ALL: Good morning.

MR. LEWIS: For those of you that don't know me, my name is Chris Lewis. I'm the director of the Summer Youth Employment Program here at DYCD.

I just want to take a minute -- to take some time to give an overview of the goal and mission of the SYEP RFP and then we'll go into some follow up procurement items and then go to the panel for question and answer.

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For this RFP DYCD is seeking appropriately qualified prospective contractors to implement the service options in the following areas: We have our school-based, community-based, and special initiatives RFPs. The goal here is to -- as you know, SYEP is a program that has been --

UNKNOWN SPEAKER: Speak up.

MR. LEWIS: Speak up?

-- has been in the -- this mic isn't working.

Has been a program that's been heavily in the priority area for the administration. And we want to ensure that we have a framework set in place that can help with responsible growth and reenvisioning how we can deliver services to young people throughout the five boroughs in certain high needs and target areas. In doing so we looked to partner with both city agencies and other groups that are providing services to young people in these high need, target areas



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through these three procurement options.

The first group, school-based SYEP is structured to provide summer youth employment services to young people in 49 eligible school sites through the DOE system. With this resources provided by the DOE we are using this as an opportunity to provide expanded work readiness instruction delivered during the school year at a -- during a schedule that's more amenable to the young people and in areas that they're comfortable with, i.e. their school setting. Also this option is based on direct recruitment for the youth that are in these school sites. So this is one opinion -- one of the several options that I'll go through that is bypassing the traditional lottery selection system for SYEP as you know it today.

The community-based option is the competition -- it the competition that's most similar to the existing SYEP contract. So this is services for 14 to

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21 year olds now throughout the five boroughs and young people are selected via a lottery -- a lottery system randomly. They apply to your program -- your perspective programs throughout the five boroughs and are selected randomly to take part in the program. There is some distinction now between the younger 14 to 15 year olds and the 16 to 21 year old groups but I'll get into those details later on in the presentation.

Lastly, we have our pot of what we're calling our special initiatives programs. There's are carve outs for young people that are in specific target populations that our administration is really keen to be able to provide work related service for and are carving out some of these services for young people and ensuring that they have an opportunity to take part in a program through these specialized slots.

These groups include young people that are considered, what we call,

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vulnerable youth. So these are young people that are in foster care aging out, runaway or homeless, justice involved, or receiving ACS preventive services. It also includes young people that live in NYCHA MAP developments. These developments are -- 15 NYCHA developments as part of the Mayor's action plan for neighborhood safety -- the Mayor's action plan for neighborhood safety that account for a high percentage of crime. These young people that live in these developments, we have carve out slots for those young people. Additionally, we have another carve out for young people in NYCHA developments in our SYEP for NYCHA option. This is an additional 15 non-MAP NYCHA developments. Youth that reside in those developments can receive services as part of a direct recruitment group proposed program. And then lastly, we have our year-round sector focus program. These are services for young people that are receiving after-school or

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out-of-school time sector focused training during the school year. This is an option for those young people to be partnered with a proposer that can then work with us to find job placements for them over the summer -- six weeks over the summer.

On this slide here is an overview of the different service options within the RFPs. Just a quick note, all youth that are being served through SYEP that are 14 to 15 years old now, our focus now is to give these young people an opportunity to take part in a program through project-based learning experiences. The idea here and the goal is to provide young people with foundational skills necessary to prepare them for the world of work in subsequent summers or down their career path. And to provide more intentional focus on getting young people engaged civically in their community and provide opportunities for them to find out what is -- what resources and services are available to them.

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Can you guys hear me now?

ALL: Yes.

MR. LEWIS: All other youth, 16 and older, would be provided would be provided -- would be served through work-based experiences. So this your typical external or internal employer placements where young people would work and receive a wage for six weeks over the summer and work in that fashion.

So going down the list, with our school-based SYEP proposed contractors would receive \$800 per youth served and the expectation is that for youth served in this option, work readiness training delivered during the school year would be 10 hours for 14 to 15 year olds and 15 hours for 16 to 21 year olds. For our community-based options younger youth contractors would receive \$600 per youth served while providing 4 hours of work readiness training just prior to their project-based learning experience. Older youth participants, 16 to 21, youth served

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through this option in community-based would -- providers would receive \$450 for those youth served. And those youth would receive 8 hours of work readiness training prior to the start of their work experience.

Our ladders for leaders option, which is also part of the community-based option, this is for -- this is our higher tiered internship program that's competitive for young people that are students with prior work experience and are achieving -- higher achieving academically. Services for those young people would be reimbursed at a rate of a \$1,000 per youth served. And those youth have to complete 20 to 30 hours of work readiness training prior to their work placement. And again, as I mentioned, the selection process for those youth is competitive.

Then with the special initiative options for general youth, providers would be reimbursed at \$600 per youth served. I

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1 apologize, that's a typo for work  
2 readiness training. That's 4 hours for  
3 younger youth and 8 hours for older youth.  
4 I'll fix that later. I apologize. And  
5 the selection process for that is targeted  
6 as well. For NYCHA MAP and SYEP for NYCHA  
7 those providers would be reimbursed at a  
8 rate of \$600 for younger youth, \$450 for  
9 older youth. And the work readiness hours  
10 remain the same, 4 hours for younger, 8  
11 hours for older. Again, this is direct  
12 recruitment for those options. And then  
13 for our year-round sector focus, 16 to 21  
14 year olds, they are receiving \$450 --  
15 providers that receive these services,  
16 these awards will be reimbursed at \$450  
17 per youth served and the work readiness  
18 training provided would have to be 8 hours  
19 prior to the start of their work  
20 experience.

21  
22 Another thing to note about these  
23 options, with the exception of -- I should  
24 say with our vulnerable youth and NYCHA  
25 service options, you can be aged up to 24

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1  
2 years old and receive services through  
3 these opinions, as opposed to the other  
4 options which essentially cap out at  
5 21 years old. Another thing to add about  
6 the change in service delivery for younger  
7 youth participants, as I mentioned, these  
8 participants are going to be served  
9 through project-based learning  
10 experiences. These experiences would be  
11 15 hours per week for the 6 weeks that  
12 they're being served over the summer --  
13 that they're participating over the  
14 summer. And they would be receiving a  
15 weekly stipend of \$700 over the course of  
16 the 6 weeks in the summer?

17 UNKNOWN SPEAKER: Weekly?

18 MR. LEWIS: Sorry, \$700 total.

19 Thank you. I apologize.

20 For older youth participants,  
21 again, this is a change -- 15 hours a week  
22 is a change from the existing model.  
23 Previously the services were for 20 hours  
24 a week with 5 hours of reflection  
25 activities for those participants. Now



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1  
2 the reflection activities would be folded  
3 into the 15 hours being delivered over the  
4 summer. For older youth, again, these are  
5 your work-based experiences so they'd be  
6 working with employers with preference  
7 given to opportunities in the City's six  
8 priority sectors, which include  
9 healthcare, industrial, manufacturing,  
10 food services, technology, and  
11 hospitality. Those youth would be  
12 reimbursed at a rate of -- at the City's  
13 minimum wage, which is going up to \$15 as  
14 of January 2019. And they work a maximum  
15 of 25 hours per week.

16 And then a little bit differently  
17 for the Ladders For Leaders group because  
18 those opportunities are unsubsidized  
19 placements, meaning employer-paid  
20 placements for young people in this  
21 opinion. Those young people can be -- can  
22 work more than 25 hours per week based on  
23 the placement that they get set up with.  
24 And can receive at least the New York  
25 State minimum wage but that rate may be

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higher depending on the placement that they receive and if an employer wants to pay them a higher rate.

This is just have a quick comparison of how the price per participants are changing between the current contract and the new procurement that we're releasing here. As you note, most of these options were -- did not exist in the prior contract. But for comparison sake if you wanted to -- just kind of -- to see how we're, you know, hoping to provide more resources to providers that are providing these services, there has been almost an across the board increase in the PPPs that contractors would receive. As I said, for school-based it wasn't in the prior procurement. We need release -- we did conduct a pilot program for those services this past summer. The PPP for this, like I said, is \$800. Our community-based options both younger and older youth previously were being reimbursed at a rate

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of \$325 per youth served. Not that is going to \$450 and \$600. Our Ladders For Leaders option is remaining at \$1,000. As is our VY option, which while at the end of our procurement it was increased to \$600 per slot, initially when we release our procurement it was at \$400. So we are recognizing that the folks that we contract with to provide these services need more resources to be able to serve young people. And then, as I noted, these other services options didn't exist in an intentional way in the existing SYEP construct but as you can see those also reflect the higher price per participant for those services.

Lastly, I just wanted to give a note about proposed staffing in your proposal, so just to be clear, every -- I know a number of groups in this room would be interested in providing -- we hope you're interesting in providing services in multiple opinions for these RFPs. Just keep in mind that each proposal needs to

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1  
2 have a complete staffing plan. Meaning  
3 that the staff identified in these  
4 proposals needs to be full and complete  
5 and not -- and not kind of partially  
6 listed based on anticipated services.  
7 However, we do know that as you are  
8 submitting these staffing plans, we do  
9 recognize that depending on how these  
10 contracts are awarded and during the  
11 contract negotiation, we are -- we will  
12 listen during contract negotiations to  
13 opportunities or options for utilizing  
14 staff across options. But in order for us  
15 to be able to effectively evaluate your  
16 proposals, you need a complete plan for  
17 each proposal submitted.

18 Also, we just wanted to note that,  
19 you know, SYEP is a fast moving program  
20 and it requires some fluidity. And we  
21 just want to, kind of, give a heads up to  
22 all proposed vendors that growth is  
23 typically anticipated for the program.  
24 There are a lot of key stakeholders with  
25 interest in the program that like to

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1  
2 provide additional resources and we're put  
3 in a position to have to find ways to  
4 provide services to more young people in a  
5 short period of time. So I just give this  
6 note to, you know, give you guys a heads  
7 up that while -- where you're awarded at  
8 the time of contract award, it is  
9 reasonable to expect that those services  
10 may increase prior to the start of each  
11 summer.

12 With that I'm going to hand it  
13 make to SheAnn for closing out and then we  
14 will take Q&A. Thank you.

15 MS. WILSON: Post award  
16 requirements. Public Assistance Hiring  
17 Commitment rider, the Public Assistance  
18 Hiring Commitment is an initiative  
19 administered by the Human Resources  
20 Administration (HRA) through its Business  
21 Link program the FAQ regarding this  
22 requirement has been provided to you at  
23 the sign in table.

24 Notice for proposer subcontractor  
25 compliance, please be advised there is a

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1 requirement to utilize the Payee  
2 Information Portal (PIP) to identify all  
3 subcontractors and to enter all  
4 subcontractors payment information and  
5 other related information during the  
6 contract term.  
7

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

18 New York City liability insurance  
19 requirement, commercial general liability,  
20 \$1 million per occurrence and \$2 million  
21 aggregate; motor vehicle liability (if  
22 applicable), \$1 million per accident  
23 combined single limit; workers'  
24 compensation, an original certificate of  
25 insurance naming the City of New York,

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1 including its officials and employees, as  
2 an additional insured. DYCD will not be  
3 able to proceed with processing any  
4 awarded contract until it has obtained  
5 proof of the necessary insurance coverage  
6 and DYCD reserves the right to notify  
7 contractors of additional insurance  
8 requirements at the time of contract  
9 award.  
10

11 MWBE participation, DYCD  
12 encourages MWBE participation and  
13 recommends the utilization of certified  
14 MWBEs.

15 Posting, transcript, presentation,  
16 and attendance rosters will be posted to  
17 DYCD's website for viewing.

18 At this time we will have our  
19 question and answer session. Please note  
20 this session is only for purposes  
21 regarding RFP. Moreover, this is your  
22 only opportunity to ask the panel  
23 questions. Once the Q&A session ends, the  
24 panel will not be able to take any  
25 questions. Therefore, if you want to ask

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the panel any questions, this is your opportunity to do so. Once again, please make sure all questions pertain to this RFP. Anyone who wishes to ask a question or needs further clarification please line up in front of the microphone. Please be sure to state your name and the name of your agency and reference the page of the RFP that pertains to your question.

MS. LINDBERG: Thank you very much. My name is Jane Lindberg and I'm with Sheltering Arms.

So I have two questions. One, when will this presentation be posted on your website.

MS. CANTELMY: Good morning. My name is Dana Cantelmi, Agency Chief Contracting Officer.

We will try to get the presentation up on our website today. As for a transcripts, it may take a couple of days but we're -- our aim is to get it up before the end of this week.

MS. LINDBERG: Well, that's great.



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Thank you so much.

My second question is, I'm a little wondering about the thought process which has the school-based program at \$800 per participant and yet vulnerable populations only at \$600. Given the special needs that we would be working with the disparity confuses me. Perhaps you could explain your reasoning? Thank you.

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

I think it's important to understand the vulnerable youth is in partnership with various agencies. I'll walk you through that process. For example, you work very closely with ACS, DOP, NYPD in this past as well. And the idea is to ensure that the young people are getting the support that they need to thrive and do well throughout the 6 weeks of employment. What we require is the case manager on the ACS -- the city agency side, as well as the provider side. So

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that cut down in terms of the cost, in terms of staffing.

On the school-based side, it's a very different model in terms of the services that you're providing. For example, you're required to have certain staffing patterns to make sure that young people have individualized experience. So as the providers are doing assessment, they are going to need additional people to be engaged in the young people. You have to think about the curriculum development. You have to think about the presentation of the different core topics that is going to be required in the RFP. You have to think about the job development piece in a very different way.

I do agree in terms of the VY needing the most support but that's why we ask our agency partners to have a case manager and other staff that's going to come to the table providing the additional support that's needed by the VY.

MS. LINDBERG: Thank you.

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MS. BAEZ: Good morning. My name is Julissa Baez from the Urban Assembly.

You mentioned that there is a list of 49 DOE schools that are eligible for the school-based program. Can you elaborate on any criteria -- any other criteria that schools have to meet to qualify for this program? And where the list is?

MR. WHITE: So as mentioned in the presentation there are 49 competitions. The schools are primarily community schools and CTE schools. As noted in the RFP within this model there is going to be a scaling up of the young people that we serve year after year. So while this list only include 49 schools, we are going to be releasing an additional RFP next year and the subsequent years to scale up to the number that we are trying to achieve.

You in terms -- you asked about the requirements?

MS. BAEZ: Yes.

MR. WHITE: Those are the -- those

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are what -- those are all the schools that were selected. In terms of the criteria, right, you have to figure out a way to get in contact with a principal, right, have those conversations, make sure that you make a very convincing case to the principal as why you're the best nonprofit to work with. We are going to be hosting a meet and greet here at DYCD next Tuesday where we're bringing principals from both the CTE world and the community school world so folks on the provider side can engage them in a meaningful way. And, you know, you submit your SPA along with your proposal. Your proposals are evaluated and if you're awarded, the relationship continues from there.

John just reminded me, in terms of all the schools we selected, we also looked at poverty rates as well.

MS. BAEZ: So there's already a set list, not 49 slots to fill up?

MR. WHITE: I'm sorry?

MS. BAEZ: There's already a set

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list of 49 schools, not 49 slots?

MR. WHITE: Yes. Yes. And we will be adding schools in subsequent RFPs.

MR. BROWN: Good morning.

MS. CANTELMINI: I just want to add one more point regarding the eligible schools list, proposals can only be submitted for those schools that are listed in the RFP. If you happen to submit a proposal for a school that's not on the eligible schools list, it will be deemed nonresponsive.

MR. BROWN: Good morning. My name is John Brown, Liberty Academic and Sports.

In regard to staffing, is there a ratio of student to staffing? Will that be listed so that way you know how many students -- is there staffing with the summer students like 7 to 1 with the youth, et cetera?

MR. WHITE: Yes. As you can see there's a menu of service options and it varies across options. For young people

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ages 16 through 24 that is going to be placed at a work site or with an employer, the expectation there is a 1:12 ratio. So for every 12 participants based at that specific work site, we expect at least one person supervising them. In the project-based model, which is primarily for younger youth, ages 14 through 15, the ratio there is 1:20. As you know, those young people are going to be in a classroom setting so you want to make sure that there is adequate supervision and the young people are getting the attention that the need to have a meaningful summer job experience.

MR. CHEN: Good morning. Brian Chen, CPC.

MR. WHITE: Sorry, 1:30.

MR. CHEN: Good morning. Brian Chen from CPC.

I just had a question to follow up on the list of eligible school sites. You mentioned 49 eligible schools. In terms of working with school administration on

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1 School Partnership Agreements, can a  
2 principal or eligible representative from  
3 the school who can sign off on those  
4 agreements come from multiple providers?  
5 So can a principal sign off on multiple  
6 School Partnership Agreements for the  
7 purpose of the school-based competition?  
8

9 MR. WHITE: Yes.

10 MR. WILSON: I'm sorry, just to  
11 piggyback on that as well, not only can  
12 they, they are encouraged to do so. And  
13 while we do have our school meet and greet  
14 event scheduled for Tuesday of next week,  
15 we encourage any prospective proposer to  
16 actually engage with those schools if they  
17 have an opportunity to do so ahead of the  
18 meet and greet. Only one will be selected  
19 to provide services and partner with that  
20 provider for the summer. However, we do  
21 want to ensure -- to ensure a fair and  
22 competitive process we need to make sure  
23 that as many groups as possible are being  
24 engaged to provide services at each  
25 school.

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MR. CHEN: Just a follow up to that question -- a follow up to that response, are -- if a provider reaches out to a particular school about setting up a meeting, are the schools required to take that meeting with any providers that are looking to reach out to the school to partner with them?

MR. WHITE: That's the expectation, yes. We're working very closely with the DOE and John is here. And the principals are expected to meet with individual proposers.

Does that answer your question?

MR. CHEN: If a provider is having issues with making a connection or requesting a meeting, do we go to DYCD or the DOE?

MR. WIDLUND: You can come to us. I have my card if your need it or we'll make it available so -- we want to facilitate as many potential relationships as possible and the schools have real choices.



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

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MR. CHEN: Thank you.

MR. ROBBINS: Good morning. Thank you for doing this. Rich Robbins from Upper West Strategies.

I have a long list of questions, which I know I can't ask. So my first question is that questions are due on December 3rd and proposals are due on December 10th, do you know how quickly you'll be able to give answers to the questions? And will it be enough time to incorporate answers into the proposals?

MR. FRENZEL-BERRA: We will make every effort to answer your questions before the due date so before -- you know, we can't there's a deadline to questions we'll respond to but we will continue throughout that week to answer questions the best we can.

MR. ROBBINS: Great. In which case I'll ask my two most important ones right now. One is, the staffing plan calls for three positions to be full-time for the Ladders For Leaders program,

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full-time for 12 months. Is it expected that those people are a 100 percent dedicated to the program or what's the expectation?

And then should I ask my second question or -- the second question is, for Ladders For Leaders it says that students are selected by a competitive process and that all students are expected to be interviewed by multiple host organizations. If the prover is the one selecting the students, is it expected that the students are a guaranteed placement if they're selected by the provider? Which isn't necessarily possible if the host organizations interview the students and no host organization decides to hire a student.

MR. WHITE: On the staffing pattern I think Chris did a really good job of kind of framing the conversation around what expectation is there, right. As you know, these are three individual RFPs and the expectation is you should

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have apply -- you should respond to the staffing pattern in each. Once you're awarded a contract, I think folks know this if you have a DYCD contract, we are pretty open to negotiation. If you can present a compelling case to us as to why an alternative staffing pattern or plan that makes sense for your program, we're absolutely open to that, all right.

Rich, to your question, yes our three staff lines are required full time but if you can make a compelling case as to why you would potentially get to the goals and outcomes of the program by maybe having someone whose line is part time, we are absolutely willing and ready to have that conversation if you're awarded the contract.

MR. WILSON: Yes and with your question, I just want to make, kind of, a clear distinction between selection and placement. So for Ladders For Leaders because it is a competitive process we expect contracted providers to have enough

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young people trained and prepared for potential interviews as they may come through. With an expectation that there may be some attrition thereby.

Any youth that is essentially selected or enrolled to participate in the program, that organization is essentially making a promise to that young person that they will be placed in a job opportunity come the summer, right. So there's a difference between selection -- or let's say, enrollment in the program, which is the promise by the nonprofit organization to have a placement for that youth over the summer and then the ultimate placement for that young person, which is we're referring to -- what your question was referring to is the placement piece of it. That multiple placement opportunities need to be afforded to each participant to ensure that they have an opportunity to work over that summer.

Does that clarify?

MR. ROBBINS: Somewhat. Because

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there's no way that a provider can guarantee -- if the employers have ultimate say in what students they hire, there's no way a provider can guarantee that a student whose been accepted into the program will be hired by an employer. It would be out of our control.

MR. WILSON: The expectation is that any provider is providing a best faith effort to make sure that they have a placement ready for that young person. If there are no issues -- through no fault of the young person, you know -- if there's issues or deficiencies -- deficiencies isn't a good term -- but concerns that come up that are based on the young person that is being evaluated, then it is the expectation that you as the contracted provider are going to find a placement for that young person.

If you for that there's a concern or there's something that that young person may not be able to be placed in an opportunity through the Ladders for

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Leaders process, it is kind of a judgment call on the part of the provider to ensure that they are not ultimately enrolling a young person if they can't provide that guarantee that they will be placed.

MR. KRUGER: Good morning. I am Mordechai Kruger of COJO of Flatbush.

I have two questions. The first one, in the community-based RFP, so there a point that the City has a goal of slots migrating from the community-based providers to the school-providers over the course of the contract, which would imply that we have to be prepared that over time our allocated slots will go down. On the other hand, we just heard that providers have to be prepared and flexible to deal with additional slots which may become as the result of input of interested parties.

Are you prepared to somehow assure us that we won't be on a staffing roller coaster because these are essentially conflicting goals and we that we could end up being told our slots are going down and

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up and down and up? And how are we supposed to prepare for that in terms of our staffing? That's question number one.

Question number 2 is, are students who are enrolled in schools that which are listed in the eligible schools for school-based proposals, are they only eligible to participate through the school-based program or can they also -- are they allowed to apply to lottery? And, if so, how would we explain to them what their options are in terms of finding the most -- their strongest way to find a slot in the summer?

MR. WHITE: I'm going to address your first question and then Chris will address the second question.

In terms of the shifting of slots, right, you're absolutely right. What you're going to see if you're awarded a community-based contract is that over time you'll see your slots potentially shifting from community-based to school-based. But let me walk you through what that process

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is going to look like. It sounds very fatalistic but it's actually not. Let me sort of walk you through that.

In the RFP we are very intentional about ensuring what the minimum number of slots were for the community-based model, right. And we do what's called a model budget to make sure that you have enough funding at that minimum slot allocation to run a very meaningful and viable program for yourself. So that's first the first thing I want you to keep in mind.

The second thing I want you to keep in the mind is, when we think about transferring slots from the community-based option to the school-based option, once all the awards are made we are going to very, very intentional and strategic in terms of how that's done. For example, you may have folks in the room that might be awarded contracts across the board, right, you might have both community-based slots, you might have school-based slots. The idea that there



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are folks that have multiple contracts, we will start with the process of moving slots with them first, right. I think, based on what we know now, based on the current portfolio with SYEP, I think we are going to see a lot of folks coming in with both, right.

And keep in mind that with the reduction of slots, it's over three years so year 1 and year 2 you're going to see a large majority of the slots be in the community-based bucket. You won't see a dramatic decrease over time based on the methodology that I just sort of walked you through.

So again, if you have both contracts, you're going to see your community-based going down and your school-based going up. If you only have a community-based slot, you'll be sort of like at the bottom of the list for that transfer of slots.

I'll address the staffing pattern -- we already addressed that -- we

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already awarded enough slots to make sure that you have a viable program.

MR. LEWIS: So just to reiterate so we're clear, the second question was around what kind of communication would be given to or do we expect providers to give participants around recruitment via the school-based option and the community-based options and also whether or not a youth is eligible for either.

So the answer is, any New York City resident, you know, that are between the ages that are stipulated in the RFP can apply to the community-based program. Our expectation here is that, you know, this needs to be a dialogue with the prospective youth to explain to them how the models work. And we intend on rolling out a communications plan to aid in this process. But the expectation is that young people are going to seek to take part in these direct recruitment options first, so your school-based options and in other cases the NYCHA MAP, the SYEP NYCHA,

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2 vulnerable youth, whatever the case may be  
3 and try to work through those options  
4 initially because by all intents and  
5 purposes they have a guaranteed slot for  
6 them as long as they can meet the criteria  
7 of those programs and then if they're --  
8 you know, if services don't allow then  
9 provide an opportunity for them to take  
10 part in the program through our  
11 community-based lotteries.

12 So the communication -- again, to  
13 kind of summarize, the communication  
14 should be that, you know, if a youth is  
15 residing in one of the 49 school sites  
16 that have a school-based option, the  
17 outreach should be encouraging them to  
18 apply to SYEP through the school-based  
19 option, and if they aren't able to get in  
20 they can ultimately apply through the  
21 community-based option. If you were to  
22 look at the program timeline for  
23 school-based as it relates to  
24 community-based, you'll see that the  
25 recruitment and the selection process for

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2 school-based is happening prior to the  
3 anticipated release of the application for  
4 SYEP.

5 MS. STEIN-BROCKWAY: Hi. Good  
6 morning. Julie Stein-Brockway, SCO Family  
7 of Services.

8 I'll try to squeeze in two  
9 questions also. On the staffing plan, the  
10 idea of .5 FTE, a six month position, for  
11 those of us who have worked really hard to  
12 develop these programs and relationships  
13 with young people at the work sites,  
14 obviously year-round employment is hugely  
15 important. I'm wondering if there's  
16 flexibility since that's essentially a .5  
17 FTE person for a 12-month job that maybe  
18 is full-time hours in the summer but maybe  
19 the person is retained at lesser hours  
20 during the off season since that really is  
21 about relationship building with the work  
22 sites and the young people. That's the  
23 first question.

24 My second question -- which one  
25 should I ask -- is there any plan for

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digital timekeeping? Which would be an enormous savings on the end of administrative staff and payroll and timekeeping on the agency side. That is a waste of money for years and years and years. I'm just wonder if there's a plan about that.

MR. WHITE: I'm going to start with your second question. The, you know, one thing that we pride ourself here at DYCD is we try to push the envelope, right, across the board as we think about SYEP. We are calling this SYEP 3.0. We try to think about how technology fits in, right. And this is an humongous operation, right, it seems very simple year after year. In the press you see these positive stories about the number of young people that we serve.

But do we think about making that move? Yes. Is it on the agenda? Absolutely it's on the agenda. Is it something that we want to see done? Absolutely.

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We have to think about the ramifications there. Not every employer might have access to a computer or a phone where young people would have to maybe sign in. So there is a larger conversation. The thinking is to do a small pilot, right, test it out maybe in one of the service opinions. Not sure if it's going to be doable for next summer but maybe the summer after and eventually taking that to scale.

I do understand the challenges with a paper timesheet. Trust me I've been doing this for ten years, it's really frustrating. So we are all trying to do our best to get to that point.

In terms of the staffing pattern, I am just going to say this, Julie, whatever makes sense for you, we can definitely have that conversation throughout negotiations.

MS. STEIN-BROCKWAY: Thank you.

MR. WHITE: You're welcome.

MS. PALMER: Good morning.

1 Proceedings

2 Stephanie Palmer, 1199 SEIU Chapter  
3 Corporation.

4 Two questions. The first had to  
5 do with the slot level for  
6 community-based. You stated that there  
7 was minimum of 350, the question had to do  
8 with, is that for the life of the contract  
9 or annually or each summer? And if  
10 there's flexibility there?

11 The second one simply has to do  
12 with family income guidelines for  
13 participation in SYEP.

14 MR. LEWIS: Thanks for your  
15 questions. In terms of the slot minimums  
16 for the community-based option, you know,  
17 as we have mentioned, there are ongoing  
18 plans to migrate some of the services from  
19 our community-based portfolio over to our  
20 school-based portfolio as Andre had  
21 mentioned in the previous response.

22 The policy or the process for  
23 doing so would revolve around prioritizing  
24 first those groups that have contracts in  
25 both options to try to, to the best of our

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2 abilities, make whole those groups and  
3 make sure that any spots that are migrated  
4 over are, you know, done in a matter to  
5 try to keep it as a net wash, if you will,  
6 in terms of service levels. But yes,  
7 there is a potentiality that if, you know,  
8 there's a group that has just the  
9 community-based program that while that  
10 350 minimum is listed, that there may  
11 potentially be a circumstance that  
12 contract may be reduced below that level.  
13 However, again, keeping in mind the  
14 anticipate growth, this is something that  
15 is kind of written in the contract, but in  
16 terms of how it works out in practice it  
17 may serve to be kind of moot point.

18 In terms of the second question,  
19 family income does not have any bearing in  
20 participation in SYEP. Youth can apply  
21 and take part in a program regardless of  
22 what their household income is. Income is  
23 only collected for purposes of oversight  
24 entities and the revenue that we receive  
25 to provide services.



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UNKNOWN SPEAKER: Hi. Good morning. My name is (inaudible). I'm from Forestdale in Queens.

My question has to do with -- there are vendors now who have these contracts and since it is a competitive application, if an agency that has not thrown its hat into SYEP before wins the contract -- part of our responsibility is to develop relationships with employers. Is there a chance or an opportunity to work with those who may have previously had the contracts and the specific CDs to obtain information on the employers that are already in place?

MR. WHITE: (No verbal response given.)

UNKNOWN SPEAKER: That's a yes?

MR. WHITE: No. I think when you're thinking about job development or employer engagement it's really scary, right, to think about the fact that you have to develop maybe jobs for 400 plus young people. One of the things that the

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team here -- I want to give a shout out to folks in the front here who are a part of SYEP senior management team -- what we're thinking about is making sure that we have a very comprehensive TA plan, all right, technical assistance.

Over the years what we have done is a soft touch approach. Where you come in for a training session or a workshop for two, three hours and then you leave and we don't see you until the following year, right. That approach is really going change. We're going to be very intentional about ensuring and working with each provider to see exactly what their challenges are.

Just beyond -- I know we're talking about employer engagement but we are talking larger. So it might be recruitment, it might be curriculum development. What does that look like for you on the ground; what challenges are you facing; and what plans can we come up with for that.

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So that same approach will be used for employer engagement. We will have trainings, we are going to make sure that folks who have been in the portfolio before and are coming back to the portfolio talk about some best practices, all right, how they've been successful serving 3,000 kids a year.

The city's actually thinking about a larger employment strategy, not only for young people but for adults as well. We will have more corporations to come to the table to participate in workforce programs. So don't worry, we got you, if you're awarded. But again, we'll make sure that there's a lot of TA, a lot of support from folks that have done this, it's really not -- it's really not that difficult so don't stress.

UNKNOWN SPEAKER: Okay. I feel better already.

I have one more question. Just in terms of the 350, I wasn't sure if the response hit on whether it's 350 for year

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for the community-based or for the term.  
And at, I think, it's \$450 per youth  
that's about \$157,500, with a full-time  
program director and additional staff.  
Has this been sufficient previously to run  
the program?

MR. WHITE: Yeah, so the minimum  
is 350.

UNKNOWN SPEAKER: Per year?

MR. WHITE: Per year, right, per  
contract year. If you're awarded a  
contract for three years with an opinion  
to renew for an additional three years you  
must serve the minimum number, which is  
350.

In terms of the budget we  
mentioned this before we do what's called  
a model budget. The idea is you mark up  
the costs in terms of staffing, in terms  
of resources, plus other staffing that  
folks would need to run the program and  
based on those numbers we think the price  
per -- not we think, we know the price per  
participant should be adequate to run a

1 Proceedings

2 summer job program.

3 UNKNOWN SPEAKER: Thank you.

4 MS. CUEBAS: Elizabeth Cuebas from  
5 Kips Bay Boy and Girls Club.

6 I have a question about staffing.  
7 We are planning to apply for the  
8 community-based option and the two special  
9 initiative options, two different service  
10 options. They have similar staffing  
11 requirements. Would we have flexibility  
12 to have a full-time staff member serve in  
13 the job developer/program director/et  
14 cetera role for multiple contracts should  
15 we be award them or does each contract  
16 require its own full-time staff member to  
17 oversee just that one program?

18 MR. WHITE: So again, just to be  
19 clear, you have to respond to the RFP the  
20 way it's currently written, right. Once  
21 you are awarded a contract at  
22 negotiations, listen, you present a plan  
23 to us that makes sense -- and I will say  
24 currently, within the current SYEP model,  
25 there are four service options currently,

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right. There is younger youth, older youth, vulnerable youth, and Ladders For Leaders. Some of the providers have one program director managing all three of their multiple contracts or they might have one job developer managing three across their contracts.

The challenge here, we don't know how many contracts folks are going to be awarded. So again, if you're award multiple contracts, we are willing to have that conversation at negotiations. Does that make sense?

MS. CUEBAS: Yes.

MS. GUTTMAN: Hi there. I'm Mercy Guttman from Madison Square Boys and Girls Club.

Can you just clarify if there are an special eligibility requirements for the special initiatives proposal and whether or not if you are located near one of the 15 NYCHA housing complexes you'll get any kind of priority?

MR. LEWIS: So in terms of when

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you say eligibility requirements you're talking about the youth being served or the staff?

MS. GUTTMAN: No, I'm talking about the organizations. Do you have to be located in one of those areas? Do you just have to serve those populations or want to work with those youth?

MR. LEWIS: So we expect the providers and we'll focus it to the special initiatives -- so our expectation is any provider that's proposing for the special initiatives opinions have to demonstrate that they have both experience and can provide services within proximity that they are proposing to serve.

So the expectation is that you either have or can demonstrate that you will have a presence around those developments and help to recruit young people from those developments, obviously, and potentially find placements that are convenient for you and people from those developments.

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I'm sorry. Did you have a second, follow up question?

MS. GUTTMAN: No. You pretty much answered. Thank you very much.

MS. PENCIL: Hi. Katje King, PENCIL.

Two quick clarifying questions on Ladders. One is, in the RFP it's actually a tiered payment method and in the presentation it was just listed as a dollar mark, so just clarifying which it actually is.

And the other is, within the RFP it says for Ladders in the beginning of it that it must be 60 percent employer paid and provider recruited, in another place it just says provider recruited. Is it like and/or, is it 60 percent provider recruited or 60 percent provider recruited and employer paid?

MR. WHITE: So on the Ladder's slide, yes, you are correct. There is an error on the deck that we -- that Chris actually presented. To be clear, you're



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right --

MS. KING: Okay.

MR. WHITE: There are actually two tiered payments for Ladders for Leaders. If you develop the job, meaning that the employer is paying the wage for the young person, it's \$1,000, right. If a job is subsidized by the City, you're paid \$700.

In terms of the split, we expect that for this contract 60 percent of the jobs that you develop are employer paid job and 40 percent are the ones that are subsidized.

MS. KING: So it's 60 percent provider recruited and employer paid?

MR. WHITE: Exactly.

MS. KING: Okay. Thank you.

MS. STEIN-BROCKWAY: Sorry. Sill Julie Brockway, back again.

Two questions. One is, in the developing of the model budget did you all account for the new exemption rate for full-time professional employees going up to 58.5 on January 1? That is one

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question.

And in the younger youth category it's a 15-hour a week project-based learning, is there flexibility whether that can be done over two days versus five days?

Especially -- I guess it's sort of related -- is there a plan for MetroCards for those participants?

MR. WHITE: Yes. I'm actually looking at the model budget that we did work on very closely with our finance team and we do have the program director at the rate that you just talked about, 58.5, so that was definitely taken into consideration.

In terms of the delivery of services for the number of hours, again, one prescription doesn't fit all for SYEP, right, and we believe in flexibility for the providers. So if you think it makes sense to deliver the work -- the services, sorry, over two days or three days, whatever makes sense for you and your

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staffing pattern -- your staffing plan,  
that's what we would definitely approve.

MS. STEIN-BROCKWAY: And just  
related, is there any plan for potential  
MetroCards as students get during school  
or some school? Because you have them  
every day and they are only getting \$700,  
which goes down to \$565 if you take out  
the Metro fare.

MR. WHITE: Fortunately, right  
now, as we speak today -- that could  
potentially change, you just never know --  
but there is no cost in the budget to buy  
MetroCards for young people.

MS. STEIN-BROCKWAY: There's no  
what?

MR. WHITE: We are not purchasing  
MetroCards, sorry. But again, that could  
change as conversations, you know --

MS. STEIN-BROCKWAY: Continue.

MR. WHITE: Yeah.

MS. STEIN-BROCKWAY: I put a big  
recommendation.

MS. ARWEILER: Hello. Diane

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Arweiler from Hanac.

My question is about the stipend.  
How will it be paid? How will it be  
monitored? And when will the children get  
paid for it?

MR. WHITE: So -- oh, everybody's  
agreeing -- we are still thinking through  
that process right now. I think what is  
important to us is to understand what is  
the best way to go about this. So we are  
engaging with folks in Seattle who have  
done this for awhile and in Chicago where  
they're actually launching this  
stipend-based model as well for the first  
time. We also want to talk to some young  
people to see maybe what makes sense for  
them. And also to consider our payroll  
system as well. So conversations are  
ongoing. Once that policy is developed  
and you're awarded the contract, we will  
definitely let you know that.

MS. ARWEILER: My other question  
is, if a school feels that it's unfair  
that they're getting a stipend because we

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don't know how to express how the stipend will be paid, how can we go about that if the school does not want to have YY but only wants to have OY because they feel it's unfair because they don't know how the stipend will be paid out?

MR. WHITE: Are you talking about school-based?

MS. ARWEILER: Yes.

MR. WHITE: You have to serve both younger youth and older youth in a school-based model. Unfortunately, there you have no options like the community-based plan. So the principal will need to sign up for serving both.

MR. FORT: Hi. Antonio Fort, Madison Square Boys and Girls Club.

One of the questions is, we're looking at special initiatives, let's say our number is 400. Is there a formula for a certain percentage of the 14 to 15 and 16 or older or is that up to us.

MR. WHITE: It depends on which option you're referring to so --

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2 MR. FORT: Number 2.

3 MR. LEWIS: Is that NYCHA MAP?

4 MR. FORT: Yes, special  
5 initiatives, number 2.

6 MR. WHITE: That's NYCHA MAP,  
7 okay. There is a split there between 70  
8 to 30 -- 70 older youth, 30 percent  
9 younger youth.

10 MR. FORT: Got it. Okay.

11 MR. WHITE: Again, that's the  
12 thinking right now. Again, not until you  
13 start operating these programs you might  
14 see a shift, right.

15 MR. FORT: Right.

16 MR. WHITE: But that's the  
17 thinking right now.

18 MR. FORT: Okay. And when you say  
19 targeted as I saw on the grid versus  
20 lottery, what is the difference? Is it  
21 guaranteed? It is? Okay.

22 MR. WHITE: Right. So with the  
23 NYCHA MAP initiative there are 15 NYCHA  
24 developments, young people who reside in  
25 those developments are -- I don't want to

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say guaranteed but that's technically the word.

MR. FORT: Right.

MR. WHITE: We have amount of slots set aside for those young people.

MR. FORT: And last question, is there an age cut off date? So if you turn 25 right in the middle of the summer, how does that work?

MR. LEWIS: The age calculation for applicants and participants is as of July 5th of that summer.

MR. FORT: July, okay. Thank you.

MR. LEWIS: No problem.

MR. FERAZI: Hi. Thank you.

Bobby Ferazi, Police Athletic League.

There is a new require position on the general youth educational coordinator. If our agency has an education department can that show as in kind on the budget?

MR. WHITE: Yeah. You can absolutely use that person for in kind services. We just need to understand what other responsibility that person has at

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your agency, right. Is it going to be 20 percent of their time? Is it going to be 30 percent of their time? Depending on how much time you're allocating for SYEP has to make sense. So they can't be working at your program 80 percent of the time and SYEP 10 percent or 15 percent of the time, right. Again, during negotiations we can have those conversations.

MS. WILSON: Please remember the due date for the community-based SYEP RFP is December 10, 2018 at 2:00 p.m. in the HHS Accelerator System; the due date for the Special Initiatives SYEP RFP is December 10, 2018, at 2:00 p.m. in the HHS 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 issues to these RFPs. Any additional addendums will be posted on the DYCD's website. However, please make sure



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the information you submitted to us when downloading the RFP is correct, such as email address, so that you will receive notifications to these addendums.

This concludes our pre-proposal conference. Thank you.

(Applause.)

(Time Noted: 11:14 a.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*

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KRISTINA TRNKA

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