



careers
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June 6, 2016

**Doug Cotter
President
DB Grant Associates, Inc.
1250 Broadway, #810
New York, NY 10001**

**RE: Division: WDD – DB Grant Associates, Inc. Third Renewal Brooklyn Center
Maximum contract amount: \$4,326,800.00
Contract No: 20161423033
Term: 1/1/2016 – 12/31/2016**

On June 3, 2016, the Comptroller's Office registered the above contract between the Department of Small Business Services (DSBS) and **DB Grant Associates, Inc.**

As a condition of this agreement, **DB Grant Associates, Inc.** shall maintain all insurance policies required in this contract and submit insurance renewal certificate(s) for such policies upon expiration. The certificate(s) shall name the City of New York as an additional insured policy holder. Payments will not be processed if the insurance policy has expired and if the Monthly Financial Report is not submitted. All requests for payment must include the SBS contract number listed above.

The Monthly Financial Reports and Requests for Payment must be mailed to:
Department of Small Business Services
110 William Street, 7th Floor
New York, NY 10038
Attention: Accounts Payable

Sincerely,

Daryl Williams
Agency Chief Contracting Officer

c: File
Julia Haslam
Anthony Dell'Olio
Xenon Walcott
Tim Currier
Jeanette Guzman



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Gregg Bishop, Commissioner

110 William Street
New York, NY 10038

212-513-6300 tel
212-618-8865 fax

March 24, 2016

DB Grant Associates, Inc.
Attn: Doug Cotter, President
1250 Broadway #810
New York, NY 10001

Re: Brooklyn Workforce1 Career Center Contract
Third Renewal
Contract # 20161423033
EPIN: 80111P0009003R003

Dear Doug Cotter:

The New York City Department of Small Business Services ("DSBS") hereby exercises its option, pursuant to Section 3.02 of the above-referenced contract (the "Contract"), to renew the Contract for an additional one year period (the "Third Renewal") for the period January 1, 2016 through December 31, 2016, subject to earlier termination as provided in the Contract.

The cost for the services during the Third Renewal shall be a total not to exceed maximum amount of **\$4,326,800.00**. Consistent with Article 2 of the Contract, payments shall be made in accordance with the revised Project Budget set forth in Exhibit C, revised Performance Milestones set forth in Exhibits B1 and B2 of the Contract and annexed hereto and incorporated herein.

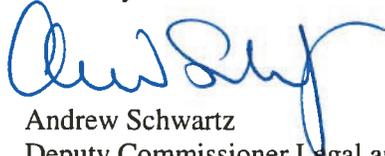
Additionally, the cost reimbursement maximum amount set forth in Section 2.04(A)(1) is revised to **\$3,751,440.00** and the Maximum Performance Payment amount set forth in Section 2.04(A)(2) is revised to **\$755,360.00**.

All other relevant terms and provisions of the Contract shall remain in full force and effect.

Please indicate your acceptance below and return three (3) originals to Tim Currier, DSBS Director of Operations, at 110 William Street, 8th Floor, New York, NY 10038.

Please feel free to contact Tim at 212-513-6412 should you have any questions.

Sincerely,



Andrew Schwartz
Deputy Commissioner Legal and Regulatory Affairs

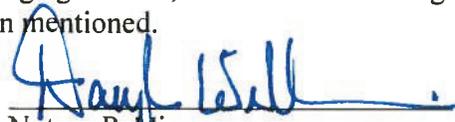
Agreed and Accepted by: 
On behalf of DB Grant Associates, Inc.

Date: 4/1/16

cc: X. Walcott, D. Williams

STATE OF NEW YORK)
) ss.:
COUNTY OF NEW YORK)

On this 1st Day of April, 2016, before me personally came Andrew Schwartz, to me known, and known to me to be the Deputy Commissioner of the New York City Department of Small Business Services, who executed the foregoing agreement; and who acknowledged to me the execution thereof for the purposes therein mentioned.

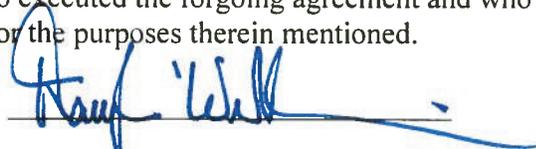

Notary Public

DARYL L. WILLIAMS
Commissioner of Deeds
City of New York No. 4-5304
Certificate Filed in New York County
Commission Expires Nov. 20, 20 (Stamp)

April 1, 2016

STATE OF NEW YORK)
) ss.:
COUNTY OF NY)

On this 1st Day of April, 2016, before me personally came Doug Cotter, to me known, and known to me to be the President of D.B. Grant Associates, who executed the forgoing agreement and who acknowledged to me the execution thereof for the purposes therein mentioned.


Notary Public

DARYL L. WILLIAMS
Commissioner of Deeds
City of New York No. 4-5304
Certificate Filed in New York County
Commission Expires Nov. 20, 20 (Stamp)

April 1, 2016

Exhibit B Operating Plan

PERFORMANCE MILESTONES

The goals for the Coney Island Sandy Recovery Workforce1 Center have been reviewed and assessed for effectiveness and suitability. **The hire goals and performance calculation for the Brooklyn Workforce1 Career Center remain unchanged.**

Exhibit B1 - Year 6 Annual Operating Plan

Center	Direct Managed Hires: Total Hires (Entry + Mid-Level)	Direct Managed Hires: Mid-Level	Veterans Hires
Brooklyn WF1CC	2,476	700	250
Coney Island Sandy Recovery Workforce1 Center	268	64	

Exhibit B2 - Year 6 Performance Calculation

<u>Metric</u>	<u>(A) Annual Target</u>	<u>(B) Maximum Points Available</u>
Direct Managed Hires: Total Placements (Entry & Mid-Level) for Brooklyn WF1CC	2476	70
Direct Managed Hires: Mid-Level for Brooklyn WF1CC	700	20
Veteran Hires for Brooklyn WF1CC	250	10
Total Points		100



PROJECT BUDGET PROJECT BUDGET SUMMARY

CONTRACTOR: DB GRANT ASSOCIATES
 PROJECT NAME: WORKFORCE 1 CAREER CENTER - BROOKLYN
 FY 16 BUDGET: \$1,470,000
 CONTRACT TERM: 01/01/16 to 06/30/16
 MAX INDIRECT RATE: 10%
 MAX FEE FOR PROFIT: 10%

		% of Total Budget
TOTAL PROJECT BUDGET		\$1,470,000
A	Personnel Services	\$741,984
	1 Wages	\$610,687
	2 Fringe Benefits	\$131,297
B	Other Than Personnel Services	\$728,015
	1 Indirect Cost	\$126,891
	2 Fee For Profit	\$74,198
	3 Contracted Cost	\$0
	4 OJT Reimbursement	\$0
	5 Tuition Purchase	\$0
	6 Facility Rental	\$408,911
	7 Bonding/Liability Insurance	\$4,942
	8 Audit Costs	\$1,587
	9 Other OTPS	\$111,486



PROJECT BUDGET PROJECT BUDGET SUMMARY

CONTRACTOR:	DB GRANT ASSOCIATES
PROJECT NAME:	WORKFORCE 1 CAREER CENTER - BROOKLYN
FY 17 BUDGET:	\$1,600,000
CONTRACT TERM:	07/01/16 to 12/31/16
MAX INDIRECT RATE:	10%
MAX FEE FOR PROFIT:	10%

			% of Total Budget
TOTAL PROJECT BUDGET		\$1,600,000	
A	Personnel Services	\$807,520	50.5%
	1 Wages	\$664,640	41.5%
	2 Fringe Benefits	\$142,880	8.9%
B	Other Than Personnel Services	\$792,480	49.5%
	1 Indirect Cost	\$138,113	8.6%
	2 Fee For Profit	\$80,752	5.0%
	3 Contracted Cost	\$0	0.0%
	4 OJT Reimbursement	\$0	0.0%
	5 Tuition Purchase	\$0	0.0%
	6 Facility Rental	\$445,120	27.8%
	7 Bonding/Liability Insurance	\$5,440	0.3%
	8 Audit Costs	\$1,760	0.1%
	9 Other OTPS	\$121,295	7.6%



PROJECT BUDGET PROJECT BUDGET SUMMARY

CONTRACTOR: DB GRANT ASSOCIATES
 PROJECT NAME: BROOKLYN EXPANSION
 FY 16 BUDGET: \$300,000
 CONTRACT TERM: 01/01/16 to 06/30/16
 MAX INDIRECT RATE: 10%
 MAX FEE FOR PROFIT: 10%

TOTAL PROJECT BUDGET			\$300,000	% of Total Budget
A	Personnel Services		\$222,381	74.1%
	1 Wages		\$183,030	61.0%
	2 Fringe Benefits		\$39,351	13.1%
B	Other Than Personnel Services		\$77,619	25.9%
	1 Indirect Cost		\$25,251	8.4%
	2 Fee For Profit		\$22,238	7.4%
	3 Contracted Cost		\$0	0.0%
	4 OJT Reimbursement		\$0	0.0%
	5 Tuition Purchase		\$0	0.0%
	6 Facility Rental		\$0	0.0%
	7 Bonding/Liability Insurance		\$1,125	0.4%
	8 Audit Costs		\$421	0.1%
	9 Other OTPS		\$28,583	9.5%



PROJECT BUDGET PROJECT BUDGET SUMMARY

CONTRACTOR:	DB GRANT ASSOCIATES
PROJECT NAME:	BROOKLYN EXPANSION
FY 17 BUDGET:	\$406,800
CONTRACT TERM:	07/01/16 to 12/31/16
MAX INDIRECT RATE:	10%
MAX FEE FOR PROFIT:	10%

			% of Total Budget
TOTAL PROJECT BUDGET		\$406,800	
A	Personnel Services	\$301,549	74.1%
	1 Wages	\$248,189	61.0%
	2 Fringe Benefits	\$53,360	13.1%
B	Other Than Personnel Services	\$105,252	25.9%
	1 Indirect Cost	\$34,241	8.4%
	2 Fee For Profit	\$30,155	7.4%
	3 Contracted Cost	\$0	0.0%
	4 OJT Reimbursement	\$0	0.0%
	5 Tuition Purchase	\$0	0.0%
	6 Facility Rental	\$0	0.0%
	7 Bonding/Liability Insurance	\$1,526	0.4%
	8 Audit Costs	\$570	0.1%
	9 Other OTPS	\$38,761	9.5%



**PROJECT BUDGET
PROJECT BUDGET SUMMARY**

CONTRACTOR:	DB GRANT ASSOCIATES
PROJECT NAME:	CONEY ISLAND SANDY RECOVERY - CDBG
FY 16 BUDGET:	\$275,000
CONTRACT TERM:	01/01/16 to 06/30/16
MAX INDIRECT RATE:	10%
MAX FEE FOR PROFIT:	10%

			% of Total Budget
TOTAL PROJECT BUDGET		\$275,000	
A	Personnel Services	\$183,620	66.8%
	1 Wages	\$151,128	55.0%
	2 Fringe Benefits	\$32,492	11.8%
B	Other Than Personnel Services	\$91,380	33.2%
	1 Indirect Cost	\$23,331	8.5%
	2 Fee For Profit	\$18,362	6.7%
	3 Contracted Cost	\$0	0.0%
	4 OJT Reimbursement	\$0	0.0%
	5 Tuition Purchase	\$0	0.0%
	6 Facility Rental	\$25,425	9.2%
	7 Bonding/Liability Insurance	\$1,358	0.5%
	8 Audit Costs	\$450	0.2%
	9 Other OTPS	\$22,454	8.2%



PROJECT BUDGET
PROJECT BUDGET SUMMARY

CONTRACTOR: DB GRANT ASSOCIATES

PROJECT NAME: CONEY ISLAND SANDY RECOVERY - CDBG

FY 17 BUDGET: \$275,000

CONTRACT TERM: 07/01/16 to 12/31/16

MAX INDIRECT RATE: 10%

MAX FEE FOR PROFIT: 10%

			% of Total Budget
TOTAL PROJECT BUDGET		\$275,000	
A	Personnel Services	\$183,645	66.8%
	1 Wages	\$151,140	55.0%
	2 Fringe Benefits	\$32,505	11.8%
B	Other Than Personnel Services	\$91,355	33.2%
	1 Indirect Cost	\$23,331	8.5%
	2 Fee For Profit	\$18,365	6.7%
	3 Contracted Cost	\$0	0.0%
	4 OJT Reimbursement	\$0	0.0%
	5 Tuition Purchase	\$0	0.0%
	6 Facility Rental	\$25,438	9.3%
	7 Bonding/Liability Insurance	\$1,348	0.5%
	8 Audit Costs	\$440	0.2%
	9 Other OTPS	\$22,435	8.2%

**IRAN DIVESTMENT ACT COMPLIANCE RIDER FOR
NEW YORK CITY CONTRACTORS**

The Iran Divestment Act of 2012, effective as of April 12, 2012, is codified at State Finance Law (“SFL”) §165-a and General Municipal Law (“GML”) §103-g. The Iran Divestment Act, with certain exceptions, prohibits municipalities, including the City, from entering into contracts with persons engaged in investment activities in the energy sector of Iran. Pursuant to the terms set forth in SFL §165-a and GML §103-g, a person engages in investment activities in the energy sector of Iran if:

(a) the person provides goods or services of twenty million dollars or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or

(b) The person is a financial institution that extends twenty million dollars or more in credit to another person, for forty-five days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list created pursuant to paragraph (b) of subdivision three of Section 165-a of the State Finance Law and maintained by the Commissioner of the Office of General Services.

A bid or proposal shall not be considered for award nor shall any award be made where the bidder or proposer fails to submit a signed and verified bidder’s certification.

Each bidder or proposer must certify that it is not on the list of entities engaged in investment activities in Iran created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law. In any case where the bidder or proposer cannot certify that they are not on such list, the bidder or proposer shall so state and shall furnish with the bid or proposal a signed statement which sets forth in detail the reasons why such statement cannot be made. The City of New York may award a bid to a bidder who cannot make the certification on a case by case basis if:

(1) The investment activities in Iran were made before the effective date of this section (i.e., April 12, 2012), the investment activities in Iran have not been expanded or renewed after the effective date of this section and the person has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran: or

(2) The City makes a determination that the goods or services are necessary for the City to perform its functions and that, absent such an exemption, the City would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

**BIDDER'S CERTIFICATION OF COMPLIANCE WITH
IRAN DIVESTMENT ACT**

Pursuant to General Municipal Law §103-g, which generally prohibits the City from entering into contracts with persons engaged in investment activities in the energy sector of Iran, the bidder/proposer submits the following certification:

[Please Check One]

BIDDER'S CERTIFICATION

- By submission of this bid or proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each bidder/proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law.

- I am unable to certify that my name and the name of the bidder/proposer does not appear on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law. I have attached a signed statement setting forth in detail why I cannot so certify.

Dated: _____, New York
2/5, 2016



SIGNATURE

Douglas Cotter

PRINTED NAME

President

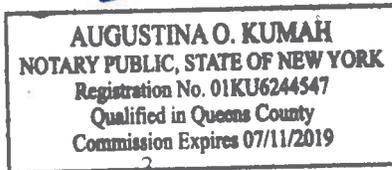
TITLE

Sworn to before me this
5th day of Feb 2016



Notary Public

Dated: 2/5/2016



CITY OF NEW YORK
CERTIFICATION BY INSURANCE BROKER OR AGENT

The undersigned insurance broker or agent represents to the City of New York that the attached Certificate of Insurance is accurate in all material respects.

Gallagher Bollinger

[Name of broker or agent (typewritten)]

250 Park Avenue, 3rd Fl, NY NY 10017

[Address of broker or agent (typewritten)]

Bruce_Tindal@ajg.com

[Email address of broker or agent (typewritten)]

212-530-7533/212-425-0719

[Phone number/Fax number of broker or agent (typewritten)]



[Signature of authorized official, broker, or agent]

Area Executive Vice President

[Name and title of authorized official, broker, or agent (typewritten)]

State of New York)
County of New York) ss.:

Sworn to before me this 23rd day of November 2015



NOTARY PUBLIC FOR THE STATE OF N.J.

