

THE CITY OF NEW YORK  
DEPARTMENT OF YOUTH & COMMUNITY DEVELOPMENT

NEIGHBORHOOD DEVELOPMENT AREAS  
PRE-PROPOSAL CONFERENCE  
BROOKLYN

156 William Street, Auditorium  
New York, New York 10038

September 22, 2014  
2:06 p.m.

Reported By:  
Danielle Cavanagh

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

Robert Frenzel-Berra, Director of Research and Program

Mike Bobbitt, Assistant Commissioner for Community Development and Program Operations

Jennifer Sorel, Mayor's Office of Operations, HHS Accelerator

Ryan Murray, Mayor's Office of Operations, HHS Accelerator

Also Present:

Wendy Johnson

Kathy Almanzar

Dana Cantelmi

Zenaida Marie White

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2 S P E A K E R S:  
3

4 Eleanor McGee, Catholic Charities, Brooklyn and  
Queens

5 Michael Shabot, CenterLight Health System

6 Sam Kingsley, Action Research

7 Kayla Santosuosso, Arab American Association of New  
York

8  
9 Martine Wisotsky, Cypress Hills Local Development  
Corporation

10 Edward Fang, Indochina Sino-American Community  
Center

11 Annie Martinez, FECS

12 Chris Tokar, CUNY's Creative Arts Team

13 Rachel Bishop, United Community Centers

14 Joel Schwartz, UJO of Williamsburg

15 Julie Stein Brockway, SCO Center for Family Life

16 Gloria Ramon, Brooklyn Legal Services Corporation A

17 Christina Yang, Catholic Charities, Brooklyn and  
Queens

18 Christine Greco, Catholic Charities, Brooklyn and  
Queens

19 Rebecca Gallagher, Lutheran Family Health Center

20 Maricela Brea, Fedcap Rehabilitation Services

21 Sally Bowman, Flatbush Development Corporation

22 Lauren Nye, University Settlement

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24 (Continues on the next page.)  
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S P E A K E R S (continued):

Sara Block, CAMBA

Vladimir Vishnevskiy, Jewish Community House

Richard Kuo, Homecrest Community Services

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2 MS. JOHNSON: Good afternoon. We're  
3 going to get started. Can everyone hear me in the  
4 back? Can everyone hear me in the back?

5 MULTIPLE SPEAKERS: Yes.

6 MS. JOHNSON: So good afternoon.  
7 Welcome. My name is Wendy Johnson. I'm Deputy  
8 ACCO here at DYCD. We are here to discuss the NDA,  
9 Neighborhood Development Areas RFP that was  
10 released on September 5th with seven RFPs, seven  
11 service options. Those service options are Support  
12 Services Healthy Families, Support Services  
13 Housing, Support Services Seniors, Support Services  
14 for Immigrants, Opportunity Youth Supported Work  
15 Experience, Educational Support for High School,  
16 and Adult Literacy.

17 The purpose of this conference is to  
18 give you an overview of the RFPs and allow you time  
19 to ask us questions. Should you leave this  
20 conference and you still have questions, please  
21 send us your questions by no later than October 7th  
22 to rfpquestions@dycd.nyc.gov. I just want to note  
23 an addendum was released on Friday, September 19th.  
24 In that addendum, we said that we have revised the  
25 maps. Those maps have revised street names, and

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2           you will find that information in HHS when you log  
3           in.

4                     I would like to introduce the Panel.  
5           Our Panel is Jennifer Sorel, HHS; Mike Bobbitt,  
6           DYCD Assistant Commissioner for Community  
7           Development; and Robert Frenzel-Berra, DYCD  
8           Director of Research and Program.

9                     Proposals are due October 14th no later  
10          than 2:00 p.m. and should be submitted in HHS.

11                    Finally, I ask that you allow the Panel  
12          to do their presentation and save all questions to  
13          the end. When you step to the mic for a question,  
14          I ask that you state your name, the name of your  
15          organization, the page you're referencing, and a  
16          minimum of two questions per organization just so  
17          we can have time to cover the room.

18                    I would like to turn this over to  
19          Jennifer Sorel, HHS.

20                    MS. SOREL: Hello. I'm Jennifer Sorel  
21          with the Mayor's Office of Operations, and I work  
22          with HHS Accelerator. HHS Accelerator is a  
23          specialized team of staff with lots of experience  
24          in the areas of policies, with some formal ACCOs,  
25          financials and technologies. And all Health and

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2           Human Services RFPs go through HHS Accelerator via  
3           PPB Rule 3-16, and HHS Accelerator is a system  
4           where you can get pre-qualified and proposed and do  
5           your financials if that goes through with your RFP.

6           The HHS Accelerator system was launched  
7           to simplify and improve the procurement contract  
8           process for health and human services. All  
9           agencies publish all of their RFPs through the  
10          system. In order to propose, you must be  
11          pre-qualified prior to proposing.

12          All questions about HHS Accelerator  
13          should be sent to [info@hhsaccelerator.nyc.gov](mailto:info@hhsaccelerator.nyc.gov). And  
14          that would be technical questions as opposed to  
15          content questions which get directed to the agency.  
16          This is the functional layout of HHS Accelerator  
17          and in the rest of the presentation we're going to  
18          focus on the RFP process and the procurement  
19          process.

20          This is an overview of what your home  
21          page looks like. There's a tab-based system. You  
22          use the green Refresh button to pull up any of your  
23          tasks on this page. There's the Application tab  
24          and a Procurement tab, which is what we're dealing  
25          with mostly today. This is the page, the

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2 Procurements tab, where you can get a list of all  
3 of the procurements. You can click on the  
4 procurement hyperlink to give you a summary, and  
5 there's a filter option. And a new functionality  
6 as of August 25th is that you can check off your  
7 procurements and add them to your Favorites list,  
8 so you can get them quickly and you don't have to  
9 filter every time. And this is what the filter  
10 status looks like. You can filter by what you're  
11 eligible to propose, you can filter by agency, or  
12 you can type in the procurement name.

13           When you click on the blue hyperlink of  
14 the procurement, you pull up the summary. You can  
15 see the summary even if you're not pre-qualified  
16 for the procurement so that you can read and see if  
17 it's something that you're interested in and see  
18 what the summary is and if you want to get  
19 pre-qualified in that area.

20           On the Services and Providers tab, you  
21 can see here what services are required to get  
22 pre-qualified. So if you're not able to view the  
23 RFP, then you are probably not pre-qualified and  
24 you would need to submit one of the service apps  
25 listed here on the RFP summary in order to get

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2 pre-qualified. Here is also a list of provider  
3 names, and you can filter here to get a list of  
4 providers that correlate to the linkages, which  
5 they'll talk about later. But if you need a list  
6 of providers that provide other services that you  
7 don't provide, this is a resource for you. And you  
8 can filter with a drop-down box here for any of the  
9 services you don't provide.

10 The next tab is the RFP Documents.  
11 This is where you would access all the documents  
12 for the RFP, including any addenda that are  
13 released. They will all be here on this page.

14 And the last tab is the Proposal  
15 Summary. This is where you would click to add, to  
16 submit your proposal. Only Level II users can  
17 actually submit the proposal. So a Level I user  
18 can fill everything out and upload the documents,  
19 but only a Level II user can click Submit and sign  
20 off on it. So this is what the proposal details  
21 look like. Here you would select your proposal  
22 title. And what's new this time is that you would  
23 have to enter a competition pool. So the NDA, each  
24 of the seven RFPs are further divided into  
25 geography for competition pools. So when you're

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2           proposing, you need to be certain that your  
3           competition pool matches your proposal. So this is  
4           new to your previous -- if you previously proposed  
5           in the system, this is new functionality and so  
6           it's something that we ask you to pay close  
7           attention to. And you would want your site  
8           location to match your competition pool to match  
9           your proposal documents. And all of the details  
10          about the competition pools are in the RFP  
11          documents.

12                        Here we also ask that you add some  
13          provider contact information, and it's really  
14          important that this provider contact information is  
15          up to date so in case something is wrong or an  
16          incorrect document was submitted and we need to get  
17          in touch with you, we have current and up-to-date  
18          information. So if you got pre-qualified a year  
19          ago, we just ask that you pay attention to this  
20          phone number and that the employee still works  
21          there.

22                        Next, you would upload your proposal  
23          documents. Any required documents or optional  
24          documents you would upload here, and it's a simple  
25          task of your hitting the drop-down action box and

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2 selecting Upload from Vault or Upload from Your  
3 Computer. And then here is where you would submit  
4 your proposal and you would check off the boxes  
5 attesting that everything is true and accurate that  
6 you're submitting and you would enter your log-in  
7 information, and this is where it has to be a Level  
8 II user. A Level I user won't be able to click the  
9 Submit button.

10 Once you've submitted, this is what  
11 your page will look like. And if at any time you  
12 want to retract the proposal to make updates you  
13 can do so up until the due date and time of the  
14 proposal. A Level II user can go in, retract the  
15 proposal, make updates and then resubmit. And if  
16 you're curious about your status, you would just  
17 want to look at this page and look under the column  
18 status. If it says "Draft," then we haven't  
19 received it and nobody's going to review it. It  
20 needs to say "Submitted."

21 And this is our public-facing website,  
22 which is [www.nyc.gov/hhsaccelerator](http://www.nyc.gov/hhsaccelerator). There we have  
23 videos and guides that can help you walk through a  
24 proposal if you need further assistance with  
25 submitting your proposal.

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2 MS. JOHNSON: Thank you, Jennifer.

3 Mike Bobbitt will go over the NDA program overview.

4 MR. BOBBITT: Thank you. Thank you for  
5 your interest in Neighbor Development Areas  
6 initiative. As many of you may know, but for the  
7 benefit of those that may not, the Department of  
8 Youth and Community Development is the community  
9 action agency for the City of New York. And as  
10 such, is entrusted with the Community Service Block  
11 Grant funds to fight poverty through an array of  
12 initiatives. The largest manner in which we do so  
13 is this RFP, right now the Neighborhood Development  
14 Areas initiative.

15 Also for the benefit of those who are  
16 not already familiar, the Neighborhood Development  
17 Areas were identified. I won't get into all the  
18 details of the methodology, but through the support  
19 of our planning unit, we targeted neighborhoods  
20 throughout New York City that were high-needs,  
21 low-income communities in the RFP. You'll see  
22 there are 42 neighborhoods identified through our  
23 needs assessment process. Priorities were  
24 established. And so every neighborhood has  
25 indicated the services that they most desire. So

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2 you'll see across the areas being funded there are  
3 particular neighborhoods that are requesting those  
4 services. That's an important consideration.

5 These, as Wendy pointed out, are the  
6 seven areas being funded. So there's NDA Senior  
7 Services, NDA Housing Services, NDA Healthy  
8 Families' Services, NDA Adult Literacy and NDA  
9 Immigrant Services and NDA Educational Support for  
10 High School Youth who are in school -- carefully as  
11 you review the proposal you'll see we're talking  
12 about students who are currently enrolled -- and a  
13 new area, not to the agency but to this initiative,  
14 Opportunity Youth Supported Work Experience,  
15 part-time work and classes, work development and  
16 job skill classes and case management for  
17 adolescents between the age of 16 and 24.

18 This is not a test. There's no  
19 homework today. But we wanted to give you some  
20 context what under-girds the NDA initiatives and  
21 DYCD's approach as community action agency to the  
22 work. So as delegate agencies, those of you who  
23 are selected will adhere to the Results Oriented  
24 Management Accountability principles and practices.  
25 DYCD has mapped out much of that work already.

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2 It's just to help you set some context.

3 So with regard to the bullets we're  
4 looking at, certain things like assessing poverty  
5 needs and conditions within the community, we've  
6 already accomplished that by virtue of the needs  
7 assessment that I referenced earlier. So we know  
8 that the areas being funded are the results of  
9 thousands of surveys and dozens of public hearings  
10 that have been held across the city. Your role as  
11 proposers and ultimately delegate agencies would  
12 include an ability to articulate your role  
13 assisting with these goals, defining clear agency  
14 anti-poverty mission and strategy or strategies to  
15 address those needs, immediate and longer term,  
16 attitudes and behavioral change.

17 Identifying specific results. So I'll  
18 say a word about that now and on the next slide.  
19 There is an online web-based data system that's  
20 called Capricorn that we do use, that we will use.  
21 All outcomes, whether required by your program or  
22 other achievements that participants have  
23 throughout the course of their participation in  
24 your program, we expect that to be recorded into  
25 the database system as well as demographic

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2 information, enrollment information and case  
3 management notes. Those are the principles.

4 I wanted to speak briefly about the  
5 accountability principles. I think what I said  
6 just now reflects that, implementing strategies to  
7 measure and record improvements in the condition of  
8 low-income people. So again, we've laid out things  
9 like the database to help you, whom successfully  
10 win the awards, to deliver on what we will  
11 aggregate on your behalf of the City, and using  
12 information about outcomes to determine overall  
13 effectiveness, again, how you might measure  
14 attitudes and behavioral changes among your program  
15 participants within the NDA that you applied to  
16 serve. If you want details, again, you can go to  
17 roma1.org to learn more.

18 I would speak briefly about goals.  
19 Each of the seven respective RFPs have indicators  
20 and there is at least one required outcome that you  
21 will help your participants to achieve. There may  
22 be other outcomes, which we might label as  
23 non-required outcomes. But all the same, one, they  
24 would reflect one of these six goals. The  
25 preponderance of the goals would fall into Goals 1

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2 and 6. So as you review the program areas, I'll  
3 give two contrasting examples. Educational Support  
4 for High School-Aged Youth would principally be  
5 concerned with Goal 1, low-income people becoming  
6 more sufficient, whereas you might have a design  
7 for a Healthy Families program that centers  
8 somewhat on 1 but largely on Goal 6, low-income  
9 people, especially vulnerable populations achieving  
10 their potential by strengthening family and other  
11 supportive environments, whereby your direct  
12 services and referrals and linkages you're helping  
13 stabilize the entire family. So within Capricorn,  
14 we have a system set up so that both your required  
15 and your non-required outcomes can be captured.

16 Program expectations. So as it's clear  
17 there are seven different RFPs we're discussing  
18 today, in the interest of brevity, I wanted to  
19 reference some common expectations across program  
20 areas. People are listening for different reasons,  
21 obviously. But across the board, we would say an  
22 assets- or strengths-based approach is what we are  
23 advocating. Many human services programs apply a  
24 deficits-based approach. We're not necessarily  
25 saying you're here to fix broken people or broken

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2 conditions, rather that your program participants  
3 come in with assets, things that they do well. And  
4 even with that, they've come to you for help, so  
5 whatever their presenting needs are, immediate  
6 needs, and ancillary, subsequent needs, your  
7 program design, your program is set up to try to  
8 help them achieve greater levels self-sufficiency.

9 Successful prior experience. Each of  
10 the RFPs provides more detail in terms of what is  
11 meant by that, both in terms of key staff or across  
12 your agency generally. I will refer you in each of  
13 the case -- excuse me, most of the options  
14 reference the Case Management Standards Toolkit.  
15 So this does not apply to the Adult Literacy RFP,  
16 but for the other six proposals for the Supportive  
17 Work Experience. Although it doesn't require a  
18 case management approach, we suggest that the work  
19 is informed by case management practices, and the  
20 details of that are in the RFP. For the other five  
21 options, we do expect a case management approach.  
22 DYCD has codified Case Management Standards on our  
23 website. I think the link is made available to the  
24 RFP. You can certainly find it at  
25 [dycd@nyc.gov/dycd](mailto:dycd@nyc.gov/dycd), rather.

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2 And you need not file to the letter  
3 every single aspect of the Case Management  
4 Standards Toolkit as it's articulated; however,  
5 these are guidelines so you may have helpful  
6 practices in place in your agency. We want to  
7 ensure you that do. So if you didn't already have  
8 them, you can use the standards as we've outlaid  
9 them.

10 Neighborhood focus. I want to remind  
11 the proposers that as the ambition of this, through  
12 the needs assessment for this, it was to identify  
13 local needs, and community residents have  
14 determined what their highest priorities are. So  
15 the expectation is a successful proposal will have  
16 a strategy, and will carry that strategy to serve  
17 residents within the neighborhood development area  
18 itself, which means you must possess and operate  
19 some sort of program site either within the  
20 boundary or within a half-a-mile boundary of the  
21 neighborhood development area for each proposal  
22 that you're proposing to offer. There's also what  
23 we refer to as an 80/20, so it's expected that  
24 there may be participants coming to seek services  
25 that don't reside in your area and they may not be

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2 part of your target population, but the expectation  
3 is that at least 80 percent of the participants you  
4 serve will reside within the NDA.

5 Linkages and referrals. The precise  
6 expectations may vary from individual RFP to RFP,  
7 but throughout there is an expectation that as  
8 participants come seeking services there may be  
9 goals they want to achieve that can't be satisfied  
10 wholly by your agency, so it is anticipated through  
11 linkages and referrals, either other parts of your  
12 agency or other CBO providers with whom you  
13 network, that you will be able to make referrals in  
14 part of case management. Of course it entails  
15 following up. So we have expectations of linkage  
16 and referral agreements within your proposal.

17 Data reporting. I made reference to  
18 Capricorn earlier. That's what I mean by that. So  
19 again, anticipate that I have to submit demographic  
20 information for all your program participants into  
21 case management notes, enrollment and outcome data  
22 as well.

23 Attendance at DYCD provider meetings.  
24 Each portfolio will meet at least on a quarterly  
25 basis and you will expect to have representatives

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2           participate in those meetings, share best  
3           practices, review any particular challenges  
4           emerging in the field, et cetera.

5           Reasonable enrollment and outcome  
6           targets. I think my colleague, Bob, may speak a  
7           little bit more about this but I wanted to make  
8           sure it was clear that we have proposed case  
9           management caseload sizes as well as outcome rates  
10          that we think are reasonable based on the past  
11          performance of the portfolios, and we encourage you  
12          in submitting your proposal to submit it in a  
13          manner fitting what's actually realistic. So we've  
14          provided guidance to you on that front.

15          So again, I'll be available for  
16          questions at the end. Thank you.

17          MS. JOHNSON: Thank you, Mike. Robert  
18          Frenzel-Berra will go over the Structured Proposal  
19          Form and Program Expectations.

20          MR. FRENZEL-BERRA: Good afternoon,  
21          everybody. What I'm going to do is talk about the  
22          way the RFP is set up and structured, if you aren't  
23          also familiar. If you have a copy, you can sort of  
24          look at the sections I refer, but I'm not going to  
25          go into great detail.

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2 So in the program background section,  
3 you'll see again this review of what Community  
4 Services Block Grant programs are and where they  
5 come from. But we also have a section there that  
6 will state the program goals for that particular  
7 program area in each of the seven RFPs, and of  
8 course you're encouraged to read that carefully.

9 The Program Expectations and Proposal  
10 Instructions, the Experience section will tell you  
11 what our requirements are, not only for the  
12 organization but for key staff who will be assigned  
13 to the program. And when we refer to key staff in  
14 the RFP, it refers to staff of the program, your  
15 planned program, not the organizational  
16 headquarters.

17 The Staffing section will tell you what  
18 the qualifications are and certifications that we  
19 require of the staff for the program. And we will  
20 also state the minimum time that a program  
21 director, or sometimes referred to as program  
22 supervisor, would dedicate to program oversight.  
23 Some of our funding levels are not sufficient for a  
24 full-time program director so we'll state what our  
25 expectations are.

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2 Under Program Approach, one of the key  
3 discussions there, Mike already reviewed, has to do  
4 with the case management expectation and there's a  
5 pretty detailed paragraph in there that tells you  
6 exactly what we mean by that. And there's also a  
7 link to the DYCD Case Management Standards Toolkit,  
8 which you can consult when you're putting your  
9 proposal together.

10 Under Program Services, we'll give you  
11 the specifics who the target population should be  
12 for that program, what the program hours  
13 expectations are, attendance/service level  
14 expectations, and then the activities, which would  
15 comprise your program. And you'll see, as in  
16 previous NDA RFPs that we state what the core  
17 activities are, and those are activities that every  
18 program in that program area should have as part of  
19 its program. And then we also have a category  
20 called Support Activities, and most commonly, you  
21 would choose one or more of the support activities  
22 as part of your program. We have an attachment E,  
23 program activity definition. In there you'll find  
24 what we mean by each of those program activity  
25 labels and categories.

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2 The Outcomes, Reporting and Evaluation  
3 section. You'll see again that we specify what the  
4 outcomes are to be achieved for each program, the  
5 required outcomes, and also what would count as a  
6 measure of achievement of those outcomes involving  
7 the indicators. So it's worth looking those over  
8 very carefully. And in that section, we also will  
9 give you the outcome achievement rate that we  
10 expect for each of the program areas. An example  
11 would be an outcome achievement rate for seniors is  
12 stated as 50 to 70 percent.

13 Linkages Mike mentioned and went over  
14 those.

15 The Structured Proposal Form is  
16 attachment G, and that's what you'll use when you  
17 go to write the proposal. It gives you  
18 instructions, it gives you a certain amount of  
19 space for each of your answers in response to our  
20 items and questions. And that section will follow  
21 very closely what our expectations are, so they  
22 kind of go together. And we provide some reference  
23 to the RFP in the Structured Proposal Form as to  
24 where that item is discussed in the RFP.

25 Okay. I think the only other thing I

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2 wanted to just mention, for the education program  
3 area, we have a school partnership agreement that's  
4 required, and that is required from every school  
5 that your participants that you plan to recruit  
6 attend. So if you recruit from one, we expect one  
7 partnership agreement. If five schools are where  
8 your participants come from, we expect five  
9 partnership agreements. And that's basically an  
10 agreement between the CBO organization and the  
11 school principal agreeing to provide certain things  
12 to the program and have a certain relationship in  
13 support of that program.

14 Okay. Thank you.

15 MS. JOHNSON: Thank you, Bob. Now  
16 we're going to open up the floor for questions, if  
17 you could step to the mic. Say the name of your  
18 organization, your name, the page you're  
19 referencing, and the service area. Form at the  
20 mic, please.

21 MS. MCGEE: Eleanor McGee, and I'm with  
22 Catholic Charities, Brooklyn and Queens. My  
23 question relates back to the online submission. Is  
24 it possible to, before proposer number two presses  
25 the final button that when proposer number one is

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2 entering material, it can be saved and reviewed?

3 MS. SOREL: Yes.

4 MR. SHABOT: My name is Michael Shabot,  
5 and I work for CenterLight Health System. My  
6 question is regarding some discrepancies that I saw  
7 between attachment J and attachment F, the map and  
8 the NDAs listed. I was a little confused by the  
9 fact that there are NDAs that are listed on the map  
10 that are missing from the actual chart. Was that  
11 explained? I missed that. For instance, NDA 17.

12 MR. BOBBITT: I have a clarifying  
13 question. You were reviewing a particular RFP or  
14 you looked across all seven RFPs?

15 MR. SHABOT: I looked across all seven,  
16 I thought. Oh, maybe I did it only by Senior  
17 Services.

18 MR. BOBBITT: Maybe that's it. So with  
19 regard to my earlier comments, each of the NDAs  
20 identify priorities. So there could be a given NDA  
21 that has chosen to fund one or two or three, but  
22 not necessarily all seven of the programs that  
23 we're talking about.

24 MR. KINGSLEY: Hi. My name is Sam  
25 Kingsley, Action Research. I'm a consultant

1 Pre-Proposal Conference - Brooklyn 9/22/14  
2 working with -- my question's about the education  
3 proposal. And specifically, on page 10, you seem  
4 to have 1 outcome listed with 40 different  
5 indicators. It's possible in education that within  
6 a given program more than 1 indicator could be used  
7 depending on what the IEP or the grade level is of  
8 the participant. Is it your expectation that we're  
9 going to use the same indicator for all  
10 participants in the program or may there be more  
11 than one that's applicable?

12 MR. BOBBITT: Programs can propose to  
13 use the various indicators that are there. So as  
14 you see the first one, youth receive passing grades  
15 in regents exams and higher scores on certain  
16 tests, right? Second, youth receive higher grades  
17 in selected subject areas or a letter grade as  
18 evidenced by report card. So you could look at the  
19 letter grade, you can look at the GPA. What's key  
20 here is if you propose to help a student lift the  
21 GPA, then the indicator we look for is the GPA. If  
22 you propose, let's say a student comes in  
23 struggling in math and you propose to help a  
24 student in math, then we would be looking to see an  
25 outcome achieved related to their grades in math.

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2 MR. KINGSLEY: But then we could use  
3 two sets of indicators within a program, just one  
4 key, at least one for each --

5 MR. BOBBITT: Yes, participant.

6 MS. SANTOSUOSSO: Hi. My name is Kayla  
7 Santosuosso from the Arab American Association of  
8 New York. Two questions. First regarding the High  
9 School Youth NDA proposal. My question is  
10 regarding whether or not a school in the proposal  
11 stage can endorse more than one CBO as they're  
12 proposing.

13 MR. BOBBITT: Yes.

14 MS. SANTOSUOSSO: But I assume that  
15 only one contract will be awarded to one CBO within  
16 a given school, working with a given school.

17 MR. BOBBITT: That's true to a large  
18 extent, but theoretically depending on the funding  
19 within a given competition of NDA, you could have  
20 one or more proposals awarded.

21 MS. SANTOSUOSSO: And regarding the  
22 Immigrant Services, I understand that 80 percent of  
23 the participants that are served have to be within  
24 the NDA. I just want to clarify that that is in  
25 fact new clients that come on within the term of

1 Pre-Proposal Conference - Brooklyn 9/22/14  
2 the contract as opposed to the overall demographics  
3 existing in a clientele basis of a CBO prior to the  
4 contract. Does that make sense?

5 MR. BOBBITT: I think it makes sense  
6 referring to program participants for this program.

7 MS. SANTOSUOSSO: For Immigrant  
8 Services, right. So from the start date of the  
9 contract to the end of the contract, referring  
10 specifically to DYCD clients served under that  
11 pool, not to the overall clientele basis.

12 MR. BOBBITT: Correct.

13 MS. WISOTSKY: Hi. I'm Martine  
14 Wisotsky with Cypress Hills Local Development  
15 Corporation. Just a quick question. When we're  
16 describing our key staff and the years of  
17 experience they have, can we include volunteer  
18 staff or is it just referring to paid professional  
19 experience?

20 MR. BOBBITT: Whatever qualifications  
21 help demonstrate their ability to serve would be  
22 useful.

23 MR. FANG: My name is Edward Fang from  
24 Indochina Sino-American Community Center. I have  
25 two questions. Number one is about the limits of

1 Pre-Proposal Conference - Brooklyn 9/22/14  
2 the narrative part. Are all of the proposals have  
3 the same limit? If so, how many pages?

4 MR. FRENZEL-BERRA: Well, if you look  
5 on the HHS copy of the RFP, it may not be indicated  
6 on the hard copy but when you work with it online,  
7 you will be given a response box and you'll be  
8 given a certain number of characters that are  
9 allowed. So that will determine the length of your  
10 response. It's in the Structured Proposal Form,  
11 which is Appendix G.

12 MR. FANG: Second question about the  
13 submission. We have to submit the proposal through  
14 the HHS Accelerator. Okay, now, but the capacity  
15 is limited to 12 mega. Is that true for all the  
16 proposals?

17 MS. SOREL: Per document you upload.

18 MR. FANG: Yes, is 12 mega. Including  
19 all the documents?

20 MR. MURRAY: Hi. Each document. So  
21 you have instruction in terms of proposal  
22 submission. It's 12 megabytes but it's each  
23 document. And that's a very large file size.

24 MR. FANG: Oh, not the total proposal.

25 MR. MURRAY: Each file that you have to

1 Pre-Proposal Conference - Brooklyn 9/22/14  
2 upload in response to the proposal, which you can  
3 see in the proposal submission guidelines, and as  
4 indicated by each slot in the section of the  
5 proposal submission, each document is 12 megabytes.

6 MS. MARTINEZ: Hi. Annie Martinez from  
7 FECS. I have two questions regarding the  
8 Opportunity Youth Supported Work Experience. The  
9 first one is just regarding participants. We just  
10 wanted to confirm that it's possible to enroll  
11 participants in this contract that may also be  
12 involved in other DYCD-funded contracts at our  
13 site, so namely, not meaning to recruit (inaudible)  
14 new participants, let's say, if we have  
15 participants who are already in our HSE program or  
16 something that's already funded separately.

17 MR. BOBBITT: You can propose to enroll  
18 program participants who receive complimentary  
19 services but not the same type of service.

20 MS. MARTINEZ: Exactly, just wanted to  
21 confirm, great.

22 And then the second is around the  
23 curriculum, which is referred to on page 5 and in  
24 Appendix K, I believe. We just wanted to hear a  
25 little bit more about your vision for

1 Pre-Proposal Conference - Brooklyn 9/22/14  
2 implementation. We saw the topics listed and we  
3 just wanted to hear is there going to be some  
4 flexibility around implementation, and can we work  
5 with a contract manager to make sure that the  
6 dosage and, you know, how we implement it fits the  
7 needs of our students? So we just wanted to hear  
8 more about that.

9 MR. BOBBITT: We didn't want to be  
10 overly prescriptive, so there is flexibility within  
11 your program design to propose what the dosage  
12 would be. So we talked about the part-time  
13 employment over a period of 14 weeks, preceded by  
14 the 2-week orientation period. And so you can  
15 propose in your design how you want to work that  
16 out, (inaudible) five hours a week of job skill  
17 readiness.

18 MS. MARTINEZ: So in terms of the  
19 curriculum, there will be some flexibility in terms  
20 of how we implement it and how we use what's given  
21 to us; is that safe to say?

22 MR. BOBBITT: That's safe to say.

23 MS. MARTINEZ: Wonderful. Thank you.

24 MS. TOKAR: Hi. I'm Chris Tokar with  
25 CUNY's Creative Arts Team. I have questions about

1           Pre-Proposal Conference - Brooklyn 9/22/14  
2           the Educational Support for High School Youth,  
3           particularly program hours, page 10. You talk  
4           about, "Activities would take place during  
5           out-of-school hours. They may also take place  
6           during in-school hours provided they do not take  
7           place during participants' scheduled class time."  
8           My question was, is it possible for services to  
9           take place during advisory time or nonacademic  
10          class time such as gym or health or their non-core  
11          curriculum subjects?

12                 MR. BOBBITT: Yes. The proposer should  
13                 demonstrate or explain within the proposal that the  
14                 proposed class schedule doesn't supplant regular  
15                 school time, but yes.

16                 MS. TOKAR: And also, is there a limit  
17                 to how many contracts will be awarded to any  
18                 particular --

19                 MR. BOBBITT: I'm sorry. There's  
20                 further clarification. You can't remove the  
21                 students from something like gym or health class.  
22                 So that's a scheduled class.

23                 MR. FRENZEL-BERRA: And generally, we  
24                 expect the timing to be worked out with the school  
25                 principal as part of their agreement in the

1 Pre-Proposal Conference - Brooklyn 9/22/14  
2 programs.

3 MS. TOKAR: They can't be removed from  
4 it, but could it not be part of their health or gym  
5 class?

6 MR. BOBBITT: No.

7 MS. TOKAR: And the other question I  
8 have is, is there a limit to how many contracts  
9 would be awarded to any individual CBO?

10 MS. CANTELMINI: I'm Dana Cantelmi. I'm  
11 the ACCO here at DYCD. It's a competitive process.  
12 So, you know, everybody will be rated accordingly  
13 based on the submission that we get. So there is  
14 no limit.

15 MS. BISHOP: I'm Rachel Bishop from the  
16 United Community Centers. I have a question about  
17 the Supported Work Experience RFP. The proposed  
18 contract budget, does that number include the wages  
19 to participants that will be paid directly by DYCD  
20 or is that only for our program staff?

21 FEMALE SPEAKER: Can you repeat that  
22 question?

23 MS. BISHOP: Yes. For the Supported  
24 Work Experience RFP and the proposed price for  
25 participant, I wasn't sure whether the wages and

1 Pre-Proposal Conference - Brooklyn 9/22/14  
2 taxes portion, if that includes the wages for  
3 participants that DYCD plans to pay directly or is  
4 that only wages and taxes for our program staff.

5 MR. BOBBITT: It's the wages and taxes  
6 for the program participants. So as it's indicated  
7 on page 2, Basic Information, so the proposed  
8 contract budget will be based on an annual  
9 price-for-participant rate of \$2,583. \$1,200 is  
10 administrative costs, and part of what's left for  
11 you as a proposer to do is to break that out. The  
12 \$1,383 for wages and taxes, you should indicate  
13 that on your budget but you should acknowledge  
14 that, but you should also understand, DYCD will pay  
15 the wages through third-party vendors, as we do  
16 with other youth workforce programs.

17 MS. BISHOP: So any of our staff  
18 salaries have to be part of the administrative  
19 costs?

20 MR. BOBBITT: That's correct.

21 MR. KINGSLEY: Hi. Sam Kingsley,  
22 Action Research. Similar to the last question,  
23 this is for Education. There are different dollar  
24 limits set for programs with and without  
25 internships. If we have a program that has an

1 Pre-Proposal Conference - Brooklyn 9/22/14  
2 internship for which we have separate funding for  
3 to compensate the participants, will we be entitled  
4 then to the higher dollar limit listed in the RFP?

5 MR. FRENZEL-BERRA: If you're saying  
6 you have the internships covered --

7 MR. KINGSLEY: Yes.

8 MR. FRENZEL-BERRA: -- through some  
9 other source?

10 MR. KINGSLEY: Yes.

11 MR. FRENZEL-BERRA: Then that would be  
12 an in-kind contribution to the program. And so if  
13 you're going to offer internships, you can ask for  
14 the higher rate and indicate that you will be  
15 donating a certain amount for internships from  
16 another source.

17 MR. KINGSLEY: Okay. A related  
18 question on dollars, there's also a provision for  
19 extra funding for students with special needs. For  
20 example, we have a school with 50 percent of the  
21 participants will be expected to have IEPs. Would  
22 that by itself qualify as a special need?

23 MR. FRENZEL-BERRA: So it's up to the  
24 proposer to indicate their case for a special needs  
25 rate and put that in your proposal.

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2 I just want to clarify the previous  
3 answer, which if indeed it is covered, then for  
4 what you're asking for, we would of course need to  
5 see how that money would be used. So in other  
6 words, if you have internships covered then we  
7 would expect that enriched program model.

8 MS. MCGEE: Hi. Eleanor McGee again  
9 from Catholic Charities, Brooklyn and Queens. This  
10 is a general question regarding the amount of money  
11 that has been allocated. Is it safe to assume that  
12 looking down the list, since the minimum amount of  
13 each one is to be \$50,000 with the exception of the  
14 (inaudible) you pulled out, is it safe to assume  
15 that unless over \$100,000 has been allotted for  
16 that particular service in that particular NDA,  
17 only one contract is going to be awarded? In other  
18 words, if it's \$90,000, it can't be two contracts;  
19 am I correct?

20 MR. BOBBITT: That's a safe assumption.

21 MR. SCHWARTZ: Joel Schwartz, UJO of  
22 Williamsburg. You mention in the RFP the expected  
23 caseload would be, for example, 25 to 30  
24 individuals or families and some of the other  
25 services 40 to 45 individuals or families. Is that

1 Pre-Proposal Conference - Brooklyn 9/22/14  
2 per case manager per year as a full time --

3 MR. BOBBITT: Thank you for the  
4 question. That's per case manager at a given  
5 moment within the year if you took a snapshot, so  
6 it's an anticipation of caseload size. So certain  
7 participants may have their goals realized and exit  
8 the program and other participants through the  
9 course of the year may come to the program. So at  
10 any given moment the caseload size would reflect  
11 that.

12 MR. SCHWARTZ: So a case manager can  
13 conceivably over the course of a year could see  
14 more than 100, 150 even, depending on the service.

15 MR. BOBBITT: Yes, depending on the  
16 circumstances of the program participants, yes.

17 MR. SCHWARTZ: Also, you mentioned all  
18 program staff would have the appropriate education  
19 for providing the proposed services. Some of the  
20 services you mentioned an education is required,  
21 bachelor's degree, and some of them you don't  
22 mention any education that's required. So can we  
23 assume then that for those where no education is  
24 required, the staff does not have to have the  
25 quote/unquote appropriate education?

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2 MR. BOBBITT: I think it's incumbent on  
3 the proposer in submitting an adequate proposal to  
4 indicate its specific criteria, and evidence that  
5 out, intended staff, respective staff to have those  
6 criteria. And if the general response is to show  
7 there's adequate staffing and adequate education,  
8 the proposal should indicate what that is. So it  
9 wouldn't be a responsive answer to not provide some  
10 indication of that. We've left it relatively open  
11 by your way of thinking, but it's still incumbent  
12 on the proposer to provide the illustration.

13 MR. FRENZEL-BERRA: Another way, I  
14 would add that depending on how you describe what  
15 the tasks are for staff persons, then that would  
16 suggest what their appropriate qualifications would  
17 be to do that work.

18 MR. SCHWARTZ: Educational  
19 qualifications?

20 MR. FRENZEL-BERRA: Yes.

21 MS. STEIN BROCKWAY: Julie Stein  
22 Brockway, SCO Center for Family Life. A follow-up  
23 question on a stipend question for the Educational  
24 Support for High School Youth. Is the stipend  
25 amount, if they're not coming from another source,

1           Pre-Proposal Conference - Brooklyn 9/22/14  
2           if they're coming directly from DYCD, do they have  
3           to reflect the minimum wage based on the hours?

4           MR. BOBBITT: You're referring  
5           specifically to Educational Support for High School  
6           Youth?

7           MS. STEIN BROCKWAY: Yes.

8           MR. BOBBITT: So it's a stipend, not a  
9           wage. So it doesn't have to reflect the minimum  
10          wage. And I think there's language in here that  
11          indicates the stipend given as an incentive. It's  
12          not a wage.

13          MS. STEIN BROCKWAY: But there can be  
14          actual -- in the case of those who are having paid  
15          internships, there can be a paid stipend, not a  
16          gift card, it can actually be cash, you know,  
17          check? Yes? There's a distinction made in the RFP  
18          between the two different categories, one being the  
19          non-internship folks who get gift cards and  
20          incentives, and then there's paid-internship folks  
21          who I'm assuming you can give a stipend check.

22          MR. FRENZEL-BERRA: The stipend can be  
23          a cash award.

24          MS. STEIN BROCKWAY: Great. And just  
25          to go back to an earlier question regarding the

1 Pre-Proposal Conference - Brooklyn 9/22/14  
2 educational outcomes, in the current NDA that we  
3 have, the High School Youth, we were limited to  
4 having to select one indicator for all of the  
5 students, which we thought was actually a challenge  
6 of the previous RFP. So are we now saying that the  
7 indicator that we select can be per student but  
8 there can be multiple indicators within the pool of  
9 50 students that you're serving?

10 MR. BOBBITT: I appreciate the question  
11 that you're raising. So you would have to  
12 propose -- in the practice of the program, you  
13 would have to indicate what the indicator is for  
14 the perspective student.

15 MS. STEIN BROCKWAY: So per student.  
16 So one student we can say, "For this particular  
17 student, we're working on their regents score.  
18 Student B, we're working on bringing their grade up  
19 in ELA. Student C, we're working on their overall  
20 grade point average." All students are coming to  
21 us, let's say, you know, struggling students with  
22 under a C, but we're --

23 MR. BOBBITT: I am saying that but I am  
24 also advising we're going to issue a clarification  
25 on your point. So look for that subsequent to this

1 Pre-Proposal Conference - Brooklyn 9/22/14  
2 Pre-Proposal Conference.

3 MS. RAMON: Gloria Ramon, Brooklyn  
4 Legal Services Corporation A.

5 MR. BOBBITT: I just want to clarify a  
6 response earlier. Internship provided by a third  
7 party is not entitled to the higher rate.

8 MS. RAMON: Gloria Ramon, Brooklyn  
9 Legal Services Corporation A. Just a clarifying  
10 question, because the two questions I originally  
11 had were already answered. So if you're saying  
12 that the caseload, the proposed caseload -- I'm  
13 referring to the Housing Services RFP. If you're  
14 saying that the proposed caseload or expected  
15 caseload is 40 to 45 individuals per case manager,  
16 for example, but you also said that more than  
17 likely there's only going to be one contract per  
18 NDA. So referring back to the maximum cost per  
19 client, which is 70, so is it appropriate then for  
20 us to essentially divide the max amount by the max  
21 amount per participants to get the total number of  
22 participants per year?

23 MR. FRENZEL-BERRA: So you're  
24 suggesting if you take the amount proposed and  
25 divide that by the price per participant, you would

1 Pre-Proposal Conference - Brooklyn 9/22/14  
2 get an idea of the number of participants?

3 MS. RAMON: Well, because it sort of  
4 sounds like for many of us there's no set number,  
5 there's no expected number of participants per  
6 year. But you're also saying there's only going to  
7 be one contract per NDA with a maximum amount  
8 that's going to be paid per participant. So for  
9 example, if the maximum amount in NDA 9 is 54,000  
10 and the max amount for participants is 750,  
11 logically I would sort of divide that up and  
12 whatever number I get is my total number of  
13 participants for the year?

14 MR. BOBBITT: Yes.

15 MR. KINGSLEY: Hi. Sam Kingsley again.  
16 I promise this is my last question. On the bottom  
17 of page 6, there's a paragraph about -- this is  
18 Education. On the bottom of page 6 there's a  
19 paragraph about outcomes and goals. And above that  
20 are the six CSBG goals that you referred to  
21 earlier. Here in this paragraph it says, "In  
22 addition to the one required outcome for each  
23 participant, agencies will be required to track and  
24 report to DYCD any other outcomes that are related  
25 to the CSBG listed above." I'm kind of baffled by

1 Pre-Proposal Conference - Brooklyn 9/22/14  
2 how we would do that.

3 MR. BOBBITT: In submitting the  
4 proposal or in operation when the program's  
5 underway?

6 MR. KINGSLEY: I guess in submitting  
7 the proposal I can talk about it. It's more do we  
8 actually do it when they're underway?

9 MR. BOBBITT: We discussed how granular  
10 we need it to be in submitting the proposal. And  
11 so I would say the materials that are included in  
12 the proposal should give sufficient guidance on  
13 this point. But just to answer your question in  
14 terms of operationalizing, there are a number of  
15 national perform indicators that DYCD tracks, and I  
16 can give you some illustrations related to the  
17 youth participants, so persons who are unemployed  
18 who obtain a job or persons who obtained job skills  
19 and competencies and persons who didn't have ABE or  
20 HSE who obtained that, persons who move on to  
21 post-secondary education, persons who obtain health  
22 care. There's a number of indicators and some will  
23 right away seem relevant to you, that it meets a  
24 great number of people under your target  
25 population, and some might seem episodic. So

1 Pre-Proposal Conference - Brooklyn 9/22/14  
2 that's why we didn't get into more detail than  
3 what's in the material. But I think what's in the  
4 material should give the proposer enough guidance  
5 to know how to propose and commit to tracking  
6 participants' behavior as it relates to, in that  
7 case, what arises from the participant and the  
8 counselor advocate as well as the group sessions  
9 that are being proposed for the program.

10 MR. KINGSLEY: Just to follow up on  
11 that then, the indicators that are listed in the  
12 education section are about grades and test scores.  
13 And there are other outcomes that the program  
14 achieves. Would it be legit to look in your other  
15 list of outcomes that you look at and see if we  
16 find something else that would be suitable?

17 MR. BOBBITT: I don't think it's  
18 required for submitting the proposal. As you've  
19 rightly pointed out, the indicators we're looking  
20 to see expounded about in the proposal are the ones  
21 we've provided. So if it's Educational Support for  
22 High School Students, we've given indicators within  
23 the RFP that we'd like to see addressed in the  
24 proposal.

25 MS. YANG: Hi. Christina Yang,

1 Pre-Proposal Conference - Brooklyn 9/22/14  
2 Catholic Charities, Brooklyn and Queens. I have  
3 two questions. Is Senior Services new to the NDA  
4 this year, or just how you break it down?

5 MR. BOBBITT: No, Senior Services is  
6 not new to the NDA.

7 MS. YANG: I mean as RFP as its own?  
8 That's my question.

9 MR. BOBBITT: No. What is different is  
10 through the HHS Accelerator, we've just released  
11 seven RFPs, as opposed to some years ago we had one  
12 RFP that still had various program areas including  
13 Seniors.

14 MS. YANG: Because I'm with the senior  
15 services, and I think it's because Accelerator I  
16 get to know about the service. I manage most  
17 contracts with (inaudible). And this time I did  
18 not get the e-mail on September 5th and my  
19 colleague saw it on the addendum September 19th,  
20 Friday.

21 Then I find out there's Senior  
22 Services. That's my second question. You don't  
23 have to answer but I'd like to request you to  
24 consider extending the due date for the Senior  
25 Services. And I don't see, like, the colleagues,

1 Pre-Proposal Conference - Brooklyn 9/22/14  
2 like the others that I know in the aging services.  
3 Thank you.

4 MS. GRECO: Hi. Christine Greco,  
5 Catholic Charities, Brooklyn and Queens. Looking  
6 at the Opportunity Youth proposal, and is the only  
7 definition of opportunity youth the one in Section  
8 1, Background and Objective, which says, "youth age  
9 16 to 24, not working, not in school"?

10 MR. BOBBITT: That's correct.

11 MS. GRECO: Secondly, if they ever have  
12 worked or if they are sort of in a GED program, are  
13 they ineligible?

14 MR. BOBBITT: Participants who have  
15 worked in the past and are not currently working  
16 are eligible, and I'm not sure how to respond to  
17 the second part of that question.

18 MS. GRECO: Well, sometimes they don't  
19 show up a lot. You know, they're enrolled but this  
20 would be something that would be nice to offer  
21 them, especially in one of our programs where we  
22 have a lot of GED youth or HSE, as it's now called.  
23 And they might be in there but, you know, the  
24 attendance is not that great.

25 MR. FRENZEL-BERRA: If they're still

1 Pre-Proposal Conference - Brooklyn 9/22/14  
2 enrolled, they don't qualify.

3 MS. GRECO: So if they're enrolled in  
4 any HSE program, they do not qualify?

5 MR. FRENZEL-BERRA: Right.

6 MS. GRECO: Now, in the section where  
7 you mention in the Structured Proposal Form, it  
8 says, "Complete the details on the chart below for  
9 five opportunity youth or other relevant programs."  
10 That could be DYCD or otherwise, right?

11 MR. FRENZEL-BERRA: Yes.

12 MS. GRECO: And then the question about  
13 if you have ever had a work improvement plan -- I'm  
14 looking to see what page it's on. Here we go,  
15 number 10, "If you have ever had a DYCD contract  
16 and received a work improvement plan or corrective  
17 action plan in the last three years, briefly  
18 describe." Now, I understand what that means. The  
19 question is, how heavily will that weigh against a  
20 CBO if they have had a work improvement plan which,  
21 you know, was taken care of by having a corrective  
22 action plan or work improvement plan accepted and  
23 then having the ratings go up? But obviously  
24 somebody who's never had a DYCD NDA grant for this  
25 type of thing is not going to have had a work

1           Pre-Proposal Conference - Brooklyn 9/22/14  
2           improvement plan. It's the first time I've seen  
3           that we're bringing up past performance, not that I  
4           think it's wrong but I just was wondering, you  
5           know, because that puts an existing CBO at somewhat  
6           of a disadvantage.

7           MS. CANTELMY: So the work improvement  
8           plans, I understand that a lot of you, this may be  
9           something new for you. So my advice to everyone in  
10          this room is when you come to that question whether  
11          you have a work improvement plan or you were placed  
12          on a work improvement plan, to make sure that in  
13          your actual justification or anything that you're  
14          submitting with your proposal that you explain what  
15          you've done for your organization not to be -- or  
16          pretty much getting out of that work improvement  
17          plan.

18          And for anyone who hasn't had  
19          experience with this particular program, or  
20          hopefully that's not on a whim, a work improvement  
21          plan, just basically in your narrative again make  
22          sure that you're explaining to whoever the leader  
23          is how you're going to fulfill this program. So  
24          it's extremely important to whoever's going to be  
25          your evaluator and reading your proposal to

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2 understand and get a grasp that your organization  
3 is actually going to fulfill pretty much the  
4 requirements that we have in this RFP. So you're  
5 going to have to just describe in your actual  
6 narrative that you're putting together what you've  
7 done to actually come out of that work improvement  
8 plan.

9 MS. GRECO: And would that be any and  
10 all work improvement plans for any and all DYCD  
11 contracts in the last three years?

12 MS. CANTELM I: We're looking at DYCD  
13 all program areas? Yes, for all DYCD.

14 MS. GRECO: So if you need more than  
15 300 words? I mean, certainly what you would like  
16 to be said is if enrollment was low, then you would  
17 explain your strategy for having increased the  
18 enrollments, and therefore, the corrective action  
19 plan or the work improvement plan would be  
20 accepted.

21 MS. CANTELM I: So we're going to look  
22 into that and we'll definitely get back to everyone  
23 because currently right now that is the set  
24 character limit for the proposal.

25 MS. GRECO: And the thing is, and in

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2 some cases it's just a work improvement plan is  
3 just borderline. And so you really don't want to  
4 be constantly regurgitating all of this while this  
5 enrollment went up because we were over here and --

6 MS. CANTELMY: So we'll definitely  
7 further discuss the work improvement plan within  
8 the Structured Proposal and we'll issue what we're  
9 going to do with that piece.

10 MS. GRECO: Right. Or, I mean, I  
11 guess, yes. We have a lot of DYCD contracts.  
12 That's why. But we are very happy to have them.

13 MS. SANTOSUOSSO: Kayla again from the  
14 Arab American Association. Regarding the addendum  
15 for Immigrant Services, Section 1B, Program Goals,  
16 I just want to clarify a little bit about BIA  
17 recognition versus accreditation. We are a  
18 BIA-recognized organization and in all likelihood,  
19 by the start of the contract, our caseworker who  
20 provides a lot of our immigrant services will be an  
21 accredited representative. But I wanted to clarify  
22 that the person actually delivering the services,  
23 people filling out applications, people sitting  
24 with the clients, those individuals need to be  
25 BIA-accredited or need to be the attorney? Or can

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2           it be a supervisory structure? Because we have  
3           other grants where it's essentially we have a  
4           lawyer who supervises the caseworkers but it's not  
5           a lawyer who is specifically sitting with the  
6           client and delivering the service. Does that make  
7           sense?

8                   MS. ALMANZAR: Kathy Almanzar, DYCD.  
9           What we're looking for is if you're still waiting  
10          for the BIA accreditation for the individual, the  
11          staff still needs to be supervised by the attorney.  
12          So if your attorney is not there at all times  
13          during application, it cannot be finalized until  
14          the supervising attorney has reviewed them for  
15          content and has approved them.

16                   MS. SANTOSUOSSO: So what you're saying  
17          is if at the time of application we are recognized  
18          but someone is in the process of applying for  
19          accreditation --

20                   MS. ALMANZAR: Yes. So what you should  
21          do in your proposal is explain that and then if you  
22          do win the award and if by that time you're  
23          accredited, you make sure you bring proof of the  
24          accreditation.

25                   MS. GALLAGER: Hi. I'm Rebecca

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2           Gallager, Lutheran Family Health Center. I guess I  
3           have less of a question, but just a comment.  
4           Within the Structured Narrative Form, there's a  
5           table and like the first line where you put  
6           enrollment data is locked, and so we weren't able  
7           to enter. Maybe it's been unlocked since then. I  
8           didn't try it again today. But just so someone can  
9           double-check and make sure that it's not locked so  
10          we can enter information.

11                   MR. MURRAY: Can you tell me the  
12                   specific line, please?

13                   MS. GALLAGER: It's the very first line  
14                   in the table. I could -- I don't have the specific  
15                   line. I can --

16                   MR. FRENZEL-BERRA: Which RFP?

17                   MS. GALLAGER: Oh, Opportunity Youth,  
18                   excuse me.

19                   MS. BREA: Hi. Maricela Brea with  
20                   Fedcap Rehabilitation Services. My question is in  
21                   regards to linkages. Would we be able to submit  
22                   MOUs instead of linkages?

23                   MR. BOBBITT: It's anticipated  
24                   proposers will use the linkage agreement form that  
25                   we have included in the RFP.

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2 MS. BREA: So would we be able to  
3 submit linkages and MOUs? Because we have a large  
4 number of partnerships that we feel, you know,  
5 demonstrates all the work that we do.

6 MR. MURRAY: So the proposal submission  
7 instructions tell you which documents are required.  
8 Currently that does not include the additional MOUs  
9 that you're referencing. Of course you, if you  
10 decide to do this on your own, can combine  
11 documents, but there's not an extra slot in the  
12 proposal submission table for extra documents like  
13 an MOU. You would have to combine that with the  
14 required linkage agreement that DYCD has.

15 MS. BOWMAN: Hi. I'm Sally Bowman from  
16 the Flatbush Development Corporation. We have two  
17 questions. The first is with Senior Services. It  
18 lists that we can work with both those who are  
19 homebound and those who are not. But we wanted to  
20 know must we work with both populations? D,  
21 Program Services, number 1, very bottom of the  
22 page.

23 MR. BOBBITT: You can elect, yes.

24 MS. BOWMAN: And the second one, for  
25 Housing Services, but there's actually with a lot

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2 of the different ones, we wanted to know under  
3 attachment G, number 3, with the chart, where it  
4 says "Type of Services and Population," we wanted  
5 to know if you were looking more at the big picture  
6 or the little picture. For instance, would we say  
7 something like eviction prevention, or would we  
8 break it down and say SCRIE, HEAP, WIC, like that?  
9 Would those be the type of service?

10           MR. BOBBITT: Attachment G you're  
11 referencing?

12           MS. BOWMAN: Yes, attachment G for  
13 Housing Services. Under question 3, there's a  
14 chart if you click yes.

15           MR. BOBBITT: And so to reiterate, your  
16 question is should the proposer say specifically  
17 which indicators or how many receive SCRIE or DRIE  
18 or that sort of thing?

19           MS. BOWMAN: Well, under type of  
20 service, should we specifically list for instance,  
21 you know, attaining SCRIE --

22           MS. WHITE: I'm sorry. We're having  
23 microphone issues, so we're going to have to do a  
24 back-and-forth thing. For purposes of the  
25 recording, we're going to hand it back and forth.

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2 Thank you. I'm sorry about that.

3 MS. BOWMAN: Thank you. We want to  
4 know should we be very, very specific, little  
5 picture, for instance, writing SCRIE under type of  
6 service, or are we going for the big picture and  
7 saying something vague, like eviction prevention  
8 and then using the SCRIE as the indicator for the  
9 outcome?

10 MR. BOBBITT: It is the proposer's  
11 choice. You can be more general. You can be more  
12 specific in terms of the particular indicators.

13 MS. NYE: Lauren Nye. Couple  
14 questions. The first two regard definitions.  
15 Could you give us a definition for low income for  
16 Senior Services.

17 MR. BOBBITT: It's anticipated that  
18 program participants at the time of enrollment will  
19 be at or under the 125 percent of federal poverty.  
20 So if you check the State tables for federal  
21 poverty, that's the reference.

22 MS. NYE: The next one is health  
23 appointments. We know, like, generally with  
24 doctors, but could we also do it more loosely like  
25 yoga or mental health? Is there a definition that

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2 you have?

3 MR. BOBBITT: That would be acceptable,  
4 yes.

5 MS. NYE: Last one, what are your  
6 expectations in regards to tracking health  
7 appointments? Is self-reporting acceptable? And  
8 if not, how do we do so without conflicting HIPAA?

9 MR. BOBBITT: I think that question  
10 invites a review. As Bob suggested earlier, the  
11 expectations of case management, if you review that  
12 paragraph, following up with service providers with  
13 other referral sources, et cetera, et cetera, is an  
14 expectation of the case manager. So  
15 self-attestation is okay. However, over the course  
16 of performance, over the course of the year, we do  
17 look for some type of backup documentation,  
18 validating proof, verifying that sort of thing. So  
19 there's not a pat answer that I can give to you but  
20 I want to make sure I'm conveying in a larger  
21 sense.

22 MS. BLOCK: Hi. My name is Sara Block  
23 and I'm from CAMBA. I asked this question in an  
24 e-mail and no one else brought it up today, so I  
25 just wanted to ask it in to make sure that I got

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2 the right response. Regarding number of linkage  
3 agreements, the minimum of seven is only for the  
4 healthy families proposal and not for any others,  
5 correct?

6 MR. BOBBITT: I might have phrased it  
7 slightly differently, and I think Bob wanted to say  
8 something; however, yes, with regard to the Healthy  
9 Families Proposal there is a minimum of seven  
10 required linkages. Does that really satisfy -- I  
11 mean, if you read the other proposals, there may be  
12 suggested types of linkages, but if you're  
13 referring to the seven, yes, the Healthy Families.

14 MR. FRENZEL-BERRA: Opportunity Youth  
15 has seven minimum also. The RFP does state that  
16 but we may revise them in an addendum. It will be  
17 stated in the Basic Information section.

18 MS. BLOCK: I think in the other RFP it  
19 just says substantial amount of linkages. So I  
20 wasn't sure if that linked to the seven or if  
21 there's a number or a minimum or just what we think  
22 is substantial.

23 I'm sorry. I have one more question  
24 about Healthy Families. Are we expected to stick  
25 to the Healthy Families New York model for this

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2 program? Or it sounds like this RFP's more generic  
3 and there's no minimum age for the youngest child  
4 in the family. But if we are a Healthy Families  
5 New York provider, can we follow that same model in  
6 staffing structure for this?

7 MR. BOBBITT: If you follow the  
8 requirements of this RFP, then you'll be in a good  
9 stat. The term "healthy families" as used within  
10 this RFP under NDA is not coterminous with the term  
11 "healthy families" that you're referencing. So  
12 there's not an expectation for proposers. They  
13 have to follow whatever (inaudible) guide you're  
14 referencing.

15 MR. VISHNEVSKIY: Vladimir Vishnevskiy,  
16 Jewish Community House of Bensonhurst. I have two  
17 questions. Question 6 in the Immigrant Services  
18 Proposal Form asks, do all staff members, both paid  
19 and volunteer, have the appropriate experience for  
20 providing the proposed services? How is it  
21 different from question 5? Is the difference that  
22 question 5 is asking about key staff members and  
23 question 6 is asking about all staff members?

24 MR. FRENZEL-BERRA: That's the right  
25 answer. The one is asking for key staff and the

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2 other applies to all staff persons that you assign,  
3 including volunteers.

4 MR. VISHNEVSKIY: I am from the Jewish  
5 agency and we think it is a good idea to ask if the  
6 due date could be extended because of the Jewish  
7 holidays. Our and other agencies are closed for  
8 four days and have (inaudible).

9 MS. JOHNSON: At this time there's no  
10 extension but should we extend the pre-proposal due  
11 date, we should let you know through the addendum.

12 MR. KUO: Hi. My name is Richard Kuo.  
13 I'm with Homecrest Community Services. I have  
14 three questions. First of all, for the Mayor's  
15 Office, if an agency, a CBO, has not been  
16 pre-qualified under the HHS Accelerator as of  
17 today, how long would it take to get an approval  
18 from the Mayor's Office if all the documents and  
19 information was submitted tomorrow?

20 MR. MURRAY: Our track record so far is  
21 we get a response to you within 24 hours in terms  
22 of reviewing your document. If there are revisions  
23 and so on that are needed, it's sent back to you  
24 and we would expect that you would get that back to  
25 us quickly. Most providers can turn this around

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2 pretty fast.

3 MR. KUO: My second question is to  
4 DYCD, and that is, what is the evaluation process  
5 that you're going to be going under? In other  
6 words, who's going to be doing the evaluation and  
7 for how long is that? What is the estimated time  
8 of approval for that period?

9 MS. JOHNSON: We do not disclose the  
10 evaluation criteria. We do go by basis of what's  
11 in the RFP, and we will announce the awards before  
12 the contract start date in ample time for you to  
13 process --

14 MR. KUO: So you're saying that you're  
15 not going to say who's going to evaluate this  
16 proposal?

17 MS. JOHNSON: No, we're not going to --

18 MR. KUO: Okay. And I'd like to fully  
19 endorse the Catholic Charities' request to extend  
20 the Senior Services RFP because we got late  
21 notification on that as well.

22 MS. JOHNSON: Are there any further  
23 questions?

24 (No response.)

25 MS. JOHNSON: So this brings us to the

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conclusion of the Pre-Proposal Conference. Thank  
you all and good luck.

(Time noted: 3:23 p.m.)



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