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In the Matter of  
DEPARTMENT OF YOUTH & COMMUNITY DEVELOPMENT  
NEIGHBORHOOD DEVELOPMENT AREAS  
PRE-PROPOSAL CONFERENCE

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156 William Street  
Auditorium  
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September 29, 2014  
2:00 p.m.

TRANSCRIPT OF PROCEEDINGS

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Neighborhood Development Areas Pre-Proposal Conference  
September 29, 2014

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A P P E A R A N C E S:  
(In alphabetical order)

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DYCD - 9/29/2014

MS. JOHNSON: Good afternoon, we're going to get started. Welcome to the Department of Youth and Community Development Pre-Proposal Conference for the Neighborhood Development Areas. This RFP was released on September 5, 2014.

The RFP covers the following service areas: Education and support for high school youth; support services for Healthy Families; support services for seniors; support services for immigrants, support services for housing; opportunity youth, supporting work experience and adult literacy. The purpose of this conference is to give an overview of the RFPs mentioned and to answer any questions you may have.

Should you have any questions after this pre-proposal conference, we ask that you e-mail DYCD at [rfpquestions@dycd.nyc.gov](mailto:rfpquestions@dycd.nyc.gov) no later than October 7th to allow us ample time to respond. All RFPs are due by 2:00 p.m. on October 14th and must be submitted through

1 DYCD - 9/29/2014

2 HHS Accelerator.

3 Let me take this time to  
4 introduce our panel. We have Ryan Murray,  
5 HHS; Jennifer Sorrel, HHS; Mike Bobbitt,  
6 DYCD Assistant Commissioner for Community  
7 Development Programs; and Robert  
8 Frenzel-Berra, DYCD Director of Research  
9 and Programs.

10 Lastly, I ask that you hold your  
11 questions until the end of this conference  
12 and then we'll allow you to come to the  
13 microphone to ask your questions.

14 Jennifer Sorrel will discuss HHS  
15 Accelerator.

16 MS. SORREL: Hello. My name is  
17 Jennifer Sorrel, and I'm with the Mayor's  
18 Office of Operations and I work with HHS  
19 Accelerator.

20 HHS Accelerator is a centralized  
21 team at the Mayor's office. We have  
22 financial experts on our policy team and  
23 we have technology experts that built HHS  
24 Accelerator, along with agencies and folks  
25 and providers. Because of PPB Rule 3-16,

1 DYCD - 9/29/2014

2 we are now the oversight for Health and  
3 Human Service contracts along with MOCS.  
4 And in HHS Accelerator, the system, you  
5 can manage your document vault, RFP  
6 management, getting prequalified and  
7 proposing for RFPs, and currently, now  
8 live, are the financials and budgeting and  
9 invoicing in Accelerator.

10 HHS Accelerator was launched to  
11 simplify the procurement process to  
12 eliminate redundant distribution of papers  
13 and things for you. Agencies publish all  
14 RFPs in the document -- all RFP documents  
15 in the system, and prequalified providers  
16 are then eligible to propose for all RFPs  
17 that are released in the system. All  
18 providers must propose through HHS  
19 Accelerator, and before you're eligible to  
20 propose, you must first have an account  
21 and get prequalified. So if you're not in  
22 the right spot, you can go to our website  
23 or e-mail us and we'll help you get in the  
24 right spot.

25 All questions about Accelerator

1 DYCD - 9/29/2014

2 should go to [info@hhsaccelerator.nyc.gov](mailto:info@hhsaccelerator.nyc.gov),  
3 and any RFP content-related questions  
4 should be directed to the e-mail that  
5 Wendy listed earlier.

6 This is just a functional  
7 display of all the components of HHS  
8 Accelerator (indicating), and today we're  
9 covering getting prequalified and  
10 proposing. This is basically what your  
11 home page will look like. We navigate on  
12 a tab-based system and you click the green  
13 circle at the end to refresh any tasks in  
14 your queue.

15 To access the procurements, you  
16 click on the procurement tab and then you  
17 can filter items here. So to access the  
18 NDA procurements, for example, you could  
19 filter by agency and then filter further  
20 by released, because it is a DYCD  
21 proposal -- RFP and it's released.

22 This is the procurement summary  
23 and this is accessible to you even if  
24 you're not eligible to propose or  
25 prequalified. So by this summary, you

1 DYCD - 9/29/2014

2 should be able to decide if this is  
3 something you want to pursue or not.

4 The next tab is services and  
5 providers. Here you can see the services,  
6 and you must be prequalified in one of the  
7 service areas listed below. And beneath  
8 that is a list of providers that are  
9 prequalified and eligible to propose. So  
10 if you wanted to collaborate with one of  
11 your peers, you could filter by service  
12 and then get a list of other providers and  
13 you get a contact name and a phone number.

14 The next tab is RFP documents.  
15 This is where you would get all documents  
16 relating to the RFP, including any  
17 addendum released. If you are  
18 prequalified and there is an addendum  
19 released, you'll get a notification via  
20 e-mail and an alert in the system. So,  
21 it's something that you want to keep in  
22 mind as you're drafting your proposal to  
23 make sure that you read any addendum that  
24 are released so that you can tweak your  
25 proposal to match the new information.

1 DYCD - 9/29/2014

2 The last tab is a proposal  
3 summary. You could click the green plus  
4 button to add a proposal, and you would  
5 fill out this page with basic information  
6 requested by the Agency. One new thing  
7 that I'd like to highlight that is  
8 different this time around is that they  
9 have competition pools, and the  
10 competition pools for NDAs are broken down  
11 by geographic location and all of the  
12 details pertaining to which competition  
13 pool you should be in are in the RFP  
14 documents.

15 So just make sure that when  
16 you're proposing -- and you can propose  
17 for multiple competition pools -- that the  
18 area you're proposing for matches your  
19 composition pool. This isn't something  
20 that can be undone further down the line,  
21 so it's really important you reference the  
22 RFP documents, find your correct  
23 competition pool, and make sure that on  
24 your proposal details you have the correct  
25 competition pool listed.

1 DYCD - 9/29/2014

2 We also ask for a provider  
3 contact, so make sure that information is  
4 up to date. If you filled this out last  
5 year, maybe a phone number has changed.  
6 We just want to be sure that we have  
7 correct information for whoever is  
8 submitting their proposal.

9 Only Level 2 users can submit  
10 the proposal. A Level 1 user would be  
11 able to fill all the information out,  
12 upload all the documents, but the submit  
13 button would not be available to them. So  
14 make sure that the appropriate user is  
15 submitting. You also add your site  
16 information at the very bottom. So,  
17 again, make sure the site information  
18 corresponds to the competition pool.

19 Lastly, you would upload all the  
20 required documents and any optional  
21 documents. You are able to submit your  
22 proposal early and then if you change your  
23 mind or you need to edit something, you  
24 can retract the proposal, make your  
25 changes, and submit it again. And only a

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DYCD - 9/29/2014

Level 2 user has that ability, so just make sure it's the right user.

Upon submitting, you would have to check off the boxes and agree to all the information and enter in your login name and your password. When you come to this page with your proposal summary, you can see underneath "status" if it says "submitted." If it says "draft," nobody has received it (indicating). So that's a way to kind of monitor and make sure that you've submitted the proposal and it is where it needs to be. If it says anything other than submitted, we didn't get it.

And once you're proposal has been submitted, you get a green rectangle bar at the top of the page that says your proposal has been successfully submitted. And our website, at [www.nyc.gov/hhsaccelerator](http://www.nyc.gov/hhsaccelerator) has multiple guides on how to submit a proposal. You can also watch a video of just someone going through the steps if you feel you need a refresher on how to do it.

1 DYCD - 9/29/2014

2 Thank you.

3 MS. JOHNSON: Thank you,  
4 Jennifer.

5 Next we'll have Mike Bobbitt  
6 discuss the program overview.

7 MR. BOBBITT: Thank you, Wendy.  
8 Thank you for coming today and  
9 your interest in the initiative.

10 So, as you're aware, as my  
11 colleague has pointed out, there are seven  
12 options, seven RFPs related to the  
13 Neighborhood Development Areas initiative.  
14 I'm going to summarize some of the  
15 information that is relevant to all seven.  
16 I don't want to -- I know you've read it,  
17 you're here if you have a particular  
18 question, but I do want to remind the  
19 audience that the Department of Youth and  
20 Community Development, as the Community  
21 Action Agency for the City of New York,  
22 receives federal Community Services Block  
23 Grant Funds. This program is the largest  
24 funding area that relates to that work,  
25 so that's a theme. So those of you who

1 DYCD - 9/29/2014

2 receive the rewards as delegate agencies,  
3 you will provide information and data  
4 relative to the performance of your  
5 contract related to your work under these  
6 contracts.

7 As you've probably seen  
8 illustrated within the RFP, this is a  
9 Neighborhood Development Areas initiative  
10 and the NDAs are specific neighborhood  
11 cache of areas, have been identified as  
12 low poverty (sic) high needs, and have  
13 requested the specific services of each of  
14 the RFP -- each of the RFPs indicates a  
15 particular NDA that requested those  
16 services. So as my colleague pointed out,  
17 please pay attention to the competition  
18 pool to make sure you're proposing for the  
19 right NDA related to the service you  
20 propose to provide.

21 Since my colleague already  
22 pointed out, under this RFP we have  
23 separate competitions for senior services,  
24 for housing services, Healthy Families  
25 Programs, Adult Literacy Programs,

1 DYCD - 9/29/2014

2 Immigrant Services, NDA Educational  
3 Support for High School Youth who are in  
4 school, and NDA Opportunity Youth Support  
5 Work Experience, part-time wages and job  
6 skills trainings for adolescents between  
7 the ages of 16 and 24.

8 For further context, I want to  
9 let the district know that successful  
10 proposers will demonstrate in their  
11 proposal, and once awarded, as they'll get  
12 agencies, we'll help the agency as we  
13 report to New York State Department of  
14 State, to the federal government, and  
15 assure that our delivery of Community  
16 Service Grant Funds conforms to ROMA  
17 principles. So we will do this in  
18 contract development for the awardees,  
19 which is to give everyone kind of a basic  
20 overview of results-oriented management  
21 and accountability.

22 Some of the principles for ROMA  
23 are already based into not only the  
24 proposal, but the methodology on how we do  
25 the work. You see the first couple of

1 DYCD - 9/29/2014

2 bullets, you see the framework for  
3 continuous growth and improvement among  
4 both the agency and you as the delegate  
5 agencies. You will participate -- rather,  
6 successful awardees will participate in  
7 periodic program meetings to discuss best  
8 practices, promising practices in our  
9 field, Community Action Agencies evaluated  
10 in accordance to your adherence to the  
11 implementation of these principles.

12 Assessing poverty needs is very  
13 extensive, needs assessment that was  
14 already conducted and that resulted in the  
15 priority areas that report to the seven  
16 RFPs that we're reviewing. Clear agency  
17 poverty mission and strategy address the  
18 needs that pertains both to the prior  
19 outcomes of the program and our  
20 expectation that you will track  
21 demographic information on participants,  
22 as well as their progress both toward the  
23 required outcome and non-required outcomes  
24 of participants we realize during their  
25 term of service in the program identifying

1 DYCD - 9/29/2014

2 specific results to be achieved among  
3 low-income people and among families that  
4 may come to you for service. So as a  
5 condition of the RFP, you will enter data  
6 into DYCD's online web-based system to  
7 record this type of information.

8 In terms of the principles, I  
9 think I just spoke to that with regard to  
10 the requirements in the database that we  
11 use, demographic information, enrollment  
12 information, and progress toward outcomes,  
13 as well as discursive information like  
14 progress case notes; we will expect that.

15 If anyone has questions, I  
16 provided the website, a greater context  
17 for conforming to the principles of ROMA,  
18 but our staff will support the delegated  
19 agencies to make sure they get all of this  
20 right.

21 I wanted to say a word about the  
22 national performance goals. So as an  
23 expectation of all Community Service Block  
24 Grant Funded Programs, they are delegated  
25 agencies, they will strive for reaching

1 DYCD - 9/29/2014

2 one or more of these overarching goals.  
3 Most of the programs -- all of the  
4 programs here focus either on goals one or  
5 six; low-income people become more  
6 self-sufficient, or goal six, low-income  
7 people, especially the overall population,  
8 achieve their potential by strengthening  
9 family. And as you consider the  
10 particular proposal you may be here to  
11 review, for instance, the Healthy Families  
12 Program, might have a number of  
13 participants come in for family  
14 strengthening activities, whereas an Adult  
15 Literacy Program, maybe a High School  
16 Education Program, might be principally  
17 focused on outcomes for the individual as  
18 the index client being served.

19 We have translated required  
20 outcomes that you see within the body of  
21 the RFP, so we'll fit specific indicators  
22 that fit within whichever respective  
23 performance goals. Common program  
24 expectations, so across the seven RFPs, we  
25 anticipate that you will use an assets or

1 DYCD - 9/29/2014

2 a strengths-based approach. In contrast,  
3 perhaps, to some human service programs  
4 that employ a deficit model, we don't  
5 expect that you will fix broken  
6 individuals or broken situations, rather  
7 then, you will meet with the individual  
8 member or the individual family to discuss  
9 the goals that they have in mind and help  
10 them develop a plan of action so that, you  
11 know, they and their own team ultimately  
12 can achieve those ends and recognize their  
13 collateral supports and things that  
14 participants do well even while they're  
15 struggling with whatever particular  
16 presenting issue may be.

17 Successful prior experience --  
18 and my colleague Bob can get into some of  
19 that -- particular criteria may vary from  
20 RFP to RFP, but it is expected that some  
21 demonstrate ability to serve the  
22 population proposed to work with, and I  
23 want to reference our case management  
24 standards tool kit. For five of the seven  
25 areas, there's an expectation that

1 DYCD - 9/29/2014

2 programs will adhere to some case  
3 management practices. We provide the case  
4 management tool kits, available online  
5 through DYCD's website, for reference. If  
6 you don't already have robust case  
7 management practices of your own, the tool  
8 kit is here to help and provide guidance.

9 The two exceptions to that, NDA  
10 Adult Literacy does not have the same case  
11 management expectations, and I want to  
12 highlight for the High School Educational  
13 Support, although it won't employ the same  
14 case management model, it is informed, as  
15 we expect by case management meeting with  
16 the youth participants on a one-on-one  
17 basis on a monthly rather than a bi-weekly  
18 basis.

19 Neighborhood focus. So we just  
20 want to remind, and hopefully it is  
21 explicit within each of the RFPs, that the  
22 Neighborhood Development Areas and issues  
23 really focus on participants who reside in  
24 the neighborhood being served. This,  
25 again, is a result of excessive needs

1 DYCD - 9/29/2014

2 assessment, and so, communities already  
3 declared that they have residents who need  
4 the particular services you're applying to  
5 serve. So the expectation is that a  
6 minimum eight percent of program  
7 participants within the program here will  
8 reside within the NDA. And within the  
9 web-based interface and the staff support,  
10 we provide -- actually, you can see it in  
11 the map. We can also do further  
12 assistance to help you ensure, make sure  
13 that you're reading the maps correctly and  
14 that you're serving participants that  
15 reside within the NDA.

16 Linkages and referrals. The  
17 number of required linkages may vary --  
18 does vary from RFP to RFP, so I'll say  
19 specifically for our Healthy Families  
20 Programs, we're expecting a minimum of  
21 seven distinctly different linkages.  
22 Again, in the spirit of the above point,  
23 you may have a particular area of  
24 expertise, but participants who come to  
25 the program needing services may present

1 DYCD - 9/29/2014

2 with other needs. And so, if you're a  
3 case manager or model, you will refer  
4 either to other parts of your agency or  
5 other providers in the NDA or in the City  
6 to -- and do case management file to  
7 ensure that the services get met.  
8 Linkages or referrals will vary in the  
9 other RFP, should you need the details  
10 there.

11 Data reporting, as I've  
12 referenced earlier rather extensively, we  
13 will expect prompt data entry regarding  
14 participant data, demographic data,  
15 enrollment data, outcome data and progress  
16 or outcomes, and case management notes as  
17 well.

18 Attendance at DYCD provider  
19 meetings -- I referenced that earlier --  
20 so we may be in a position to introduce  
21 other linkages. I certainly want you to,  
22 as a cohort, to review best and promising  
23 practices. So, it's expected your staff  
24 will be here to participate in these  
25 meetings.

1 DYCD - 9/29/2014

2 Last but not least in terms of  
3 things that I want to get across,  
4 reasonable enrollment and outcome targets.  
5 So there are anticipated caseload sizes as  
6 well as enrollment ranges, and anticipated  
7 outcome rates suggested in all the RFPs,  
8 and that's informed by prior practice in  
9 the areas that -- where we've already been  
10 funding. So, we ask you to comply within  
11 the outcome ranges that have been  
12 suggested.

13 Thank you.

14 MS. JOHNSON: Thank you, Mike.

15 Now we have Robert  
16 Frenzel-Berra, who will go over the  
17 Instruction Proposal Form and program  
18 expectation.

19 MR. FRENZEL-BERRA: Good  
20 afternoon.

21 I'm just going to make a few  
22 remarks on the RFP itself, some things  
23 that Mike did mention, but also just to  
24 draw your attention to what to expect and  
25 to find when you go through the RFP, if

1 DYCD - 9/29/2014

2 you haven't already.

3 So, you'll see from the cover  
4 page that there are different sections.  
5 And the program background, besides a  
6 general introduction to CSBG, you'll find  
7 the program goals for the specific program  
8 that the RFP concerns. Under Program  
9 Expectations, the section on experience,  
10 you'll find a statement on requirements  
11 for both the organization and key staff of  
12 the proposed program; and the key staff  
13 are in the proposed program, not the  
14 reference to staff at the headquarters of  
15 the proposing organization.

16 The staffing section will state  
17 the required qualifications and  
18 certifications, if any, of the staff and  
19 the program director or program  
20 supervisors. Minimum time we expect them  
21 to devote to program oversight, since it's  
22 not going to be 100 percent, we give you  
23 some guidance as to what our expectations  
24 are.

25 On the program approach, Mike

1 DYCD - 9/29/2014

2 mentioned that all programs will be,  
3 except for Educational Support and Adult  
4 Literacy, adopt a strong case management  
5 approach.

6 A clarification, when you find  
7 or look at the caseload numbers in the  
8 RFP, they refer to the number of cases at  
9 any given time so that, in the course of a  
10 year, the expectation is that there may be  
11 more cases that are served than that  
12 minimum number, but the number refers to  
13 caseload at any given time.

14 On program services, you'll find  
15 a statement about the target population,  
16 program hours, tensile expectations, and  
17 what the activities of your program should  
18 include. Those of you who are familiar  
19 with NDA, you'll find, again, we discuss  
20 activities in terms of core activities,  
21 which are those that every program in that  
22 area must have, and then support  
23 activities, which are activities that  
24 would support the main purpose of the  
25 program; and we usually require one or

1 DYCD - 9/29/2014

2 more from the list that we give you. The  
3 descriptions of what those program  
4 activities are are found in the attachment  
5 appropriately called "Program Activity  
6 Definitions."

7 Regarding outcomes and  
8 indicators, we'll tell you in each RFP the  
9 number of outcomes to be tracked and the  
10 outcome achievement rate pertinent to  
11 program area. And on a clarifying note,  
12 regarding the outcomes and indicators, the  
13 proposers are instructed to select one  
14 indicator for tracking the outcome for  
15 each participant; however, different  
16 indicators may be used for different  
17 participants even though they are being  
18 tracked for the same outcome. So if that  
19 sounds strange, if it applies to your  
20 program area it'll be clear when you get  
21 to the RFP, or you'll often have one  
22 outcome and then a number of indicators  
23 that could be selected to reflect the  
24 attainment of that outcome.

25 Mike discussed linkages.

1 DYCD - 9/29/2014

2 Attachment G is called a Structured  
3 Proposal Form and that's the section that  
4 gives you the instructions on how to fill  
5 out your proposal. You'll be given a  
6 section to write in in that attachment,  
7 and there'll often be a limited number of  
8 characters. So they'll be limited on how  
9 much you can say about each -- responding  
10 to each item and addressing each question.  
11 And that section will track very closely  
12 what our program expectations are as  
13 stated in the RFP section, so you'll find  
14 a close correspondence there. Don't  
15 forget there's the Service Level Form that  
16 should be filled out by most of the  
17 program areas.

18 And then in the Educational  
19 Support High School Youth RFP, just note  
20 that a school partnership is required for  
21 every school from which the program  
22 participants attend. So when you put your  
23 proposal together, you'll have to submit  
24 that for every school you expect to draw  
25 your participants from.

1 DYCD - 9/29/2014

2 Okay, that's all I wanted to  
3 say. Thank you.

4 MS. JOHNSON: Thank you, Robert.

5 Now that our panel's  
6 presentation is over, we ask that if you  
7 have any questions, to line up to the  
8 microphone. We ask that you limit your  
9 questions to two questions so we can cover  
10 the whole audience. I ask that you state  
11 the name of your organization, your name,  
12 and the RFP and the page that you're  
13 referencing.

14 So, if there's any questions,  
15 please step to the mic.

16 MS. HERNANDEZ: My name is Diana  
17 Hernandez. I'm with ARC XVI Fort  
18 Washington Senior Center.

19 In some of the NDAs, there is a  
20 smaller quantity of funding available, so  
21 is it possible that the percentage of the  
22 director's time requirement be in-kind so  
23 that the funding can be focused on  
24 programmatic development?

25 MR. BOBBITT: Yes, the program

1 DYCD - 9/29/2014

2 director's time can be in-kind.

3 MS. HERNANDEZ: And how do we  
4 then, in the narrative, write that? Do we  
5 say in-kind X percentage? And then for  
6 documentation purposes, how do you want  
7 that documented at the time that it would  
8 be exerted that way?

9 MR. BOBBITT: To the first part  
10 of your question, yes, that would be  
11 understandable. And then to that --

12 MS. JOHNSON: Can you hold on  
13 one second, please, Mike? We're having  
14 difficulties with the microphone.

15 MR. BOBBITT: To the first part  
16 of your question, yes, you would indicate  
17 in the narrative in-kind as well as  
18 proposed paid contributions as an  
19 in-contract development. You would  
20 provide a staffing table where you would  
21 list percentile in the contract.

22 MS. HERNANDEZ: Thank you.

23 MS. BERGER: Hello. My name is  
24 Naomi Berger. I'm from CenterLight Health  
25 System.

1 DYCD - 9/29/2014

2 I have two questions. Is the  
3 organization, or our agency, would we be  
4 responsible for marketing to the community  
5 or is there a referral process in place?

6 MR. BOBBITT: The proposer is  
7 responsible for marketing, and a  
8 compelling proposal will indicate  
9 knowledge of the target population to be  
10 served, as well as outreach and retention  
11 strategies to attract and retain the  
12 population -- the participant.

13 MS. BERGER: Gotcha.

14 And the next question is: If we  
15 assume, let's say, the case management  
16 aspect of the program, are we responsible  
17 for subcontracting for, let's say, the  
18 senior services brand? Are we responsible  
19 for subcontracting out to senior centers  
20 or for social and recreation activities,  
21 or do you separate out the NDAs yourself?  
22 And, let's say, I choose to do case  
23 management, would somebody else be doing  
24 the other aspect of it? You're talking  
25 about the core services.

1 DYCD - 9/29/2014

2 Is my question clear?

3 MR. BOBBITT: Not entirely.

4 MS. BERGER: Somehow I realized  
5 that.

6 Under the core services, you  
7 mentioned that, I think, case management  
8 and, you know, information referral,  
9 health insurance, and there's the  
10 recreation and socialization. So I'm  
11 wondering if we were to get on the grant,  
12 do we take care of everything?

13 MR. BOBBITT: Under senior  
14 services, there's two core activities and  
15 the proposer must select one or both; so  
16 to your question, access services for  
17 seniors and/or senior culture and  
18 recreational services. So any proposer,  
19 whether proposing to do social/cultural,  
20 access services, or both, should in the  
21 proposal demonstrate that they're going to  
22 provide the services, case management,  
23 recreation, or otherwise.

24 MS. BERGER: I take it there  
25 might be an advantage to doing all --

1 DYCD - 9/29/2014

2 both?

3 MR. FRENZEL-BERRA: I believe  
4 you can subcontract out some of the  
5 services, the support services, but our  
6 general expectation is that the core  
7 services would be provided by the  
8 proposing agency.

9 MS. BERGER: Thank you.

10 MS. BUNYAVIROCH: Hi, good  
11 afternoon. My name is Penni Bunyaviroch.  
12 I'm from the Catholic Charities Community  
13 Services, Archdiocese of New York.

14 I have two questions related to  
15 the Attachment D, Proposal Budget Summary.  
16 In the instructions, it indicates that the  
17 fringe rate must not be less than  
18 7.65 percent or exceed 30 percent in total  
19 salaries. I was wondering if that  
20 30 percent should actually read  
21 35 percent, given the recent change?

22 MS. JOHNSON: Our fiscal  
23 department?

24 MR. BOBBITT: Our fiscal  
25 department is giving a thumbs up, so, yes,

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DYCD - 9/29/2014

not less than a 7.45 and not greater than  
35. Okay?

MS. BUNYAVIROCH: And then a  
related question, in that same section  
under fringe benefits, under all benefits  
can be included MTA tax as well?

MS. JOHNSON: MTA tax?

Yes.

MR. BOBBITT: Yes.

MS. BUNYAVIROCH: Thank you.

MS. LINDBERG: Jane Lindberg,  
Boys and Girls Harbor.

This is for Educational Support  
for High School Youth. With regard to  
expected outcomes, is the Department  
expecting outcomes to be achieved at the  
end of the first program year, for  
example, increased by three points or  
one-letter grades? Is the expectation  
that that outcome is achieved within the  
one program year?

MR. BOBBITT: Yes, which is  
within the school year.

MS. LINDBERG: Yes.

1 DYCD - 9/29/2014

2 MR. BOBBITT: So you would  
3 compare the progress at the enrollment and  
4 at the close. I mean, there's three  
5 reporting grades, but by the end of the  
6 school year.

7 MS. LINDBERG: So therefore, by  
8 the end of one school year you would  
9 expect participants to have increased by  
10 one letter grade or three points?

11 MR. FRENZEL-BERRA: Correct.

12 MS. LINDBERG: Thank you.

13 MR. FRENZEL-BERRA: Yes, the  
14 outcome is they show academic improvement,  
15 and there are a number of indicators for  
16 that and you mentioned one. There could  
17 be other indications.

18 MS. LINDBERG: Right. Okay,  
19 thank you.

20 Also, again, for Educational  
21 Support for High School Youth Community  
22 Linkages, submission of Attachment 1 is a  
23 requirement?

24 MR. FRENZEL-BERRA: Are you  
25 referring to the Linkages Agreement Form?

1 DYCD - 9/29/2014

2 MS. LINDBERG: Community  
3 linkages, yes.

4 MR. FRENZEL-BERRA: Yes, you are  
5 expected to have at least one.

6 MS. LINDBERG: Super. Thanks a  
7 lot.

8 MS. LASKIN: Hi. My name is Pam  
9 Laskin. I'm the Director of the Poetry  
10 Outreach Center, which serves public  
11 schools throughout New York City.

12 I had a few questions, which is  
13 really one question related to the  
14 proposal document size. It says it can't  
15 exceed 12 MB, and what do you mean by each  
16 proposal document file? Does that mean  
17 the entire proposal cannot exceed 12 MS  
18 (sic) or that each section cannot exceed  
19 12 MB? It's totally not clear.

20 MR. MURRAY: In Accelerator when  
21 you log in, you can go to the document  
22 screen where you're required to upload  
23 those documents, you'll notice that each  
24 slot is a document. So what we're  
25 referring to when we say each proposal

1 DYCD - 9/29/2014

2 document, the required documents that are  
3 in Accelerator, each one is 12 -- you can  
4 upload up to 12 megabytes for each  
5 document.

6 MS. LASKIN: Each document, 12  
7 megabytes. Okay.

8 And how does one measure 12 MBs?

9 MS. SORREL: Right click on your  
10 mouse and look at document properties.

11 MS. LASKIN: The mouse will let  
12 you know?

13 MS. SORREL: If you right click  
14 on your document, you can view your  
15 document properties. It's about 150 to  
16 200 pages.

17 MR. MURRAY: It's a really large  
18 document file size. It's quite generous,  
19 you shouldn't worry about that.

20 If, however, you do have a  
21 document that's larger than 12 megabytes,  
22 for some reason, we have instructions  
23 about how to reduce your file size in  
24 Accelerator. Also, you will get an error  
25 message when you upload your documents in

1 DYCD - 9/29/2014

2 Accelerator that will tell you that it's  
3 larger than 12 megabytes.

4 MS. LASKIN: Okay, great.

5 And the other question is: We  
6 serve many high schools in the Harlem  
7 vicinity, and you had said in the  
8 presentation that the student, unless I  
9 was unclear, must reside in the area. But  
10 just because you attend a school in  
11 Harlem, like A. Philip Randolph, for  
12 example, or the City College Center for  
13 the Arts, doesn't mean you reside in  
14 Harlem. So how is that measured or  
15 judged?

16 MR. BOBBITT: Thank you for  
17 raising that question.

18 So just to clarify for the NDA  
19 Educational Support, High School, the  
20 schools will be located within the NDA  
21 boundaries. That's satisfactory. That's  
22 acceptable.

23 MS. LASKIN: Okay, because many  
24 of the students are from all over.

25 Thank you so much.

1 DYCD - 9/29/2014

2 MS. SHAPIRO: Hello. I'm  
3 Suzanne Shapiro from Henry Street  
4 Settlement, and my first question actually  
5 relates to a number of the NDA  
6 applications where we're asked to describe  
7 the staff experience, a minimum two-year  
8 experience, specifically giving services  
9 in the NDA.

10 Now, our assisting and  
11 supervisor staff certainly have that, but  
12 we're planning to use the money to bring  
13 in additional staff. We are always  
14 striving -- for example, we have  
15 predominantly Latino and Chinese  
16 population seniors, we would want to hire  
17 someone that has experience working with  
18 those staff members -- that population.  
19 However, they may not have to be already  
20 working in the district. Is it okay for  
21 us to give the rest of the staff and our  
22 supervisor staff their background?  
23 Because, with a new hire, it's hard to  
24 predict.

25 MR. BOBBITT: I recommend the

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DYCD - 9/29/2014

proposer should make a case for staff competency. So in terms of prior work within the NDA and other relevant factors for consideration, the proposed staff, you know, the new staff as well as existing or supervisory staff, yes.

MS. SHAPIRO: So just that we will strive when we're hiring them to make sure that they have that expertise?

MR. BOBBITT: Yes.

MS. SHAPIRO: Okay.

My second question actually pertains to the senior -- specifically the senior services. There are two core services, which is access services for seniors and senior social/cultural recreational services. When we do, I believe it's Form G which gives you the service levels that we're doing, we can predict for each of those core what our daily average attendance is. However, there are going to be seniors that overlap for those two sets of services. There may be seniors who need case management and

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DYCD - 9/29/2014

will attend social. So when they ask for a total score of our daily average attendance, do we kind of approximate? Because when we put the two numbers down, it will be too large because these were not exclusive numbers.

MR. BOBBITT: The average daily attendance consideration, or the figure, is really concerned with the social/cultural recreation, so I don't anticipate the problem you're suggesting.

You may be doing case management services, which anticipates, since you're working one-on-one with the seniors, so I don't anticipate that you'll be double-counting the same seniors. You may have seniors that participate in the social recreational to recreation and then also do case management. That's not double counting.

MS. SHAPIRO: So if I set my daily average, let's say one was four and one was ten, I could say it was fourteen even though one senior may appear at both

1 DYCD - 9/29/2014

2 groups?

3 MR. FRENZEL-BERRA: The other  
4 thing on the form is average daily  
5 attendance, you do it by activity. So  
6 then you break it down by activity and the  
7 first line asks for overall average daily  
8 attendance.

9 MS. SHAPIRO: Right, but let's  
10 say, again, if it's for the activity, the  
11 recreational activities, and let's say I  
12 have ten seniors every day, would that  
13 also become -- would I have also four  
14 seniors who come in daily for case  
15 management?

16 MR. BOBBITT: If you're  
17 anticipating the four seniors that are  
18 coming for case management are a subset of  
19 the same ten seniors, then you should list  
20 it as ten. It's four for this activity  
21 and ten for the group.

22 MS. SHAPIRO: Thank you.

23 MR. MONAGHAN: Good afternoon.  
24 I'm Myles Monaghan.

25 MS. JOHNSON: Excuse me.

1 DYCD - 9/29/2014

2 Mike, could you repeat your  
3 answer, please.

4 MR. BOBBITT: In response to the  
5 question, if the proposer is anticipating  
6 that the seniors receiving case management  
7 are a subset of those receiving social  
8 recreational services -- just give me a  
9 sec.

10 I'm going to amend my response.  
11 In reviewing Attachment H, the average  
12 daily attendance for the specific  
13 activities, it's understood in filling out  
14 the form that you're referring to each  
15 specific activity. So, I misinterpreted  
16 the question. I anticipated something  
17 about -- but that's not the question, it's  
18 at the top, the projected number of  
19 participants to be enrolled. You're not  
20 going to be -- you should accurately  
21 forecast what you project, the number of  
22 participants for activity.

23 MS. JOHNSON: We'll address this  
24 answer in the addendum.

25 Give us one second so we can

1 DYCD - 9/29/2014

2 work on the microphones, please.

3 MR. BOBBITT: Can we respond to  
4 the last question?

5 MS. JOHNSON: Yes.

6 Can you come to the mic, please?

7 MR. BOBBITT: Upon reviewing  
8 Attachment H, and responding to the  
9 question that was raised, for each  
10 proposed activity, you should project, you  
11 know, what you believe to be the average  
12 daily attendance. So the concern that was  
13 raised about double-counting the same  
14 persons is not a concern that you should  
15 have. You should accurately list what you  
16 think average daily attendance should be  
17 for each respective activity. Okay?

18 MR. MONAGHAN: Good afternoon.  
19 I'm Myles Monaghan from Community League  
20 of the Heights.

21 I'm asking a question in regard  
22 to the High School Educational Support for  
23 Youth, pages nine and ten, program  
24 services. Is there a minimum required  
25 number of participants for each program?

1 DYCD - 9/29/2014

2 It mentions, you know, 250 hours of  
3 service for the school year, but no number  
4 of youth, but the budgets is in regard to,  
5 you know, per participants.

6 MR. FRENZEL-BERRA: Yes, the  
7 amount available for that program in the  
8 NDA is stated in the RFP and that would  
9 limit the number of participants that you  
10 could enroll. We also state a per  
11 participant price, which, you know, the  
12 two figures together will give you how  
13 many youth you can serve.

14 MR. MONAGHAN: Can you  
15 anticipate how many awards you would be  
16 making for this RFP in each NDA, because  
17 there's only about a little over \$100,000  
18 for each NDA, correct, for this RFP?

19 MR. FRENZEL-BERRA: So, we can't  
20 predict precisely in all cases, but if  
21 it's over \$100,000, there's a likelihood  
22 it could support two programs. All right?  
23 We have a \$50,000 minimum per program.

24 MR. MONAGHAN: So you're looking  
25 at about 20 youth per program potentially,

1 DYCD - 9/29/2014

2 however the numbers work out?

3 MR. FRENZEL-BERRA: Yeah.

4 MR. MONAGHAN: And then the  
5 second question is in regard to the  
6 Healthy Families RFP, pages nine and ten  
7 again. If we're providing access services  
8 under the case management model for  
9 Healthy Families, but that may include  
10 immigration and housing assistance, can we  
11 submit just one proposed program for  
12 Healthy Families or do we have to kind of  
13 separately submit for housing and  
14 immigration again for, basically, the same  
15 model?

16 MR. BOBBITT: They're separate  
17 competitions, so proposer would apply for  
18 each proposal that they're hoping to  
19 receive, yeah. They could be comparable  
20 services depending on your service  
21 delivery, but you have to submit for the  
22 particular NDA in the option that you're  
23 applying for.

24 MR. MONAGHAN: Okay.

25 Can I just clarify it a little

1 DYCD - 9/29/2014

2 bit better maybe? We actually wouldn't be  
3 providing the housing services or the  
4 immigration service, we would be referring  
5 them to others through linkage agreements  
6 through the Healthy Families case  
7 management. So would that still be a  
8 pickle or would we have to propose,  
9 basically, a referral service through  
10 housing, the housing RFP?

11 MR. BOBBITT: I think I'm -- can  
12 you just restate that again?

13 You're considering Healthy  
14 Families?

15 MR. MONAGHAN: Correct.

16 MR. BOBBITT: And under a  
17 Healthy Families Proposal, you want to  
18 propose to refer participants as needed to  
19 housing services and/or immigration  
20 services?

21 MR. MONAGHAN: In addition to  
22 all the required core access services for  
23 the Healthy Families, there may be  
24 opportunities where a family comes to us  
25 and needs immigration assistance.

1 DYCD - 9/29/2014

2 MR. BOBBITT: Yeah, that's  
3 appropriate.

4 MR. MONAGHAN: That's  
5 appropriate, okay.

6 MS. JOHNSON: Give us one  
7 second.

8 MR. BOBBITT: One moment.

9 MS. JHINGOOR: Good afternoon.  
10 My name is Simone Jhingoor from WHEDco in  
11 the South Bronx.

12 So my question is regarding the  
13 Immigration Services RFP. If an applicant  
14 had been providing immigration application  
15 assistance, but it's staff are not  
16 credited by the Board of Immigration  
17 Appeals, can the applicant propose to have  
18 its staff certified by the start of the  
19 contract date?

20 MS. ALMANZAR: Kathy Almanzar of  
21 DYCD.

22 You have to be BIA accredited.  
23 Not only the individual, but the agency  
24 must be BIA accredited, and then you have  
25 to have the individuals BIA accredited.

1 DYCD - 9/29/2014

2 If at the time you have the contract and  
3 it begins and your accreditation has not  
4 come through, you to have an attorney on  
5 staff supervising them.

6 MS. JHINGOOR: But we can say --

7 MS. ALMANZAR: You can propose  
8 that. You can say that you're waiting for  
9 it, but that, you know, if you don't have  
10 it at this time, you have to be able to  
11 make sure that you have some backup,  
12 because there's a possibility on July 1st  
13 you may not have it.

14 MS. JHINGOOR: Just to clarify,  
15 does that mean that we have to have the  
16 accreditation by the start of the contract  
17 date?

18 MS. ALMANZAR: Yes.

19 MS. JHINGOOR: Thank you.

20 MS. BILLINGS: Hi. Stella  
21 Billings from Jewish Board of Family and  
22 Children's Services.

23 Regarding the Support Work  
24 Experience RFP, a couple of the indicators  
25 are things like proof of a paycheck, an

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DYCD - 9/29/2014

employment verification letter, things like that. At what point in the program do we need to provide that verification, at the date of exit, of discharge of youth participating, or is there any -- relatedly, is there any requirement for follow-up, say, post-discharge at any particular point? Do we have a responsibility to track participants past their dates within the cohort?

MR. BOBBITT: The expectation is any document, any proof that we receive at the time of program participant exit, and if I'm understanding the question correctly, you're talking about post the program period if there's a requirement for tracking?

MS. BILLINGS: Correct.

MR. BOBBITT: No, not post the period of the program.

MS. HERNANDEZ: My name is Diana Hernandez. I'm with ARC XVI Fort Washington Senior Center.

I have two questions. My first

1 DYCD - 9/29/2014

2 question is: We, a year-and-a-half ago,  
3 received charge of a center in Central  
4 Harlem and we have been providing that  
5 area services, both social services in  
6 activities and transportation, as well as  
7 some other programmatic services for over  
8 a 20-year period; and now we actually have  
9 a site there. So our two-year period of  
10 having site domain in that NDA will be on  
11 July 1st of this coming year. Are we  
12 eligible in that sense to be able to  
13 propose for that NDA?

14 MR. BOBBITT: Let me restate as  
15 I think I understand it.

16 You have a proposed program site  
17 which is located within the NDA or within  
18 a half-a-mile boundary of the NDA you're  
19 considering?

20 MS. HERNANDEZ: It's in the NDA.

21 MR. BOBBITT: Okay.

22 MS. HERNANDEZ: Okay, it's in  
23 the NDA. We just got it a year-and-a-half  
24 ago because the sponsor that was there  
25 lost their contract and we assumed the

1 DYCD - 9/29/2014

2 contract, but we have been providing that  
3 NDA services for more than a decade and we  
4 are an adjacent NDA.

5 So the question is, now that  
6 we've had the site controlled for a  
7 year-and-a-half, are we then eligible if  
8 we complete our two-year requirement by  
9 the 1st of July of this coming?

10 MR. FRENZEL-BERRA: Oh, two-year  
11 requirement operating in the NDA?

12 MS. HERNANDEZ: Right. We've  
13 operated several services in that NDA  
14 without having a site.

15 MR. FRENZEL-BERRA: So you're  
16 concerned about the experience, responding  
17 to the experience?

18 MS. HERNANDEZ: Because you  
19 require two years.

20 MR. FRENZEL-BERRA: If you have  
21 experience in that NDA then you should  
22 tell us that. It's not tied to having had  
23 a site in the NDA, not the experience  
24 part.

25 MS. HERNANDEZ: I just want to

1 DYCD - 9/29/2014

2 be sure of that.

3 MR. FRENZEL-BERRA: The site  
4 requirement refers to your proposed  
5 program and where you're going to locate  
6 it. The experience (indicating).

7 MS. HERNANDEZ: Okay. We have  
8 41 years there.

9 MR. FRENZEL-BERRA: It's not  
10 site specific, yeah.

11 MS. HERNANDEZ: My second  
12 question is a clarification of what you  
13 said before --

14 MR. BOBBITT: Okay.

15 MS. HERNANDEZ: -- about the  
16 units or the representation of  
17 participants in activities. My  
18 understanding of what you said was that  
19 the duplication of persons participating  
20 in any activity, even if they're in  
21 multi-activities, is not an issue to the  
22 report of the number; is that correct?

23 MR. BOBBITT: So, offering a  
24 specific response to a specific question,  
25 with regard to Attachment H in the middle

1 DYCD - 9/29/2014

2 of this document --

3 MS. HERNANDEZ: That's correct.

4 MR. BOBBITT: -- is a list of  
5 planned activities, right? You should  
6 indeed list the average daily attendance,  
7 the days, the hours of the week, the parts  
8 that the participants you project will be  
9 served under each of the specific  
10 activities.

11 MS. HERNANDEZ: Can I give you  
12 an example? If Mrs. Suarez is in activity  
13 one, activity two, and activity three, I  
14 can count her for those specific  
15 activities without an issue of duplication  
16 of services to a person?

17 MR. BOBBITT: Yes.

18 MS. HERNANDEZ: Thank you.

19 MR. BOBBITT: I want to  
20 clarify -- if I'm wrong, let me know I'm  
21 wrong. This section of the document  
22 (indicating) is what we're talking about.  
23 At the top of the -- where is it?  
24 Somewhere in the document, we talk about  
25 total program hours, projected number of

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DYCD - 9/29/2014

participants to be enrolled. We expect an unduplicated count of total participants to be enrolled. So you have an opportunity to distinguish total participants to be enrolled and the number of participants who will participate in each activity. Is that clear?

MS. DEHLER: This is Johanna Dehler From Henry Street Settlement.

I have a question regarding the Healthy Families RFP and it's a question about what type of services the case managers have to provide. We currently already have case managers on staff and they already do health insurance enrollment, they do food stamp enrollment. So the question is if that case manager has to provide the services directly or if existing staff can do stamp enrollment, health insurance enrollment, or if that has to be done by that specific case manager that is on this contract?

MR. BOBBITT: You can propose the roles that you want different staff in

1 DYCD - 9/29/2014

2 the agency to fulfill.

3 MS. DEHLER: Okay.

4 MR. BOBBITT: I would reference,  
5 I believe my colleague Bob pointed to the  
6 definition of case management, provided in  
7 the RFP. So the proposal will  
8 demonstrate, and throughout the life of  
9 the contract, continue to demonstrate that  
10 they're fulfilling the expected function.

11 Does that clarify your question?

12 MS. DEHLER: Yes, thanks.

13 MS. DALEY: Hello. My name is  
14 Laura Daley. I'm here from East Side  
15 House Settlement.

16 I have a question for the  
17 Opportunity Youth RFP in terms of the  
18 budget. On the basic information page, it  
19 says that the cost for participant is a  
20 rate of \$2,583, with \$1,200 for  
21 administrative costs and \$1,383 for wages  
22 and taxes, wages and taxes for their  
23 internship or work experience budget.  
24 Then later in the RFP under Budget  
25 Management, you mentioned that you have to

1 DYCD - 9/29/2014

2 do the budget based on the \$1,200 rate,  
3 and then in the allocated funds we do the  
4 math with the number of participants they  
5 have to fill for the program.

6 It's unclear. Should we be  
7 creating our budgeted for the 1,200 times  
8 the X-amount of students that's been  
9 assigned or for the 2,500 rate?

10 MS. JOHNSON: You should be  
11 preparing your budget for the 1,200, but  
12 we will clarify that in an addendum.

13 MS. DALEY: Okay. So then our  
14 total couldn't possibly be the full amount  
15 that's listed as been allocated to that  
16 NDA, it'd just be the amount -- 1,200  
17 times the amount of students that were  
18 designated here?

19 MS. JOHNSON: I'm sorry, say  
20 that again?

21 MR. BOBBITT: Just restate your  
22 question.

23 MS. DALEY: The total sum of the  
24 budget that we can propose should be the  
25 1,200 rate per student times the

1 DYCD - 9/29/2014

2 designated number of student slots?

3 MS. JOHNSON: Correct.

4 MS. DALEY: Okay.

5 Thank you.

6 MS. ELLIOTT: Hello. My name is  
7 Norma Elliott. I'm from Riverside  
8 Language Program, and I have a question  
9 about the Literacy RFP, the Adult Literacy  
10 RFP, about the Attachment E program  
11 activity definitions.

12 We don't provide ABE services,  
13 but we do provide EL civics. I was  
14 wondering if there is any way we can apply  
15 for -- submit a proposal for the civics  
16 government instruction?

17 MR. BOBBITT: Our literacy staff  
18 advises -- no.

19 Due to their clarifying comment,  
20 you could do that under NDA Immigrant  
21 Services. You could propose civics under  
22 NDA Immigrant Services.

23 MS. ELLIOTT: Great.

24 Okay, thank you.

25 MS. HARTWELL: Hi. I'm Ellen

1 DYCD - 9/29/2014

2 Hartwell from STRIVE/East Harlem  
3 Employment Service.

4 I have a question. First of  
5 all, if we already have a DYCD contract  
6 for youth, do we have to carve out the  
7 individuals that are served under that  
8 contract? And I'm talking about the  
9 Healthy Families RFP.

10 MR. BOBBITT: No, not for the  
11 Healthy Families. You can enroll  
12 participants for complementary services,  
13 but not for duplicate services. So, yeah,  
14 like, you wouldn't do -- you know what I'm  
15 saying, like, an OST ninth grade and then  
16 enroll them in the NDA educational. But  
17 for Healthy Families -- what's the other  
18 contract, Youth Services?

19 MS. HARTWELL: It's OSY.

20 MR. BOBBITT: It's OSY?

21 MS. HARTWELL: Right.

22 MR. BOBBITT: That's -- no,  
23 because it pertains to employment.

24 MS. HARTWELL: So they would  
25 have to be carved out?

1 DYCD - 9/29/2014

2 MR. BOBBITT: Yeah.

3 MS. HARTWELL: Okay.

4 And then the next question is:

5 We draw participants from all over, you  
6 know, many NDAs, and so, we can definitely  
7 apply -- can we apply, make three  
8 proposals for, we were looking at, three  
9 different NDAs?

10 MR. BOBBITT: Proposers can  
11 propose to any of the competitions and in  
12 the NDAs when they think they have a  
13 competitive proposal.

14 As I indicated earlier, a  
15 minimum 80 percent of the program  
16 participants would reside over at a school  
17 within the NDA.

18 MS. HARTWELL: Okay, so it's --

19 MR. BOBBITT: And you would have  
20 to have a site within the NDA or within a  
21 half-a-mile boundary of the NDA for it to  
22 be competitive for each NDA proposal you  
23 might be considering.

24 MS. HARTWELL: So if you're  
25 located in East Harlem and serve West

1 DYCD - 9/29/2014

2 Harlem participants that you're not  
3 located within, that's not going to work?

4 MR. BOBBITT: (Nodding.)

5 MR. FRENZEL-BERRA: I was just  
6 going to reiterate, you would make sure  
7 that you can meet the conditions of each  
8 of the three RFPs you plan to respond to  
9 in each case.

10 MS. LINDBERG: Jane Lindberg,  
11 Boys and Girls Harbor, round two.

12 Given the day that the proposal  
13 is due, can you anticipate when the  
14 addendum might be released?

15 MS. JOHNSON: We anticipate this  
16 week.

17 MS. LINDBERG: This week?

18 MS. JOHNSON: Yes.

19 MS. LINDBERG: Awesome, thank  
20 you.

21 Then I guess that does it.

22 Thank you.

23 MS. HORZEPA: Hi there.

24 Christina Horzepa from the Children's  
25 Village.

1 DYCD - 9/29/2014

2 I have a question about the  
3 support and employment for youth 16 to 24.  
4 Can you describe the expectations  
5 regarding job oversight, weekly check-ins,  
6 monthly check-ins?

7 MR. BOBBITT: Is there a  
8 particular page you're referencing right  
9 now?

10 MS. HORZEPA: I think it was on  
11 the outcome page, I don't know.

12 MR. FRENZEL-BERRA: Are you  
13 referring to, under program services, our  
14 expectation is programs will provide  
15 ten hours per week of paid work  
16 experience?

17 MS. HORZEPA: Yes, right. In  
18 lieu of that, would the case manager have  
19 to visit the job site?

20 MR. FRENZEL-BERRA: That's a  
21 design issue, what you plan to propose and  
22 how you'll take care of the oversight.

23 MS. HORZEPA: Right. Okay.

24 And then the next question might  
25 turn out to regard design, but earlier you

1 DYCD - 9/29/2014

2 said that caseload numbers at any given  
3 time are the ones -- the ones stipulated  
4 in the RFP, and for any given time, and  
5 they might be higher over the course of  
6 the duration of the program. Is there a  
7 maximum and can we have rolling  
8 admissions? Is there a maximum?

9 MR. BOBBITT: Your question is  
10 specific to supportive work experience or  
11 you're asking about the NDA --

12 MS. HORZEPA: Yes, the  
13 supportive work.

14 MR. BOBBITT: For the supportive  
15 work experience, the expectation is that  
16 the proposer will serve two cohorts  
17 annually.

18 MS. HORZEPA: Right.

19 MR. BOBBITT: So a proposer and  
20 then a design can do that at different  
21 intervals in time throughout the year as  
22 part of the their design.

23 MS. HORZEPA: Right, okay.

24 MR. BOBBITT: The larger -- just  
25 in case anyone's wondering for the other

1 DYCD - 9/29/2014

2 options, the larger issue about caseload  
3 size, expectations of different programs  
4 may vary. So Healthy Families Program may  
5 have whatever we propose the anticipated  
6 caseload size is and some people will  
7 complete the services that they've asked  
8 for, and so you might have, using the term  
9 "rolling admissions," you might enroll  
10 program participants for a program like  
11 that in different points in time depending  
12 on when this they come into the program.

13 But it is as I just described it  
14 for this particular program.

15 MS. HORZEPA: Right, so you  
16 could divide it up in the cohorts in any  
17 way as long as you meet the overall  
18 numbers of that program?

19 MR. BOBBITT: I'm not sure I  
20 understand what you mean by any way, but  
21 it's anticipated that there'll be two  
22 cohorts over the course of the year and  
23 we're not being overly descriptive as  
24 to -- what that's a design issue as to  
25 when you choose to start the cohorts.

1 DYCD - 9/29/2014

2 MS. HORZEPA: Right, it could be  
3 rolling.

4 Okay, great. Thank you.

5 MR. BOBBITT: Wait.

6 I think we need to clarify, the  
7 expectation of a cohort is that a group of  
8 adolescents, in this case, will begin the  
9 program at the same time. And I think, as  
10 it's articulated, there's a period of  
11 orientation that precedes then the 14  
12 weeks of the paid work experience. So as  
13 I'm understanding the question about  
14 rolling, no, you wouldn't have different  
15 participants in the course of the 14 weeks  
16 starting and stopping at different times.  
17 The expectation, there will actually be a  
18 cohort.

19 MS. HORZEPA: Thank you.

20 MS. BUNYAVIROCH: Hi. Penni  
21 Bunyaviroch, Catholic Charities,  
22 Archdiocese of New York.

23 I was wondering if DYCD would  
24 consider extending the proposal submission  
25 deadline?

1 DYCD - 9/29/2014

2 MS. JOHNSON: At this time, the  
3 proposals are due October 14th. Should  
4 that date be changed, we will release an  
5 addendum.

6 MS. BUNYAVIROCH: Thank you.

7 MS. DUNNER: Ilana Dunner from  
8 Riverstone Senior Life Services.

9 On No. 8 in the RFP, it talks  
10 about --

11 MR. BOBBITT: Which RFP?

12 MS. DUNNER: Oh. In the Senior  
13 RFP. It talks about outcomes in the  
14 chart, and you're supposed to indicate  
15 your outcomes, achievements, and so on.

16 Now, DYCD achievements are  
17 determined by outcomes and targets; other  
18 users don't have the same requirements,  
19 they have different achievement goals and  
20 can identify them. So would we only put  
21 the DYCD in there?

22 MR. FRENZEL-BERRA: No, you  
23 would use the funder's expectations for  
24 outcomes. That's not just --

25 MS. DUNNER: So would you

1 DYCD - 9/29/2014

2 change?

3 MR. FRENZEL-BERRA: You're  
4 looking at this chart, right (indicating)?

5 MS. DUNNER: Yes.

6 So, for example --

7 MR. FRENZEL-BERRA: So, whatever  
8 applies to that particular program you  
9 choose to describe here and its funding  
10 source.

11 MS. DUNNER: Because we don't  
12 talk about targeted or projected  
13 achievement outcome, they have different  
14 terminology for their -- our identifying  
15 successors. It's different.

16 MR. FRENZEL-BERRA: So these  
17 aren't (indicating) --

18 MS. DUNNER: It wouldn't be  
19 relevant to the other kind. Only DYCD has  
20 those kinds of measurements.

21 MR. FRENZEL-BERRA: On this  
22 chart, you would give us that information.  
23 If you don't collect it or it's not  
24 required, then it's not there. But  
25 certainly, like, target enrollment and

1 DYCD - 9/29/2014

2 actual enrollment is a common --

3 MS. DUNNER: Target enrollment  
4 we do, but we don't do projected.

5 MR. FRENZEL-BERRA: You know, we  
6 purposefully left the outcomes undefined  
7 because if a program had any outcome  
8 expectation, you would put that there, any  
9 outcome expectation. If you're talking  
10 about a program that has no outcome  
11 expectation, then (indicating).

12 MS. DUNNER: Well, no.

13 But, for example, if you have a  
14 senior center, you're expected to have  
15 X-number of people attend.

16 MR. FRENZEL-BERRA: Okay, then  
17 that's the projected achievement and then  
18 what the actual achievement was.

19 MS. DUNNER: Okay, fine.

20 MR. FRENZEL-BERRA: So, it's  
21 pretty much open. If there was an  
22 outcome, that's the outcome you would use.

23 MS. DUNNER: Okay, thanks.

24 MR. OLSON: Hi. Eric Olson from  
25 STRIVE/East Harlem Employment Service.

1 DYCD - 9/29/2014

2 I was wondering in regard to the  
3 linkage agreements, can you have mutual  
4 linkage agreements with an organization  
5 that's applying for the same grant?

6 MR. BOBBITT: Yes, sure.

7 MR. OLSON: And second question,  
8 in the Healthy Families RFP in the program  
9 approach section, there's a period of  
10 service discussed. How long is that  
11 period of service?

12 It's in the program approach  
13 under Program Expectations.

14 MR. BOBBITT: Section C?

15 MR. OLSON: C.

16 MR. BOBBITT: The sentence, The  
17 case manager would make contact with  
18 someone in the participant family at least  
19 once every two weeks during the period of  
20 service?

21 MR. OLSON: Yes.

22 MR. BOBBITT: So, we did not  
23 prescribe exactly what the period is.

24 MR. OLSON: Okay.

25 MR. FRENZEL-BERRA: And it could

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DYCD - 9/29/2014

vary depending on the caseload. So if it's two months, eight months, the conditions still apply, it's once every two weeks, yeah. When you can close the case, the period is over.

MR. OLSON: Okay, thank you.

MS. FARIMANI: Sara Farimani from Northern Manhattan Improvement Corporation.

I have a question about the Supportive Work Experience RFP, the section under program services, the orientation period, it seems to me that it really depends on the proposers, how to design the orientation phase. If otherwise, is it going to be part of the enrollment and activity period, meaning that if we sought the orientation, the cohort is starting with the orientation or the cohort is actually starting with the services -- with the internship and the five-hour educational services after the orientation date. So can the participants be dropped and selected during the

1 DYCD - 9/29/2014

2 orientation phase?

3 MR. FRENZEL-BERRA: The two-week  
4 orientation period precedes the onset of  
5 other activities and, yes, you could use  
6 that to assess the prospective  
7 participants for enrollment.

8 MS. FARIMANI: Can we assume  
9 that participants are not going to get  
10 paid for this or that the number of hours  
11 of participation during the orientation  
12 will require the same 15 hours?

13 MR. BOBBITT: It's there under  
14 Section D, Program Services. It's stated,  
15 The orientation period up to two weeks for  
16 the beginning of program for screening and  
17 assuring appropriateness for their  
18 participation.

19 The sub-bullet two, Following  
20 the orientation period, programs would  
21 provide ten hours of paid work experience  
22 and five hours of work-readiness.

23 So you wouldn't begin it until  
24 after the orientation period.

25 MS. FARIMANI: Correct.

1 DYCD - 9/29/2014

2 The number of hours of  
3 participation during the orientation phase  
4 is not specified.

5 MR. BOBBITT: Correct. That's a  
6 design issue for you to propose.

7 MS. FARIMANI: Okay.

8 MS. LINDBERG: Jane Lindberg,  
9 Boys and Girls Harbor.

10 For high school education  
11 support, among the criteria for  
12 participants being eligible is they're  
13 struggling, have a grade C in one or more  
14 subjects, or at risk of dropping out. So  
15 eligible participants have to meet one or  
16 more of these criteria in order to be  
17 eligible to be part of the program?

18 I'm looking at page nine in the  
19 RFP for Education under program  
20 expectations.

21 MR. FRENZEL-BERRA: Okay, the  
22 answer is yes.

23 MS. LINDBERG: Okay.

24 MR. BOBBITT: Can I clarify the  
25 answer?

1 DYCD - 9/29/2014

2 MR. FRENZEL-BERRA: Okay.

3 MR. BOBBITT: I want to read the  
4 language. All right, Would target  
5 struggling students, including youth who  
6 are -- ellipses, follow the rest, right --  
7 a proposer might be able to detail a  
8 proposal to serve similarly situated -- I  
9 mean, it would have to be in keeping with  
10 this language.

11 Acceptable?

12 MS. LINDBERG: There could be  
13 some other criteria?

14 MR. BOBBITT: Right, there could  
15 be some other criterion used as comparable  
16 to the illustration --

17 MS. LINDBERG: Of course.

18 Given that, a principal is going  
19 to have to identify these children, these  
20 students, for the awarded provider. So  
21 how much time do we have from the  
22 beginning of the school year for the  
23 principal then to help us select students  
24 and talk to the parents and adequately  
25 recruit before after-program services

1 DYCD - 9/29/2014

2 start?

3 MR. BOBBITT: Program services  
4 will start July 1, 2015. However, since  
5 you're referencing Educational Support and  
6 High School Youth, we anticipate program  
7 start date to be about September 15, 2015.

8 Let me remind the audience that  
9 the school partnership agreement is  
10 required. So, presumably, proposers will  
11 work out, at least conceptually, that  
12 there will be the support of the school,  
13 and then they have through the contract  
14 development phase, once the awards are  
15 issued, to fine tune with the school such  
16 that they're ready to begin next fall.

17 Is that clear?

18 MS. LINDBERG: That's very  
19 clear.

20 So when a student achieves one  
21 of the indicators as specified in the RFP,  
22 therefore they're no longer eligible to  
23 continue to be in the program, and we  
24 would have to recruit someone new.

25 MR. BOBBITT: Program

1 DYCD - 9/29/2014

2 participants can remain in the program  
3 until the proposer exits the program  
4 participant from the program. So it's not  
5 anticipated if there's a participant  
6 seeking services and they make  
7 demonstrable gains, but they've stated  
8 they have other things that they're trying  
9 to work on through the services provided  
10 by the CBO, the CBO wouldn't not continue  
11 to work with them. You may continue to  
12 work with them until it's appropriate to  
13 exit the program.

14 MS. LINDBERG: Okay, that's  
15 great. Thank you.

16 MS. HERNANDEZ: Diana Hernandez,  
17 ARC XVI Fort Washington.

18 There was no mention with any  
19 specificity to -- whether or not there is  
20 a prohibition to creating a stipend for  
21 participating seniors who are helping to  
22 provide the services that we anticipate  
23 proposing for. So is there any  
24 prohibition, and how does that have to be  
25 represented if there is not a prohibition?

1 DYCD - 9/29/2014

2 MR. BOBBITT: I have a  
3 clarifying question. Are you asking  
4 whether seniors who reside in the  
5 community might, through a stipend, assist  
6 program participants or program  
7 participants, through a stipend, would  
8 assist other -- I'm not clear.

9 MS. HERNANDEZ: We have a core  
10 volunteer group that we have started, and  
11 we have had occasion where some of our  
12 funders for other services have allowed us  
13 to give stipends for individuals who are  
14 part of the process of giving the service,  
15 providing direct service. So if there is  
16 no mention of that in the proposals -- so  
17 my question is: Is there a prohibition,  
18 and if there is, you know, got it, and if  
19 there isn't, how do you want that  
20 specified as to how the funding is being  
21 allocated?

22 MR. FRENZEL-BERRA: Again, if  
23 these are not program participants who are  
24 receiving the stipend, but staff of your  
25 program --

1 DYCD - 9/29/2014

2 MS. HERNANDEZ: No, volunteers.  
3 Senior volunteers.

4 MR. FRENZEL-BERRA: Volunteers.

5 Yeah, I see no prohibition to  
6 using part of your budget for that purpose  
7 if you would state that.

8 MS. HERNANDEZ: Okay, but  
9 there's nothing in the money allocation  
10 sheet, the budget, that says, you know,  
11 you can do that, so -- and how would you  
12 do that?

13 MR. FRENZEL-BERRA: Where would  
14 you put it, you're asking?

15 MS. HERNANDEZ: Right.

16 MR. BOBBITT: So the question  
17 now being asked is, if an agency proposes  
18 to engage volunteers and use stipends as  
19 some sort of incentive for the volunteers,  
20 where do they put that specifically on the  
21 budget summary?

22 Does anyone want to?

23 MS. JOHNSON: You have to come  
24 to the mic, Yvonne.

25 MS. HARRIS: Okay, so the answer

1 DYCD - 9/29/2014

2 is no. No stipends.

3 MR. BOBBITT: This is volunteers  
4 now, it's not program participants.

5 MS. HARRIS: That's what I'm  
6 saying. Yeah, I know.

7 There are stipends for the  
8 participants, not for the volunteer. The  
9 stipends are for the participants only,  
10 not for the volunteers.

11 MR. BOBBITT: Hold on, wait.

12 Now, I appreciate your answer.  
13 I think she's asking a different question,  
14 that's why I'm looking to see if they have  
15 a clarification.

16 Proposers can propose to offer a  
17 stipend to program participants. They can  
18 do that, but that's not the question that  
19 you're asking right now. You're asking,  
20 as part of your service delivery model, to  
21 engage volunteers that will receive a  
22 stipend.

23 MS. ERENBURG: Hi. My name  
24 Inessa Erenburg from DYCD fiscal.

25 There is a line item on the

1 DYCD - 9/29/2014

2 budget that's called stipends and you can  
3 allocate your stipends in there. I'm not  
4 sure if it's in the RFP budget.

5 MR. BOBBITT: The clarifying  
6 language for non-staff services stipends  
7 is in the RFP, right, and incentive  
8 allowance only for the benefit of a  
9 participant, so it's no.

10 MS. HERNANDEZ: So the answer is  
11 no?

12 MR. BOBBITT: So it's no. The  
13 answer is no.

14 MS. HERNANDEZ: Okay, thank you.

15 MR. BOBBITT: Thank you.

16 MS. BILLINGS: Hi. Stella  
17 Billings, Jewish Board of Family and  
18 Children's Services.

19 MR. BOBBITT: One second, I'm  
20 sorry. We're trying to resolve the last  
21 one.

22 We'll revisit the issue and  
23 we'll issue a clarification on this issue  
24 to make it clear for everyone.

25 MS. HERNANDEZ: About the what?

1 DYCD - 9/29/2014

2 MR. BOBBITT: We will issue a  
3 clarification on this point. Okay? So  
4 stay tuned in the addendum.

5 MS. HERNANDEZ: Thank you.

6 MS. BILLINGS: Stella Billings,  
7 Jewish Board of Family and Children's  
8 Services.

9 Regarding, again, the RFP for  
10 Supported Work Experience, the proposal  
11 states that we would be running two  
12 cohorts annually and that each of those  
13 cohorts are projected to have, it says a  
14 minimum of ten participants, but if we're  
15 doing that, then it comes -- then the  
16 final budget, if we're going to have two  
17 cohorts and ten participants each, would  
18 come to less than half of the required  
19 minimum budget for a program of 50,000.  
20 So if we had 20 people total in a year,  
21 based on the \$1,200 cost, we would be  
22 under the \$50,000 program requirement for  
23 minimum.

24 MS. JOHNSON: That is correct.  
25 We're going to issue an addendum on this

1 DYCD - 9/29/2014

2 item, so you'll see it addressed.

3 MS. BILLINGS: Thank you.

4 MS. RAMESH: Hi. My name is  
5 Shilpa. I'm from the Fortune Society.

6 I have a question regrading --  
7 just a clarification, basically. Do all  
8 of the proposed services need to be  
9 located within the NDA, specifically under  
10 the Adult Literacy RFP? We provide both  
11 the core services, the adult basic  
12 education and high school equivalency prep  
13 in the NDA. However, we also provide the  
14 additional services, such as  
15 college-readiness, but we could refer  
16 people from the NDA to another location.  
17 Would that be appropriate to propose?

18 MR. BOBBITT: Yes, that's  
19 appropriate.

20 MS. RAMESH: Thank you.

21 MS. BERGER: Naomi Berger from  
22 CenterLight.

23 I was wondering if you have a  
24 better map? It's kind of hard to tell --

25 MR. BOBBITT: You don't like our

1 DYCD - 9/29/2014

2 maps?

3 (Laughter.)

4 MS. BERGER: If there's no  
5 boundaries, it's hard to read this. Does  
6 anybody else have that problem?

7 MS. JOHNSON: There was an  
8 addendum issued with the maps with the  
9 street names. Do you have the latest map  
10 with the street names on it?

11 MS. BERGER: I don't know for  
12 sure. Maybe not.

13 MS. JOHNSON: Yes, she does  
14 (indicating).

15 MS. BERGER: I do?

16 MS. JOHNSON: Sorry, not to be  
17 nasty.

18 MS. BERGER: And an NDA is not a  
19 community board or a community district?

20 MR. FRENZEL-BERRA: No.

21 MS. BERGER: Okay.

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

24 (No response.)

25 MS. JOHNSON: This concludes our

Neighborhood Development Areas Pre-Proposal Conference  
September 29, 2014

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DYCD - 9/29/2014  
Pre-Proposal Conference for the  
Neighborhood Development Areas.  
Good luck, everyone.  
(Time noted: 3:25 p.m.)



**Neighborhood Development Areas Pre-Proposal Conference  
September 29, 2014**

A		
<b>ABE (1)</b> 55:12	<b>afternoon (6)</b> 3:2 21:20 30:11 39:23 41:18 45:9	<b>area (8)</b> 8:18 11:24 19:23 23:22 24:11,20 35:9 48:5
<b>ability (2)</b> 10:2 17:21	<b>agencies (8)</b> 4:24 5:13 12:2 13:12 14:5,9 15:19,25	<b>areas (13)</b> 1:5 3:6,9 7:7 11:13 12:9 12:11 14:15 17:25 18:22 21:9 25:17 80:3
<b>able (6)</b> 7:2 9:11,21 46:10 48:12 70:7	<b>agency (12)</b> 6:19 8:6 11:21 13:12 14:4,16 20:4 28:3 30:8 45:23 53:2 74:17	<b>articulated (1)</b> 62:10
<b>academic (1)</b> 32:14	<b>ages (1)</b> 13:7	<b>Arts (1)</b> 35:13
<b>Accelerator (15)</b> 4:2,15,19,20,24 5:4,9,10,19,25 6:8 33:20 34:3,24 35:2	<b>ago (2)</b> 48:2,24	<b>asked (3)</b> 36:6 61:7 74:17
<b>acceptable (2)</b> 35:22 70:11	<b>agree (1)</b> 10:5	<b>asking (7)</b> 41:21 60:11 73:3 74:14 75:13,19,19
<b>access (7)</b> 6:15,17 29:16,20 37:16 43:7 44:22	<b>agreement (2)</b> 32:25 71:9	<b>asks (1)</b> 39:7
<b>accessible (1)</b> 6:23	<b>agreements (3)</b> 44:5 66:3,4	<b>aspect (2)</b> 28:16,24
<b>ACCO (1)</b> 2:7	<b>alert (1)</b> 7:20	<b>assess (1)</b> 68:6
<b>account (1)</b> 5:20	<b>allocate (1)</b> 76:3	<b>Assessing (1)</b> 14:12
<b>accountability (1)</b> 13:21	<b>allocated (3)</b> 54:3,15 73:21	<b>assessment (2)</b> 14:13 19:2
<b>accreditation (2)</b> 46:3,16	<b>allocation (1)</b> 74:9	<b>assets (1)</b> 16:25
<b>accredited (3)</b> 45:22,24,25	<b>allow (2)</b> 3:23 4:12	<b>assigned (1)</b> 54:9
<b>accurately (2)</b> 40:20 41:15	<b>allowance (1)</b> 76:8	<b>assist (2)</b> 73:5,8
<b>achieve (2)</b> 16:8 17:12	<b>allowed (1)</b> 73:12	<b>assistance (4)</b> 19:12 43:10 44:25 45:15
<b>achieved (3)</b> 15:2 31:17,21	<b>Almanzar (5)</b> 2:4 45:20,20 46:7,18	<b>Assistant (2)</b> 2:5 4:6
<b>achievement (5)</b> 24:10 63:19 64:13 65:17,18	<b>alphabetical (1)</b> 2:2	<b>assisting (1)</b> 36:10
<b>achievements (2)</b> 63:15,16	<b>amend (1)</b> 40:10	<b>assume (2)</b> 28:15 68:8
<b>achieves (1)</b> 71:20	<b>amount (4)</b> 42:7 54:14,16,17	<b>assumed (1)</b> 48:25
<b>action (4)</b> 11:21 14:9 17:10 81:14	<b>ample (1)</b> 3:23	<b>assure (1)</b> 13:15
<b>activities (17)</b> 16:14 23:17,20,20 23:23,23 24:4 28:20 29:14 39:11 40:13 48:6 50:17 51:5,10,15 68:5	<b>and/or (2)</b> 29:17 44:19	<b>assuring (1)</b> 68:17
<b>activity (16)</b> 24:5 39:5,6,10,20 40:15,22 41:10,17 50:20 51:12 51:13,13 52:8 55:11 67:18	<b>annually (2)</b> 60:17 77:12	<b>attachment (9)</b> 24:4 25:2,6 30:15 32:22 40:11 41:8 50:25 55:10
<b>actual (2)</b> 65:2,18	<b>answer (9)</b> 3:17 40:3,24 69:22,25 74:25 75:12 76:10,13	<b>attainment (1)</b> 24:24
<b>add (2)</b> 8:4 9:15	<b>anticipate (8)</b> 16:25 38:12,16 42:15 58:13,15 71:6 72:22	<b>attend (4)</b> 25:22 35:10 38:2 65:15
<b>addendum (10)</b> 7:17,18,23 40:24 54:12 58:14 63:5 77:4,25 79:8	<b>anticipated (6)</b> 21:5,6 40:16 61:5 61:21 72:5	<b>attendance (10)</b> 20:18 37:22 38:4 38:9 39:5,8 40:12 41:12,16 51:6
<b>addition (1)</b> 44:21	<b>anticipates (1)</b> 38:14	<b>attention (2)</b> 12:17 21:24
<b>additional (2)</b> 36:13 78:14	<b>anticipating (2)</b> 39:17 40:5	<b>attorney (1)</b> 46:4
<b>address (2)</b> 14:17 40:23	<b>anybody (1)</b> 79:6	<b>attract (1)</b> 28:11
<b>addressed (1)</b> 78:2	<b>anyone's (1)</b> 60:25	<b>audience (3)</b> 11:19 26:10 71:8
<b>addressing (1)</b> 25:10	<b>Appeals (1)</b> 45:17	<b>Auditorium (1)</b> 1:8
<b>adequately (1)</b> 70:24	<b>appear (1)</b> 38:25	<b>available (4)</b> 9:13 18:4 26:20 42:7
<b>adhere (1)</b> 18:2	<b>applicant (2)</b> 45:13,17	<b>AVENUE (1)</b> 1:21
<b>adherence (1)</b> 14:10	<b>application (1)</b> 45:14	<b>average (10)</b> 37:22 38:3,8,23 39:4 39:7 40:11 41:11,16 51:6
<b>adjacent (1)</b> 49:4	<b>applications (1)</b> 36:6	<b>awarded (2)</b> 13:11 70:20
<b>administrative (4)</b> 2:4,11,12 53:21	<b>applies (2)</b> 24:19 64:8	<b>awardees (2)</b> 13:18 14:6
<b>admissions (2)</b> 60:8 61:9	<b>apply (5)</b> 43:17 55:14 57:7,7 67:4	<b>awards (2)</b> 42:15 71:14
<b>adolescents (2)</b> 13:6 62:8	<b>applying (3)</b> 19:4 43:23 66:5	<b>aware (1)</b> 11:10
<b>adopt (1)</b> 23:4	<b>appreciate (1)</b> 75:12	<b>Awesome (1)</b> 58:19
<b>adult (8)</b> 3:15 12:25 16:14 18:10 23:3 55:9 78:10,11	<b>approach (5)</b> 17:2 22:25 23:5 66:9 66:12	
<b>advantage (1)</b> 29:25	<b>appropriate (6)</b> 9:14 45:3,5 72:12 78:17,19	<b>B</b>
<b>advises (1)</b> 55:18	<b>appropriately (1)</b> 24:5	<b>background (2)</b> 22:5 36:22
<b>after-program (1)</b> 70:25	<b>appropriateness (1)</b> 68:17	<b>backup (1)</b> 46:11
	<b>approximate (1)</b> 38:4	<b>bar (1)</b> 10:18
	<b>ARC (3)</b> 26:17 47:23 72:17	<b>based (3)</b> 13:23 54:2 77:21
	<b>Archdiocese (2)</b> 30:13 62:22	<b>basic (4)</b> 8:5 13:19 53:18 78:11
		<b>basically (4)</b> 6:10 43:14 44:9 78:7

**Neighborhood Development Areas Pre-Proposal Conference  
September 29, 2014**

<p><b>basis (2)</b> 18:17,18  <b>beginning (2)</b> 68:16 70:22  <b>begins (1)</b> 46:3  <b>believe (4)</b> 30:3 37:19 41:11 53:5  <b>beneath (1)</b> 7:7  <b>benefit (1)</b> 76:8  <b>benefits (2)</b> 31:6,6  <b>Berger (13)</b> 27:23,24 28:13 29:4            29:24 30:9 78:21,21 79:4,11,15            79:18,21  <b>best (2)</b> 14:7 20:22  <b>better (2)</b> 44:2 78:24  <b>bi-weekly (1)</b> 18:17  <b>BIA (3)</b> 45:22,24,25  <b>Billings (8)</b> 46:20,21 47:19 76:16            76:17 77:6,6 78:3  <b>bit (1)</b> 44:2  <b>Block (2)</b> 11:22 15:23  <b>blood (1)</b> 81:14  <b>board (5)</b> 45:16 46:21 76:17 77:7            79:19  <b>Bob (2)</b> 17:18 53:5  <b>Bobbitt (77)</b> 2:5 4:5 11:5,7 26:25            27:9,15 28:6 29:3,13 30:24 31:10            31:23 32:2 35:16 36:25 37:11            38:8 39:16 40:4 41:3,7 43:16            44:11,16 45:2,8 47:12,20 48:14            48:21 50:14,23 51:4,17,19 52:24            53:4 54:21 55:17 56:10,20,22            57:2,10,19 58:4 59:7 60:9,14,19            60:24 61:19 62:5 63:11 66:6,14            66:16,22 68:13 69:5,24 70:3,14            71:3,25 73:2 74:16 75:3,11 76:5            76:12,15,19 77:2 78:18,25  <b>body (1)</b> 16:20  <b>bottom (1)</b> 9:16  <b>boundaries (2)</b> 35:21 79:5  <b>boundary (2)</b> 48:18 57:21  <b>boxes (1)</b> 10:5  <b>Boys (3)</b> 31:13 58:11 69:9  <b>brand (1)</b> 28:18  <b>break (1)</b> 39:6  <b>bring (1)</b> 36:12  <b>broken (3)</b> 8:10 17:5,6  <b>Bronx (1)</b> 45:11  <b>budget (15)</b> 2:8 30:15 53:18,23,24            54:2,11,24 74:6,10,21 76:2,4            77:16,19  <b>budgeted (1)</b> 54:7  <b>budgeting (1)</b> 5:8  <b>budgets (1)</b> 42:4  <b>Building (1)</b> 2:14  <b>built (1)</b> 4:23  <b>bullets (1)</b> 14:2</p>	<p><b>Bunyaviroch (7)</b> 30:10,11 31:4,11            62:20,21 63:6  <b>button (2)</b> 8:4 9:13</p> <hr/> <p style="text-align: center;"><b>C</b></p> <hr/> <p><b>C (6)</b> 2:2 66:14,15 69:13 81:1,1  <b>cache (1)</b> 12:11  <b>called (3)</b> 24:5 25:2 76:2  <b>CANTELM I (1)</b> 2:7  <b>Capacity (1)</b> 2:14  <b>care (2)</b> 29:12 59:22  <b>carve (1)</b> 56:6  <b>carved (1)</b> 56:25  <b>case (36)</b> 15:14 17:23 18:2,3,6,10            18:14,15 20:3,6,16 23:4 28:15,22            29:7,22 37:2,25 38:13,20 39:14            39:18 40:6 43:8 44:6 52:13,15,18            52:22 53:6 58:9 59:18 60:25 62:8            66:17 67:6  <b>caseload (7)</b> 21:5 23:7,13 60:2            61:2,6 67:2  <b>cases (3)</b> 23:8,11 42:20  <b>Catholic (2)</b> 30:12 62:21  <b>CBO (2)</b> 72:10,10  <b>center (6)</b> 26:18 33:10 35:12 47:24            48:3 65:14  <b>CenterLight (2)</b> 27:24 78:22  <b>centers (1)</b> 28:19  <b>Central (1)</b> 48:3  <b>centralized (1)</b> 4:20  <b>certainly (3)</b> 20:21 36:11 64:25  <b>certifications (1)</b> 22:18  <b>certified (1)</b> 45:18  <b>certify (2)</b> 81:9,13  <b>change (3)</b> 9:22 30:21 64:2  <b>changed (2)</b> 9:5 63:4  <b>changes (1)</b> 9:25  <b>characters (1)</b> 25:8  <b>charge (1)</b> 48:3  <b>Charities (2)</b> 30:12 62:21  <b>chart (3)</b> 63:14 64:4,22  <b>check (1)</b> 10:5  <b>check-ins (2)</b> 59:5,6  <b>children (1)</b> 70:19  <b>Children's (4)</b> 46:22 58:24 76:18            77:7  <b>Chinese (1)</b> 36:15  <b>choose (3)</b> 28:22 61:25 64:9  <b>Christina (1)</b> 58:24  <b>circle (1)</b> 6:13  <b>City (4)</b> 11:21 20:5 33:11 35:12  <b>civics (3)</b> 55:13,15,21  <b>clarification (6)</b> 23:6 50:12 75:15            76:23 77:3 78:7</p>	<p><b>clarify (8)</b> 35:18 43:25 46:14 51:20            53:11 54:12 62:6 69:24  <b>clarifying (4)</b> 24:11 55:19 73:3            76:5  <b>clear (9)</b> 14:16 24:20 29:2 33:19            52:8 71:17,19 73:8 76:24  <b>click (5)</b> 6:12,16 8:3 34:9,13  <b>client (1)</b> 16:18  <b>close (3)</b> 25:14 32:4 67:5  <b>closely (1)</b> 25:11  <b>cohort (6)</b> 20:22 47:11 62:7,18            67:20,21  <b>cohorts (7)</b> 60:16 61:16,22,25            77:12,13,17  <b>collaborate (1)</b> 7:10  <b>collateral (1)</b> 17:13  <b>colleague (5)</b> 11:11 12:16,21 17:18            53:5  <b>collect (1)</b> 64:23  <b>College (1)</b> 35:12  <b>college-readiness (1)</b> 78:15  <b>come (11)</b> 4:12 10:7 15:4 16:13            19:24 39:14 41:6 46:4 61:12            74:23 77:18  <b>comes (2)</b> 44:24 77:15  <b>coming (4)</b> 11:8 39:18 48:11 49:9  <b>comment (1)</b> 55:19  <b>Commissioner (2)</b> 2:5 4:6  <b>common (2)</b> 16:23 65:2  <b>communities (1)</b> 19:2  <b>community (19)</b> 1:4 2:6,11 3:4 4:6            11:20,20,22 13:15 14:9 15:23            28:4 30:12 32:21 33:2 41:19 73:5            79:19,19  <b>comparable (2)</b> 43:19 70:15  <b>compare (1)</b> 32:3  <b>compelling (1)</b> 28:8  <b>competency (1)</b> 37:3  <b>competition (8)</b> 8:9,10,12,17,23,25            9:18 12:17  <b>competitions (3)</b> 12:23 43:17            57:11  <b>competitive (2)</b> 57:13,22  <b>complementary (1)</b> 56:12  <b>complete (2)</b> 49:8 61:7  <b>comply (1)</b> 21:10  <b>components (1)</b> 6:7  <b>composition (1)</b> 8:19  <b>conceptually (1)</b> 71:11  <b>concern (2)</b> 41:12,14  <b>concerned (2)</b> 38:10 49:16  <b>concerns (1)</b> 22:8  <b>concludes (1)</b> 79:25  <b>condition (1)</b> 15:5</p>
--	--	---

**Neighborhood Development Areas Pre-Proposal Conference  
September 29, 2014**

<p><b>conditions (2)</b> 58:7 67:4  <b>conducted (1)</b> 14:14  <b>conference (6)</b> 1:5 3:5,16,20 4:11 80:2  <b>conforming (1)</b> 15:17  <b>conforms (1)</b> 13:16  <b>consider (2)</b> 16:9 62:24  <b>consideration (2)</b> 37:5 38:9  <b>considering (3)</b> 44:13 48:19 57:23  <b>contact (3)</b> 7:13 9:3 66:17  <b>content-related (1)</b> 6:3  <b>context (2)</b> 13:8 15:16  <b>continue (4)</b> 53:9 71:23 72:10,11  <b>continuous (1)</b> 14:3  <b>contract (16)</b> 2:4,12 12:5 13:18 27:21 45:19 46:2,16 48:25 49:2 52:23 53:9 56:5,8,18 71:13  <b>contracts (2)</b> 5:3 12:6  <b>contrast (1)</b> 17:2  <b>contributions (1)</b> 27:18  <b>controlled (1)</b> 49:6  <b>core (10)</b> 23:20 28:25 29:6,14 30:6 37:15,21 44:22 73:9 78:11  <b>Corporation (1)</b> 67:10  <b>correct (13)</b> 8:22,24 9:7 32:11 42:18 44:15 47:19 50:22 51:3 55:3 68:25 69:5 77:24  <b>correctly (2)</b> 19:13 47:16  <b>correspondence (1)</b> 25:14  <b>corresponds (1)</b> 9:18  <b>cost (2)</b> 53:19 77:21  <b>costs (1)</b> 53:21  <b>count (2)</b> 51:14 52:3  <b>counting (1)</b> 38:21  <b>COUNTY (1)</b> 81:5  <b>couple (2)</b> 13:25 46:24  <b>course (5)</b> 23:9 60:5 61:22 62:15 70:17  <b>cover (2)</b> 22:3 26:9  <b>covering (1)</b> 6:9  <b>covers (1)</b> 3:8  <b>creating (2)</b> 54:7 72:20  <b>credited (1)</b> 45:16  <b>criteria (4)</b> 17:19 69:11,16 70:13  <b>criterion (1)</b> 70:15  <b>CSBG (1)</b> 22:6  <b>culture (1)</b> 29:17  <b>currently (2)</b> 5:7 52:14</p> <hr/> <p style="text-align: center;"><b>D</b></p> <hr/> <p><b>D (2)</b> 30:15 68:14  <b>daily (11)</b> 37:22 38:3,8,23 39:4,7 39:14 40:12 41:12,16 51:6  <b>Daley (5)</b> 53:13,14 54:13,23 55:4</p>	<p><b>DANA (1)</b> 2:7  <b>data (8)</b> 12:3 15:5 20:11,13,14,14 20:15,15  <b>database (1)</b> 15:10  <b>date (7)</b> 9:4 45:19 46:17 47:5 63:4 67:24 71:7  <b>dates (1)</b> 47:11  <b>day (2)</b> 39:12 58:12  <b>days (1)</b> 51:7  <b>deadline (1)</b> 62:25  <b>decade (1)</b> 49:3  <b>decide (1)</b> 7:2  <b>declared (1)</b> 19:3  <b>deficit (1)</b> 17:4  <b>definitely (1)</b> 57:6  <b>definition (1)</b> 53:6  <b>definitions (2)</b> 24:6 55:11  <b>Dehler (4)</b> 52:9,10 53:3,12  <b>delegate (2)</b> 12:2 14:4  <b>delegated (2)</b> 15:18,24  <b>delivery (3)</b> 13:15 43:21 75:20  <b>demographic (3)</b> 14:21 15:11 20:14  <b>demonstrable (1)</b> 72:7  <b>demonstrate (5)</b> 13:10 17:21 29:21 53:8,9  <b>department (7)</b> 1:4 3:4 11:19 13:13 30:23,25 31:16  <b>depending (3)</b> 43:20 61:11 67:2  <b>depends (1)</b> 67:15  <b>Deputy (1)</b> 2:14  <b>describe (3)</b> 36:6 59:4 64:9  <b>described (1)</b> 61:13  <b>descriptions (1)</b> 24:3  <b>descriptive (1)</b> 61:23  <b>design (7)</b> 59:21,25 60:20,22 61:24 67:16 69:6  <b>designated (2)</b> 54:18 55:2  <b>detail (1)</b> 70:7  <b>details (3)</b> 8:12,24 20:9  <b>determined (1)</b> 63:17  <b>develop (1)</b> 17:10  <b>development (15)</b> 1:4,5 2:6 3:5,6 4:7 11:13,20 12:9 13:18 18:22 26:24 27:19 71:14 80:3  <b>devote (1)</b> 22:21  <b>Diana (3)</b> 26:16 47:22 72:16  <b>different (16)</b> 8:8 19:21 22:4 24:15 24:16 52:25 57:9 60:20 61:3,11 62:14,16 63:19 64:13,15 75:13  <b>difficulties (1)</b> 27:14  <b>direct (1)</b> 73:15  <b>directed (1)</b> 6:4  <b>directly (1)</b> 52:19</p>	<p><b>director (6)</b> 2:8,9,14 4:8 22:19 33:9  <b>director's (2)</b> 26:22 27:2  <b>discharge (1)</b> 47:5  <b>discursive (1)</b> 15:13  <b>discuss (5)</b> 4:14 11:6 14:7 17:8 23:19  <b>discussed (2)</b> 24:25 66:10  <b>display (1)</b> 6:7  <b>distinctly (1)</b> 19:21  <b>distinguish (1)</b> 52:5  <b>distribution (1)</b> 5:12  <b>district (3)</b> 13:9 36:20 79:19  <b>divide (1)</b> 61:16  <b>document (18)</b> 5:5,14 33:14,16,21 33:24 34:2,5,6,10,14,15,18,21 47:13 51:2,21,24  <b>documentation (1)</b> 27:6  <b>documented (1)</b> 27:7  <b>documents (11)</b> 5:14 7:14,15 8:14 8:22 9:12,20,21 33:23 34:2,25  <b>doing (5)</b> 28:23 29:25 37:20 38:13 77:15  <b>domain (1)</b> 48:10  <b>double (1)</b> 38:21  <b>double-counting (2)</b> 38:17 41:13  <b>draft (1)</b> 10:10  <b>drafting (1)</b> 7:22  <b>draw (3)</b> 21:24 25:24 57:5  <b>dropped (1)</b> 67:25  <b>dropping (1)</b> 69:14  <b>due (4)</b> 3:24 55:19 58:13 63:3  <b>Dunner (11)</b> 63:7,7,12,25 64:5,11 64:18 65:3,12,19,23  <b>duplicate (1)</b> 56:13  <b>duplication (2)</b> 50:19 51:15  <b>duration (1)</b> 60:6  <b>DYCD (97)</b> 2:4,5,7,8,9,11,12 3:1,21 4:1,6,8 5:1 6:1,20 7:1 8:1 9:1 10:1 11:1 12:1 13:1 14:1 15:1 16:1 17:1 18:1 19:1 20:1,18 21:1 22:1 23:1 24:1 25:1 26:1 27:1 28:1 29:1 30:1 31:1 32:1 33:1 34:1 35:1 36:1 37:1 38:1 39:1 40:1 41:1 42:1 43:1 44:1 45:1,21 46:1 47:1 48:1 49:1 50:1 51:1 52:1 53:1 54:1 55:1 56:1,5 57:1 58:1 59:1 60:1 61:1 62:1,23 63:1 63:16,21 64:1,19 65:1 66:1 67:1 68:1 69:1 70:1 71:1 72:1 73:1 74:1 75:1,24 76:1 77:1 78:1 79:1 80:1  <b>DYCD's (2)</b> 15:6 18:5</p> <hr/> <p style="text-align: center;"><b>E</b></p> <hr/>
---	--	---

**Neighborhood Development Areas Pre-Proposal Conference  
September 29, 2014**

<p><b>E (5)</b> 2:2,2 55:10 81:1,1  <b>e-mail (4)</b> 3:21 5:23 6:4 7:20  <b>earlier (5)</b> 6:5 20:12,19 57:14                      59:25  <b>early (1)</b> 9:22  <b>East (2)</b> 53:14 57:25  <b>edit (1)</b> 9:23  <b>education (5)</b> 3:9 16:16 69:10,19                      78:12  <b>educational (11)</b> 13:2 18:12 23:3                      25:18 31:14 32:20 35:19 41:22                      56:16 67:23 71:5  <b>eight (2)</b> 19:6 67:3  <b>either (2)</b> 16:4 20:4  <b>EL (1)</b> 55:13  <b>eligible (10)</b> 5:16,19 6:24 7:9 48:12                      49:7 69:12,15,17 71:22  <b>eliminate (1)</b> 5:12  <b>Ellen (1)</b> 55:25  <b>Elliott (3)</b> 55:6,7,23  <b>ellipses (1)</b> 70:6  <b>Email (1)</b> 1:23  <b>employ (2)</b> 17:4 18:13  <b>employment (5)</b> 47:2 56:3,23 59:3                      65:25  <b>ends (1)</b> 17:12  <b>engage (2)</b> 74:18 75:21  <b>enroll (4)</b> 42:10 56:11,16 61:9  <b>enrolled (4)</b> 40:19 52:2,4,6  <b>enrollment (14)</b> 15:11 20:15 21:4,6                      32:3 52:17,17,20,21 64:25 65:2,3                      67:18 68:7  <b>ensure (2)</b> 19:12 20:7  <b>enter (2)</b> 10:6 15:5  <b>entire (1)</b> 33:17  <b>entirely (1)</b> 29:3  <b>entry (1)</b> 20:13  <b>equivalency (1)</b> 78:12  <b>Erenburg (3)</b> 2:8 75:23,24  <b>Eric (1)</b> 65:24  <b>error (1)</b> 34:24  <b>especially (1)</b> 16:7  <b>evaluated (1)</b> 14:9  <b>exactly (1)</b> 66:23  <b>example (7)</b> 6:18 31:19 35:12                      36:14 51:12 64:6 65:13  <b>exceed (4)</b> 30:18 33:15,17,18  <b>exceptions (1)</b> 18:9  <b>excessive (1)</b> 18:25  <b>exclusive (1)</b> 38:7  <b>Excuse (1)</b> 39:25  <b>exerted (1)</b> 27:8  <b>existing (2)</b> 37:6 52:20  <b>exit (3)</b> 47:5,14 72:13</p>	<p><b>exits (1)</b> 72:3  <b>expect (9)</b> 15:14 17:5 18:15 20:13                      21:24 22:20 25:24 32:9 52:2  <b>expectation (16)</b> 14:20 15:23                      17:25 19:5 21:18 23:10 30:6                      31:20 47:12 59:14 60:15 62:7,17                      65:8,9,11  <b>expectations (11)</b> 16:24 18:11                      22:9,23 23:16 25:12 59:4 61:3                      63:23 66:13 69:20  <b>expected (6)</b> 17:20 20:23 31:16                      33:5 53:10 65:14  <b>expecting (2)</b> 19:20 31:17  <b>experience (21)</b> 3:14 13:5 17:17                      22:9 36:7,8,17 46:24 49:16,17,21                      49:23 50:6 53:23 59:16 60:10,15                      62:12 67:12 68:21 77:10  <b>expertise (2)</b> 19:24 37:10  <b>experts (2)</b> 4:22,23  <b>explicit (1)</b> 18:21  <b>extending (1)</b> 62:24  <b>extensive (1)</b> 14:13  <b>extensively (1)</b> 20:12  <b>External (1)</b> 2:14</p> <hr/> <p style="text-align: center;"><b>F</b></p> <hr/> <p><b>F (1)</b> 81:1  <b>FACSIMILE (1)</b> 1:23  <b>factors (1)</b> 37:4  <b>fall (1)</b> 71:16  <b>familiar (1)</b> 23:18  <b>families (18)</b> 3:11 12:24 15:3 16:11                      19:19 43:6,9,12 44:6,14,17,23                      52:12 56:9,11,17 61:4 66:8  <b>family (8)</b> 16:9,13 17:8 44:24 46:21                      66:18 76:17 77:7  <b>Farimani (5)</b> 67:8,8 68:8,25 69:7  <b>federal (2)</b> 11:22 13:14  <b>feel (1)</b> 10:24  <b>field (1)</b> 14:9  <b>figure (1)</b> 38:9  <b>figures (1)</b> 42:12  <b>file (4)</b> 20:6 33:16 34:18,23  <b>fill (4)</b> 8:5 9:11 25:4 54:5  <b>filled (2)</b> 9:4 25:16  <b>filling (1)</b> 40:13  <b>filter (4)</b> 6:17,19,19 7:11  <b>final (1)</b> 77:16  <b>financial (1)</b> 4:22  <b>financials (1)</b> 5:8  <b>find (8)</b> 8:22 21:25 22:6,10 23:6,14                      23:19 25:13  <b>fine (2)</b> 65:19 71:15  <b>first (9)</b> 5:20 13:25 27:9,15 31:18</p>	<p>36:4 39:7 47:25 56:4  <b>fiscal (3)</b> 30:22,24 75:24  <b>fit (2)</b> 16:21,22  <b>five (2)</b> 17:24 68:22  <b>five-hour (1)</b> 67:23  <b>fix (1)</b> 17:5  <b>focus (3)</b> 16:4 18:19,23  <b>focused (2)</b> 16:17 26:23  <b>folks (1)</b> 4:24  <b>follow (1)</b> 70:6  <b>follow-up (1)</b> 47:8  <b>following (2)</b> 3:8 68:19  <b>food (1)</b> 52:17  <b>forecast (1)</b> 40:21  <b>foregoing (1)</b> 81:11  <b>forget (1)</b> 25:15  <b>form (7)</b> 21:17 25:3,15 32:25 37:19                      39:4 40:14  <b>Fort (3)</b> 26:17 47:23 72:17  <b>Fortune (1)</b> 78:5  <b>found (1)</b> 24:4  <b>four (4)</b> 38:23 39:13,17,20  <b>fourteen (1)</b> 38:24  <b>framework (1)</b> 14:2  <b>Frenzel-Berra (37)</b> 2:9 4:8 21:16                      21:19 30:3 32:11,13,24 33:4 39:3                      42:6,19 43:3 49:10,15,20 50:3,9                      58:5 59:12,20 63:22 64:3,7,16,21                      65:5,16,20 66:25 68:3 69:21 70:2                      73:22 74:4,13 79:20  <b>fringe (2)</b> 30:17 31:6  <b>fulfill (1)</b> 53:2  <b>fulfilling (1)</b> 53:10  <b>full (1)</b> 54:14  <b>function (1)</b> 53:10  <b>functional (1)</b> 6:6  <b>Funded (1)</b> 15:24  <b>funder's (1)</b> 63:23  <b>funders (1)</b> 73:12  <b>funding (6)</b> 11:24 21:10 26:20,23                      64:9 73:20  <b>funds (3)</b> 11:23 13:16 54:3  <b>further (6)</b> 6:19 8:20 13:8 19:11                      79:23 81:13</p> <hr/> <p style="text-align: center;"><b>G</b></p> <hr/> <p><b>G (2)</b> 25:2 37:19  <b>gains (1)</b> 72:7  <b>general (2)</b> 22:6 30:6  <b>generous (1)</b> 34:18  <b>geographic (1)</b> 8:11  <b>getting (2)</b> 5:6 6:9  <b>Girls (3)</b> 31:13 58:11 69:9  <b>give (12)</b> 3:16 13:19 22:22 24:2</p>
--	--	--

**Neighborhood Development Areas Pre-Proposal Conference  
September 29, 2014**

<p>36:21 40:8,25 42:12 45:6 51:11 64:22 73:13 <b>given (8)</b> 23:9,13 25:5 30:21 58:12 60:2,4 70:18 <b>gives (2)</b> 25:4 37:19 <b>giving (3)</b> 30:25 36:8 73:14 <b>go (5)</b> 5:22 6:2 21:16,25 33:21 <b>goal (1)</b> 16:6 <b>goals (7)</b> 15:22 16:2,4,23 17:9 22:7 63:19 <b>going (17)</b> 3:3 10:24 11:14 21:21 22:22 29:21 37:23 40:10,20 50:5 58:3,6 67:17 68:9 70:18 77:16,25 <b>good (7)</b> 3:2 21:19 30:10 39:23 41:18 45:9 80:4 <b>Gotcha (1)</b> 28:13 <b>government (2)</b> 13:14 55:16 <b>grade (3)</b> 32:10 56:15 69:13 <b>grades (2)</b> 31:20 32:5 <b>grant (5)</b> 11:23 13:16 15:24 29:11 66:5 <b>great (4)</b> 35:4 55:23 62:4 72:15 <b>greater (2)</b> 15:16 31:2 <b>green (3)</b> 6:12 8:3 10:17 <b>group (3)</b> 39:21 62:7 73:10 <b>groups (1)</b> 39:2 <b>growth (1)</b> 14:3 <b>guess (1)</b> 58:21 <b>guidance (2)</b> 18:8 22:23 <b>guides (1)</b> 10:22</p> <hr/> <p style="text-align: center;"><b>H</b></p> <hr/> <p><b>H (3)</b> 40:11 41:8 50:25 <b>half (1)</b> 77:18 <b>half-a-mile (2)</b> 48:18 57:21 <b>Harbor (3)</b> 31:13 58:11 69:9 <b>hard (3)</b> 36:23 78:24 79:5 <b>Harlem (8)</b> 35:6,11,14 48:4 56:2 57:25 58:2 65:25 <b>HARRIS (3)</b> 2:11 74:25 75:5 <b>Hartwell (8)</b> 55:25 56:2,19,21,24 57:3,18,24 <b>headquarters (1)</b> 22:14 <b>health (5)</b> 5:2 27:24 29:9 52:16,21 <b>Healthy (17)</b> 3:11 12:24 16:11 19:19 43:6,9,12 44:6,13,17,23 52:12 56:9,11,17 61:4 66:8 <b>Heights (1)</b> 41:20 <b>Hello (5)</b> 4:16 27:23 36:2 53:13 55:6 <b>help (6)</b> 5:23 13:12 17:9 18:8 19:12 70:23 <b>helping (1)</b> 72:21 <b>Henry (2)</b> 36:3 52:10</p>	<p><b>hereunto (1)</b> 81:17 <b>Hernandez (27)</b> 26:16,17 27:3,22 47:22,23 48:20,22 49:12,18,25 50:7,11,15 51:3,11,18 72:16,16 73:9 74:2,8,15 76:10,14,25 77:5 <b>HHS (12)</b> 2:14 4:2,5,5,14,18,20,23 5:4,10,18 6:7 <b>HHS/Mayor's (1)</b> 2:15 <b>Hi (10)</b> 30:10 33:8 46:20 55:25 58:23 62:20 65:24 75:23 76:16 78:4 <b>high (14)</b> 3:10 12:12 13:3 16:15 18:12 25:19 31:15 32:21 35:6,19 41:22 69:10 71:6 78:12 <b>higher (1)</b> 60:5 <b>highlight (2)</b> 8:7 18:12 <b>hire (2)</b> 36:16,23 <b>hiring (1)</b> 37:9 <b>hold (3)</b> 4:10 27:12 75:11 <b>home (1)</b> 6:11 <b>hopefully (1)</b> 18:20 <b>hoping (1)</b> 43:18 <b>Horzempa (11)</b> 58:23,24 59:10,17,23 60:12,18,23 61:15 62:2,19 <b>hours (10)</b> 23:16 42:2 51:7,25 59:15 68:10,12,21,22 69:2 <b>House (1)</b> 53:15 <b>housing (8)</b> 3:13 12:24 43:10,13 44:3,10,10,19 <b>human (2)</b> 5:3 17:3</p> <hr/> <p style="text-align: center;"><b>I</b></p> <hr/> <p><b>identified (1)</b> 12:11 <b>identify (2)</b> 63:20 70:19 <b>identifying (2)</b> 14:25 64:14 <b>Ilana (1)</b> 63:7 <b>illustrated (1)</b> 12:8 <b>illustration (1)</b> 70:16 <b>Immigrant (3)</b> 13:2 55:20,22 <b>immigrants (1)</b> 3:12 <b>immigration (8)</b> 43:10,14 44:4,19 44:25 45:13,14,16 <b>implementation (1)</b> 14:11 <b>important (1)</b> 8:21 <b>improvement (3)</b> 14:3 32:14 67:9 <b>in-contract (1)</b> 27:19 <b>in-kind (4)</b> 26:22 27:2,5,17 <b>incentive (2)</b> 74:19 76:7 <b>include (2)</b> 23:18 43:9 <b>included (1)</b> 31:7 <b>including (2)</b> 7:16 70:5 <b>increased (2)</b> 31:19 32:9 <b>index (1)</b> 16:18 <b>indicate (3)</b> 27:16 28:8 63:14</p>	<p><b>indicated (1)</b> 57:14 <b>indicates (2)</b> 12:14 30:16 <b>indicating (8)</b> 6:8 10:11 50:6 51:22 64:4,17 65:11 79:14 <b>indications (1)</b> 32:17 <b>indicator (1)</b> 24:14 <b>indicators (8)</b> 16:21 24:8,12,16,22 32:15 46:24 71:21 <b>individual (4)</b> 16:17 17:7,8 45:23 <b>individuals (4)</b> 17:6 45:25 56:7 73:13 <b>Inessa (2)</b> 2:8 75:24 <b>info@hhsaccelerator.nyc.gov (1)</b> 6:2 <b>information (18)</b> 7:25 8:5 9:3,7,11 9:16,17 10:6 11:15 12:3 14:21 15:7,11,12,13 29:8 53:18 64:22 <b>informed (2)</b> 18:14 21:8 <b>initiative (3)</b> 11:9,13 12:9 <b>instance (1)</b> 16:11 <b>instructed (1)</b> 24:13 <b>instruction (2)</b> 21:17 55:16 <b>instructions (3)</b> 25:4 30:16 34:22 <b>insurance (3)</b> 29:9 52:16,21 <b>interest (1)</b> 11:9 <b>interested (1)</b> 81:15 <b>interface (1)</b> 19:9 <b>internship (2)</b> 53:23 67:22 <b>intervals (1)</b> 60:21 <b>introduce (2)</b> 4:4 20:20 <b>introduction (1)</b> 22:6 <b>invoicing (1)</b> 5:9 <b>issue (12)</b> 17:16 50:21 51:15 59:21 61:2,24 69:6 76:22,23,23 77:2,25 <b>issued (2)</b> 71:15 79:8 <b>issues (1)</b> 18:22 <b>it'd (1)</b> 54:16 <b>it'll (1)</b> 24:20 <b>item (3)</b> 25:10 75:25 78:2 <b>items (1)</b> 6:17</p> <hr/> <p style="text-align: center;"><b>J</b></p> <hr/> <p><b>Jane (3)</b> 31:12 58:10 69:8 <b>Jennifer (5)</b> 2:15 4:5,14,17 11:4 <b>Jewish (3)</b> 46:21 76:17 77:7 <b>Jhingoore (5)</b> 45:9,10 46:6,14,19 <b>job (3)</b> 13:5 59:5,19 <b>Johanna (1)</b> 52:9 <b>JOHNSON (25)</b> 2:12 3:2 11:3 21:14 26:4 27:12 30:22 31:8 39:25 40:23 41:5 45:6 54:10,19 55:3 58:15,18 63:2 74:23 77:24 79:7,13,16,22,25 <b>judged (1)</b> 35:15</p>
---	---	---

**Neighborhood Development Areas Pre-Proposal Conference  
September 29, 2014**

<p><b>July (4)</b> 46:12 48:11 49:9 71:4</p> <hr/> <p style="text-align: center;"><b>K</b></p> <hr/> <p><b>KATHLEEN (1)</b> 2:4  <b>Kathy (1)</b> 45:20  <b>keep (1)</b> 7:21  <b>keeping (1)</b> 70:9  <b>key (2)</b> 22:11,12  <b>kind (6)</b> 10:12 13:19 38:4 43:12              64:19 78:24  <b>kinds (1)</b> 64:20  <b>KINGS (1)</b> 81:5  <b>kit (2)</b> 17:24 18:8  <b>kits (1)</b> 18:4  <b>know (20)</b> 11:16 13:9 17:11 29:8              34:12 37:6 41:11 42:2,5,11 46:9              51:20 56:14 57:6 59:11 65:5              73:18 74:10 75:6 79:11  <b>knowledge (1)</b> 28:9</p> <hr/> <p style="text-align: center;"><b>L</b></p> <hr/> <p><b>L (3)</b> 1:17 81:7,23  <b>language (4)</b> 55:8 70:4,10 76:6  <b>large (2)</b> 34:17 38:6  <b>larger (4)</b> 34:21 35:3 60:24 61:2  <b>largest (1)</b> 11:23  <b>Laskin (6)</b> 33:8,9 34:6,11 35:4,23  <b>Lastly (2)</b> 4:10 9:19  <b>latest (1)</b> 79:9  <b>Latino (1)</b> 36:15  <b>Laughter (1)</b> 79:3  <b>launched (1)</b> 5:10  <b>Laura (1)</b> 53:14  <b>League (1)</b> 41:19  <b>left (1)</b> 65:6  <b>let's (6)</b> 28:15,17,22 38:23 39:9,11  <b>letter (2)</b> 32:10 47:2  <b>Level (4)</b> 9:9,10 10:2 25:15  <b>levels (1)</b> 37:20  <b>lieu (1)</b> 59:18  <b>life (2)</b> 53:8 63:8  <b>likelihood (1)</b> 42:21  <b>limit (2)</b> 26:8 42:9  <b>limited (2)</b> 25:7,8  <b>Lindberg (19)</b> 31:12,12,25 32:7,12              32:18 33:2,6 58:10,10,17,19 69:8              69:8,23 70:12,17 71:18 72:14  <b>line (4)</b> 8:20 26:7 39:7 75:25  <b>linkage (3)</b> 44:5 66:3,4  <b>linkages (9)</b> 19:16,17,21 20:8,21              24:25 32:22,25 33:3  <b>list (8)</b> 7:8,12 24:2 27:21 39:19              41:15 51:4,6  <b>listed (4)</b> 6:5 7:7 8:25 54:15</p>	<p><b>literacy (9)</b> 3:15 12:25 16:15 18:10              23:4 55:9,9,17 78:10  <b>little (2)</b> 42:17 43:25  <b>live (1)</b> 5:8  <b>locate (1)</b> 50:5  <b>located (5)</b> 35:20 48:17 57:25 58:3              78:9  <b>location (2)</b> 8:11 78:16  <b>log (1)</b> 33:21  <b>login (1)</b> 10:6  <b>long (2)</b> 61:17 66:10  <b>longer (1)</b> 71:22  <b>look (3)</b> 6:11 23:7 34:10  <b>looking (5)</b> 42:24 57:8 64:4 69:18              75:14  <b>lost (1)</b> 48:25  <b>lot (1)</b> 33:7  <b>low (1)</b> 12:12  <b>low-income (3)</b> 15:3 16:5,6  <b>luck (1)</b> 80:4</p> <hr/> <p style="text-align: center;"><b>M</b></p> <hr/> <p><b>main (1)</b> 23:24  <b>making (1)</b> 42:16  <b>MAMARONECK (2)</b> 1:21,22  <b>manage (1)</b> 5:5  <b>management (27)</b> 2:8 5:6 13:20              17:23 18:3,4,7,11,14,15 20:6,16              23:4 28:15,23 29:7,22 37:25              38:13,20 39:15,18 40:6 43:8 44:7              53:6,25  <b>manager (5)</b> 20:3 52:18,23 59:18              66:17  <b>managers (2)</b> 52:14,15  <b>Manhattan (1)</b> 67:9  <b>map (3)</b> 19:11 78:24 79:9  <b>maps (3)</b> 19:13 79:2,8  <b>marketing (2)</b> 28:4,7  <b>marriage (1)</b> 81:15  <b>match (1)</b> 7:25  <b>matches (1)</b> 8:18  <b>math (1)</b> 54:4  <b>matter (3)</b> 1:3 81:11,16  <b>maximum (2)</b> 60:7,8  <b>Mayor's (2)</b> 4:17,21  <b>MB (2)</b> 33:15,19  <b>MBs (1)</b> 34:8  <b>mean (7)</b> 32:4 33:15,16 35:13              46:15 61:20 70:9  <b>meaning (1)</b> 67:18  <b>measure (1)</b> 34:8  <b>measured (1)</b> 35:14  <b>measurements (1)</b> 64:20  <b>meet (4)</b> 17:7 58:7 61:17 69:15</p>	<p><b>meeting (1)</b> 18:15  <b>meetings (3)</b> 14:7 20:19,25  <b>megabytes (4)</b> 34:4,7,21 35:3  <b>member (1)</b> 17:8  <b>members (1)</b> 36:18  <b>mention (3)</b> 21:23 72:18 73:16  <b>mentioned (5)</b> 3:17 23:2 29:7              32:16 53:25  <b>mentions (1)</b> 42:2  <b>message (1)</b> 34:25  <b>met (1)</b> 20:7  <b>methodology (1)</b> 13:24  <b>mic (3)</b> 26:15 41:6 74:24  <b>microphone (3)</b> 4:13 26:8 27:14  <b>microphones (1)</b> 41:2  <b>middle (1)</b> 50:25  <b>Mike (9)</b> 2:5 4:5 11:5 21:14,23              22:25 24:25 27:13 40:2  <b>mind (3)</b> 7:22 9:23 17:9  <b>minimum (11)</b> 19:6,20 22:20 23:12              36:7 41:24 42:23 57:15 77:14,19              77:23  <b>misinterpreted (1)</b> 40:15  <b>mission (1)</b> 14:17  <b>MOCS (1)</b> 5:3  <b>model (6)</b> 17:4 18:14 20:3 43:8,15              75:20  <b>moment (1)</b> 45:8  <b>Monaghan (11)</b> 39:23,24 41:18,19              42:14,24 43:4,24 44:15,21 45:4  <b>money (2)</b> 36:12 74:9  <b>monitor (1)</b> 10:12  <b>monthly (2)</b> 18:17 59:6  <b>months (2)</b> 67:3,3  <b>mouse (2)</b> 34:10,11  <b>MTA (2)</b> 31:7,8  <b>multi-activities (1)</b> 50:21  <b>multiple (2)</b> 8:17 10:21  <b>Murray (4)</b> 2:14 4:4 33:20 34:17  <b>mutual (1)</b> 66:3  <b>Myles (2)</b> 39:24 41:19</p> <hr/> <p style="text-align: center;"><b>N</b></p> <hr/> <p><b>N (1)</b> 2:2  <b>name (15)</b> 4:16 7:13 10:7 26:11,11              26:16 27:23 30:11 33:8 45:10              47:22 53:13 55:6 75:23 78:4  <b>names (2)</b> 79:9,10  <b>Naomi (2)</b> 27:24 78:21  <b>narrative (2)</b> 27:4,17  <b>nasty (1)</b> 79:17  <b>national (1)</b> 15:22  <b>navigate (1)</b> 6:11  <b>NDA (44)</b> 6:18 12:15,19 13:2,4</p>
--	---	--

**Neighborhood Development Areas Pre-Proposal Conference  
September 29, 2014**

<p>18:9 19:8,15 20:5 23:19 35:18,20 36:5,9 37:4 42:8,16,18 43:22 48:10,13,17,18,20,23 49:3,4,11 49:13,21,23 54:16 55:20,22 56:16 57:17,20,21,22 60:11 78:9 78:13,16 79:18 <b>NDA's (7)</b> 8:10 12:10 26:19 28:21 57:6,9,12 <b>need (8)</b> 9:23 10:25 19:3 20:9 37:25 47:4 62:6 78:8 <b>needed (1)</b> 44:18 <b>needing (1)</b> 19:25 <b>needs (8)</b> 10:14 12:12 14:12,13,18 18:25 20:2 44:25 <b>neighborhood (9)</b> 1:5 3:6 11:13 12:9,10 18:19,22,24 80:3 <b>new (15)</b> 1:9,9,22 7:25 8:6 11:21 13:13 30:13 33:11 36:23 37:6 62:22 71:24 81:3,8 <b>nine (3)</b> 41:23 43:6 69:18 <b>ninth (1)</b> 56:15 <b>Nodding (1)</b> 58:4 <b>non-required (1)</b> 14:23 <b>non-staff (1)</b> 76:6 <b>Norma (1)</b> 55:7 <b>Northern (1)</b> 67:9 <b>Notary (1)</b> 81:8 <b>note (2)</b> 24:11 25:19 <b>noted (1)</b> 80:5 <b>notes (2)</b> 15:14 20:16 <b>notice (1)</b> 33:23 <b>notification (1)</b> 7:19 <b>number (24)</b> 7:13 9:5 16:12 19:17 23:8,12,12 24:9,22 25:7 32:15 36:5 40:18,21 41:25 42:3,9 50:22 51:25 52:6 54:4 55:2 68:10 69:2 <b>numbers (6)</b> 23:7 38:5,7 43:2 60:2 61:18</p> <hr/> <p style="text-align: center;"><b>O</b></p> <hr/> <p><b>occasion (1)</b> 73:11 <b>October (4)</b> 3:23,25 63:3 81:18 <b>offer (1)</b> 75:16 <b>offering (1)</b> 50:23 <b>office (3)</b> 2:15 4:18,21 <b>Oh (2)</b> 49:10 63:12 <b>okay (39)</b> 26:2 31:3 32:18 34:7 35:4,23 36:20 37:12 41:17 43:24 45:5 48:21,22 50:7,14 53:3 54:13 55:4,24 57:3,18 59:23 60:23 62:4 65:16,19,23 66:24 67:7 69:7,21 69:23 70:2 72:14 74:8,25 76:14 77:3 79:21 <b>Olson (7)</b> 65:24,24 66:7,15,21,24</p>	<p>67:7 <b>once (5)</b> 10:16 13:11 66:19 67:4 71:14 <b>one-letter (1)</b> 31:20 <b>one-on-one (2)</b> 18:16 38:15 <b>ones (2)</b> 60:3,3 <b>online (2)</b> 15:6 18:4 <b>onset (1)</b> 68:4 <b>open (1)</b> 65:21 <b>operated (1)</b> 49:13 <b>operating (1)</b> 49:11 <b>Operations (2)</b> 2:15 4:18 <b>opportunities (1)</b> 44:24 <b>opportunity (4)</b> 3:13 13:4 52:5 53:17 <b>option (1)</b> 43:22 <b>optional (1)</b> 9:20 <b>options (2)</b> 11:12 61:2 <b>order (2)</b> 2:2 69:16 <b>organization (5)</b> 22:11,15 26:11 28:3 66:4 <b>orientation (13)</b> 62:11 67:14,16,19 67:20,24 68:2,4,11,15,20,24 69:3 <b>OST (1)</b> 56:15 <b>OSY (2)</b> 56:19,20 <b>outcome (20)</b> 14:23 20:15 21:4,7 21:11 24:10,14,18,22,24 31:21 32:14 59:11 64:13 65:7,9,10,22 65:22 81:16 <b>outcomes (16)</b> 14:19,23 15:12 16:17,20 20:16 24:7,9,12 31:16 31:17 63:13,15,17,24 65:6 <b>outreach (2)</b> 28:10 33:10 <b>overall (3)</b> 16:7 39:7 61:17 <b>overarching (1)</b> 16:2 <b>overlap (1)</b> 37:23 <b>overly (1)</b> 61:23 <b>oversight (4)</b> 5:2 22:21 59:5,22 <b>overview (3)</b> 3:16 11:6 13:20</p> <hr/> <p style="text-align: center;"><b>P</b></p> <hr/> <p><b>P (2)</b> 2:2,2 <b>p.m (3)</b> 1:11 3:24 80:5 <b>page (10)</b> 6:11 8:5 10:8,18 22:4 26:12 53:18 59:8,11 69:18 <b>pages (3)</b> 34:16 41:23 43:6 <b>paid (5)</b> 27:18 59:15 62:12 68:10 68:21 <b>Pam (1)</b> 33:8 <b>panel (1)</b> 4:4 <b>panel's (1)</b> 26:5 <b>papers (1)</b> 5:12 <b>parents (1)</b> 70:24 <b>part (9)</b> 27:9,15 49:24 60:22 67:17</p>	<p>69:17 73:14 74:6 75:20 <b>part-time (1)</b> 13:5 <b>participant (10)</b> 20:14 24:15 28:12 42:11 47:14 53:19 66:18 72:4,5 76:9 <b>participants (48)</b> 14:21,24 16:13 17:14 18:16,23 19:7,14,24 24:17 25:22,25 32:9 40:19,22 41:25 42:5,9 44:18 47:10 50:17 51:8 52:2,3,6,7 54:4 56:12 57:5,16 58:2 61:10 62:15 67:24 68:7,9 69:12,15 72:2 73:6,7,23 75:4,8,9 75:17 77:14,17 <b>participate (5)</b> 14:5,6 20:24 38:18 52:7 <b>participating (3)</b> 47:6 50:19 72:21 <b>participation (3)</b> 68:11,18 69:3 <b>particular (12)</b> 11:17 12:15 16:10 17:15,19 19:4,23 43:22 47:9 59:8 61:14 64:8 <b>parties (1)</b> 81:14 <b>partnership (2)</b> 25:20 71:9 <b>parts (2)</b> 20:4 51:7 <b>password (1)</b> 10:7 <b>pay (1)</b> 12:17 <b>paycheck (1)</b> 46:25 <b>peers (1)</b> 7:11 <b>Penni (2)</b> 30:11 62:20 <b>people (7)</b> 15:3 16:5,7 61:6 65:15 77:20 78:16 <b>percent (7)</b> 19:6 22:22 30:18,18,20 30:21 57:15 <b>percentage (2)</b> 26:21 27:5 <b>percentile (1)</b> 27:21 <b>performance (3)</b> 12:4 15:22 16:23 <b>period (16)</b> 47:17,21 48:8,9 62:10 66:9,11,19,23 67:6,14,18 68:4,15 68:20,24 <b>periodic (1)</b> 14:7 <b>person (1)</b> 51:16 <b>persons (2)</b> 41:14 50:19 <b>pertaining (1)</b> 8:12 <b>pertains (3)</b> 14:18 37:14 56:23 <b>pertinent (1)</b> 24:10 <b>phase (4)</b> 67:16 68:2 69:3 71:14 <b>Philip (1)</b> 35:11 <b>phone (2)</b> 7:13 9:5 <b>pickle (1)</b> 44:8 <b>place (1)</b> 28:5 <b>plan (3)</b> 17:10 58:8 59:21 <b>planned (1)</b> 51:5 <b>planning (1)</b> 36:12 <b>please (6)</b> 12:17 26:15 27:13 40:3 41:2,6</p>
---	--	--

**Neighborhood Development Areas Pre-Proposal Conference  
September 29, 2014**

<p><b>plus (1)</b> 8:3  <b>Poetry (1)</b> 33:9  <b>point (4)</b> 19:22 47:3,9 77:3  <b>pointed (4)</b> 11:11 12:16,22 53:5  <b>points (3)</b> 31:19 32:10 61:11  <b>policy (1)</b> 4:22  <b>pool (6)</b> 8:13,19,23,25 9:18 12:18  <b>pools (3)</b> 8:9,10,17  <b>population (7)</b> 16:7 17:22 23:15 28:9,12 36:16,18  <b>position (1)</b> 20:20  <b>possibility (1)</b> 46:12  <b>possible (1)</b> 26:21  <b>possibly (1)</b> 54:14  <b>post (2)</b> 47:16,20  <b>post-discharge (1)</b> 47:8  <b>potential (1)</b> 16:8  <b>potentially (1)</b> 42:25  <b>poverty (3)</b> 12:12 14:12,17  <b>PPB (1)</b> 4:25  <b>practice (1)</b> 21:8  <b>practices (5)</b> 14:8,8 18:3,7 20:23  <b>pre-proposal (4)</b> 1:5 3:5,20 80:2  <b>precedes (2)</b> 62:11 68:4  <b>precisely (1)</b> 42:20  <b>predict (3)</b> 36:24 37:21 42:20  <b>predominantly (1)</b> 36:15  <b>prep (1)</b> 78:12  <b>preparing (1)</b> 54:11  <b>prequalified (8)</b> 5:6,15,21 6:9,25 7:6,9,18  <b>prescribe (1)</b> 66:23  <b>present (1)</b> 19:25  <b>presentation (2)</b> 26:6 35:8  <b>presenting (1)</b> 17:16  <b>presumably (1)</b> 71:10  <b>pretty (1)</b> 65:21  <b>price (1)</b> 42:11  <b>principal (2)</b> 70:18,23  <b>principally (1)</b> 16:16  <b>principles (5)</b> 13:17,22 14:11 15:8 15:17  <b>prior (4)</b> 14:18 17:17 21:8 37:3  <b>priority (1)</b> 14:15  <b>probably (1)</b> 12:7  <b>problem (2)</b> 38:12 79:6  <b>proceedings (3)</b> 1:14 81:10,12  <b>process (3)</b> 5:11 28:5 73:14  <b>procurement (3)</b> 5:11 6:16,22  <b>procurements (2)</b> 6:15,18  <b>program (92)</b> 11:6,23 14:7,19,25 16:12,15,16,23 19:6,7,25 21:17 22:5,7,7,8,12,13,19,19,21,25 23:14,16,17,21,25 24:3,5,11,20</p>	<p>25:12,17,21 26:25 28:16 31:18 31:22 41:23,25 42:7,23,25 43:11 47:3,14,17,21 48:16 50:5 51:25 54:5 55:8,10 57:15 59:13 60:6 61:4,10,10,12,14,18 62:9 64:8 65:7,10 66:8,12,13 67:13 68:14 68:16 69:17,19 71:3,6,23,25 72:2 72:3,4,13 73:6,6,23,25 75:4,17 77:19,22  <b>programmatic (2)</b> 26:24 48:7  <b>programs (17)</b> 2:6,10 4:7,9 12:25 12:25 15:24 16:3,4 17:3 18:2 19:20 23:2 42:22 59:14 61:3 68:20  <b>progress (5)</b> 14:22 15:12,14 20:15 32:3  <b>prohibition (5)</b> 72:20,24,25 73:17 74:5  <b>project (3)</b> 40:21 41:10 51:8  <b>projected (6)</b> 40:18 51:25 64:12 65:4,17 77:13  <b>promising (2)</b> 14:8 20:22  <b>prompt (1)</b> 20:13  <b>proof (2)</b> 46:25 47:13  <b>properties (2)</b> 34:10,15  <b>proposal (39)</b> 6:21 7:22,25 8:2,4 8:24 9:8,10,22,24 10:8,13,16,19 10:22 13:11,24 16:10 21:17 25:3 25:5,23 28:8 29:21 30:15 33:14 33:16,17,25 43:18 44:17 53:7 55:15 57:13,22 58:12 62:24 70:8 77:10  <b>proposals (3)</b> 57:8 63:3 73:16  <b>propose (21)</b> 5:16,18,20 6:24 7:9 8:16 12:20 44:8,18 45:17 46:7 48:13 52:24 54:24 55:21 57:11 59:21 61:5 69:6 75:16 78:17  <b>proposed (10)</b> 17:22 22:12,13 27:18 37:5 41:10 43:11 48:16 50:4 78:8  <b>proposer (10)</b> 28:6 29:15,18 37:2 40:5 43:17 60:16,19 70:7 72:3  <b>proposers (6)</b> 13:10 24:13 57:10 67:15 71:10 75:16  <b>proposes (1)</b> 74:17  <b>proposing (9)</b> 5:7 6:10 8:16,18 12:18 22:15 29:19 30:8 72:23  <b>prospective (1)</b> 68:6  <b>provide (17)</b> 12:3,20 18:3,8 19:10 27:20 29:22 47:4 52:14,19 55:12 55:13 59:14 68:21 72:22 78:10 78:13  <b>provided (4)</b> 15:16 30:7 53:6 72:9  <b>provider (3)</b> 9:2 20:18 70:20</p>	<p><b>providers (7)</b> 4:25 5:15,18 7:5,8,12 20:5  <b>providing (6)</b> 43:7 44:3 45:14 48:4 49:2 73:15  <b>public (2)</b> 33:10 81:8  <b>publish (1)</b> 5:13  <b>purpose (3)</b> 3:15 23:24 74:6  <b>purposefully (1)</b> 65:6  <b>purposes (1)</b> 27:6  <b>pursue (1)</b> 7:3  <b>put (6)</b> 25:22 38:5 63:20 65:8 74:14 74:20</p> <hr/> <p style="text-align: center;"><b>Q</b></p> <hr/> <p><b>qualifications (1)</b> 22:17  <b>quantity (1)</b> 26:20  <b>question (47)</b> 11:18 25:10 27:10 27:16 28:14 29:2,16 31:5 33:13 35:5,17 36:4 37:13 40:5,16,17 41:4,9,21 43:5 45:12 47:15 48:2 49:5 50:12,24 52:11,12,18 53:11 53:16 54:22 55:8 56:4 57:4 59:2 59:24 60:9 62:13 66:7 67:11 73:3 73:17 74:16 75:13,18 78:6  <b>questions (16)</b> 3:17,19 4:11,13 5:25 6:3 15:15 26:7,9,9,14 28:2 30:14 33:12 47:25 79:23  <b>queue (1)</b> 6:14  <b>quite (1)</b> 34:18</p> <hr/> <p style="text-align: center;"><b>R</b></p> <hr/> <p><b>R (2)</b> 2:2 81:1  <b>raised (2)</b> 41:9,13  <b>raising (1)</b> 35:17  <b>RAMESH (2)</b> 78:4,20  <b>Randolph (1)</b> 35:11  <b>ranges (2)</b> 21:6,11  <b>rate (6)</b> 24:10 30:17 53:20 54:2,9 54:25  <b>rates (1)</b> 21:7  <b>reaching (1)</b> 15:25  <b>read (5)</b> 7:23 11:16 30:20 70:3 79:5  <b>reading (1)</b> 19:13  <b>ready (1)</b> 71:16  <b>realize (1)</b> 14:24  <b>realized (1)</b> 29:4  <b>really (6)</b> 8:21 18:23 33:13 34:17 38:10 67:15  <b>reason (1)</b> 34:22  <b>reasonable (1)</b> 21:4  <b>receive (4)</b> 12:2 43:19 47:13 75:21  <b>received (2)</b> 10:11 48:3  <b>receives (1)</b> 11:22</p>
--	--	--

**Neighborhood Development Areas Pre-Proposal Conference  
September 29, 2014**

<p>receiving (3) 40:6,7 73:24  recognize (1) 17:12  recommend (1) 36:25  record (2) 15:7 81:12  recreation (5) 28:20 29:10,23 38:11,19  recreational (5) 29:18 37:18 38:19 39:11 40:8  recruit (2) 70:25 71:24  rectangle (1) 10:17  reduce (1) 34:23  redundant (1) 5:12  refer (4) 20:3 23:8 44:18 78:15  reference (5) 8:21 17:23 18:5 22:14 53:4  referenced (2) 20:12,19  referencing (3) 26:13 59:8 71:5  referral (3) 28:5 29:8 44:9  referrals (2) 19:16 20:8  referring (5) 32:25 33:25 40:14 44:4 59:13  refers (2) 23:12 50:4  reflect (1) 24:23  refresh (1) 6:13  refresher (1) 10:25  regard (8) 15:9 31:15 41:21 42:4 43:5 50:25 59:25 66:2  regarding (8) 20:13 24:7,12 45:12 46:23 52:11 59:5 77:9  regrading (1) 78:6  reiterate (1) 58:6  related (7) 11:12 12:5,19 30:14 31:5 33:13 81:13  relatedly (1) 47:7  relates (2) 11:24 36:5  relating (1) 7:16  Relations (2) 2:11,14  relative (1) 12:4  release (1) 63:4  released (8) 3:7 5:17 6:20,21 7:17 7:19,24 58:14  relevant (3) 11:15 37:4 64:19  remain (1) 72:2  remarks (1) 21:22  remind (3) 11:18 18:20 71:8  repeat (1) 40:2  report (3) 13:13 14:15 50:22  reported (2) 1:16 81:10  Reporter (1) 81:7  reporting (3) 1:21 20:11 32:5  representation (1) 50:16  represented (1) 72:25  requested (3) 8:6 12:13,15  require (3) 23:25 49:19 68:12</p>	<p>required (13) 9:20 14:23 16:19 19:17 22:17 25:20 33:22 34:2 41:24 44:22 64:24 71:10 77:18  requirement (8) 26:22 32:23 47:7 47:17 49:8,11 50:4 77:22  requirements (3) 15:10 22:10 63:18  Research (2) 2:9 4:8  reside (7) 18:23 19:8,15 35:9,13 57:16 73:4  residents (1) 19:3  resolve (1) 76:20  respective (2) 16:22 41:17  respond (3) 3:24 41:3 58:8  responding (3) 25:9 41:8 49:16  response (4) 40:4,10 50:24 79:24  responsibility (1) 47:10  responsible (4) 28:4,7,16,18  rest (2) 36:21 70:6  restate (3) 44:12 48:14 54:21  result (1) 18:25  resulted (1) 14:14  results (1) 15:2  results-oriented (1) 13:20  retain (1) 28:11  retention (1) 28:10  retract (1) 9:24  review (3) 2:8 16:11 20:22  reviewing (3) 14:16 40:11 41:7  revisit (1) 76:22  rewards (1) 12:2  RFP (55) 3:7,8 5:5,14 6:3,21 7:14 7:16 8:13,22 12:8,14,22 15:5 16:21 17:20,20 19:18,18 20:9 21:22,25 22:8 23:8 24:8,21 25:13 25:19 26:12 42:8,16,18 43:6 44:10 45:13 46:24 52:12 53:7,17 53:24 55:9,10 56:9 60:4 63:9,11 63:13 66:8 67:12 69:19 71:21 76:4,7 77:9 78:10  rfpquestions@dycd.nyc.gov (1) 3:22  RFPs (12) 3:17,24 5:7,14,16 11:12 12:14 14:16 16:24 18:21 21:7 58:8  right (27) 5:22,24 10:3 12:19 15:20 32:18 34:9,13 39:9 42:22 49:12 51:5 56:21 59:8,17,23 60:18,23 61:15 62:2 64:4 70:4,6,14 74:15 75:19 76:7  risk (2) 2:8 69:14  Riverside (1) 55:7  Riverstone (1) 63:8  Robert (4) 2:9 4:7 21:15 26:4</p>	<p>robust (1) 18:6  roles (1) 52:25  rolling (4) 60:7 61:9 62:3,14  ROMA (3) 13:16,22 15:17  round (1) 58:11  Rule (1) 4:25  running (1) 77:11  Ryan (2) 2:14 4:4</p> <hr/> <p style="text-align: center;"><b>S</b></p> <hr/> <p>S (1) 2:2  salaries (1) 30:19  Sara (1) 67:8  satisfactory (1) 35:21  saying (2) 56:15 75:6  says (8) 10:9,10,14,18 33:14 53:19 74:10 77:13  school (26) 3:10 13:3,4 16:15 18:12 25:19,20,21,24 31:15,24 32:6,8,21 35:10,19 41:22 42:3 57:16 69:10 70:22 71:6,9,12,15 78:12  schools (3) 33:11 35:6,20  score (1) 38:3  screen (1) 33:22  screening (1) 68:16  sec (1) 40:9  second (8) 27:13 37:13 40:25 43:5 45:7 50:11 66:7 76:19  section (13) 22:9,16 25:3,6,11,13 31:5 33:18 51:21 66:9,14 67:13 68:14  sections (1) 22:4  see (10) 7:5 10:9 13:25 14:2 16:20 19:10 22:3 74:5 75:14 78:2  seeking (1) 72:6  seen (1) 12:7  select (3) 24:13 29:15 70:23  selected (2) 24:23 67:25  self-sufficient (1) 16:6  senior (15) 12:23 26:18 28:18,19 29:13,17 37:14,15,17 38:25 47:24 63:8,12 65:14 74:3  seniors (16) 3:12 29:17 36:16 37:17,23,25 38:15,17,18 39:12 39:14,17,19 40:6 72:21 73:4  sense (1) 48:12  sentence (1) 66:16  separate (3) 12:23 28:21 43:16  separately (1) 43:13  September (3) 1:10 3:7 71:7  serve (7) 17:21 19:5 35:6 42:13 57:25 60:16 70:8  served (6) 16:18 18:24 23:11 28:10</p>
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**Neighborhood Development Areas Pre-Proposal Conference  
September 29, 2014**

<p>51:9 56:7  <b>serves (1)</b> 33:10  <b>service (24)</b> 3:9 5:3 7:7,11 12:19  13:16 14:25 15:4,23 17:3 25:15  37:20 42:3 43:20 44:4,9 56:3  65:25 66:10,11,20 73:14,15  75:20  <b>services (79)</b> 1:21 3:10,11,12,13  7:4,5 11:22 12:13,16,23,24 13:2  19:4,25 20:7 23:14 28:18,25 29:6  29:14,16,18,20,22 30:5,5,7,13  36:8 37:15,16,16,18,24 38:14  40:8 41:24 43:7,20 44:3,19,20,22  45:13 46:22 48:5,5,7 49:3,13  51:16 52:13,19 55:12,21,22  56:12,13,18 59:13 61:7 63:8  67:13,22,23 68:14 70:25 71:3  72:6,9,22 73:12 76:6,18 77:8  78:8,11,14  <b>serving (1)</b> 19:14  <b>set (2)</b> 38:22 81:17  <b>sets (1)</b> 37:24  <b>Settlement (3)</b> 36:4 52:10 53:15  <b>seven (7)</b> 11:11,12,15 14:15 16:24  17:24 19:21  <b>Shapiro (7)</b> 36:2,3 37:8,12 38:22  39:9,22  <b>sheet (1)</b> 74:10  <b>Shilpa (1)</b> 78:5  <b>Shorthand (1)</b> 81:7  <b>show (1)</b> 32:14  <b>sic (2)</b> 12:12 33:18  <b>Side (1)</b> 53:14  <b>similarly (1)</b> 70:8  <b>Simone (1)</b> 45:10  <b>simplify (1)</b> 5:11  <b>site (12)</b> 9:15,17 48:9,10,16 49:6  49:14,23 50:3,10 57:20 59:19  <b>situated (1)</b> 70:8  <b>situations (1)</b> 17:6  <b>six (2)</b> 16:5,6  <b>size (5)</b> 33:14 34:18,23 61:3,6  <b>sizes (1)</b> 21:5  <b>skills (1)</b> 13:6  <b>slot (1)</b> 33:24  <b>slots (1)</b> 55:2  <b>smaller (1)</b> 26:20  <b>social (5)</b> 28:20 38:2,19 40:7 48:5  <b>social/cultural (3)</b> 29:19 37:17  38:11  <b>socialization (1)</b> 29:10  <b>Society (1)</b> 78:5  <b>somebody (1)</b> 28:23  <b>Sorrel (7)</b> 2:15 4:5,14,16,17 34:9</p>	<p>34:13  <b>sorry (3)</b> 54:19 76:20 79:16  <b>sort (1)</b> 74:19  <b>sought (1)</b> 67:19  <b>sounds (1)</b> 24:19  <b>source (1)</b> 64:10  <b>South (1)</b> 45:11  <b>Specialist (3)</b> 2:4,11,13  <b>specific (14)</b> 12:10,13 15:2 16:21  22:7 40:12,15 50:10,24,24 51:9  51:14 52:22 60:10  <b>specifically (5)</b> 19:19 36:8 37:14  74:20 78:9  <b>specificity (1)</b> 72:19  <b>specified (3)</b> 69:4 71:21 73:20  <b>spirit (1)</b> 19:22  <b>spoke (1)</b> 15:9  <b>sponsor (1)</b> 48:24  <b>spot (2)</b> 5:22,24  <b>ss (1)</b> 81:4  <b>staff (25)</b> 15:18 19:9 20:23 22:11  22:12,14,18 36:7,11,13,18,21,22  37:2,5,6,7 45:15,18 46:5 52:15  52:20,25 55:17 73:24  <b>staffing (2)</b> 22:16 27:20  <b>stamp (2)</b> 52:17,20  <b>standards (1)</b> 17:24  <b>start (6)</b> 45:18 46:16 61:25 71:2,4  71:7  <b>started (2)</b> 3:3 73:10  <b>starting (3)</b> 62:16 67:20,21  <b>state (8)</b> 13:13,14 22:16 26:10  42:10 74:7 81:3,8  <b>stated (4)</b> 25:13 42:8 68:14 72:7  <b>statement (2)</b> 22:10 23:15  <b>states (1)</b> 77:11  <b>status (1)</b> 10:9  <b>stay (1)</b> 77:4  <b>Stella (3)</b> 46:20 76:16 77:6  <b>STENO-KATH (1)</b> 1:21  <b>stenokat@verizon.net (1)</b> 1:23  <b>stenokath@verizon.net (1)</b> 1:24  <b>step (1)</b> 26:15  <b>steps (1)</b> 10:24  <b>stipend (6)</b> 72:20 73:5,7,24 75:17  75:22  <b>stipends (8)</b> 73:13 74:18 75:2,7,9  76:2,3,6  <b>stipulated (1)</b> 60:3  <b>stopping (1)</b> 62:16  <b>strange (1)</b> 24:19  <b>strategies (1)</b> 28:11  <b>strategy (1)</b> 14:17  <b>street (5)</b> 1:8 36:3 52:10 79:9,10</p>	<p><b>strengthening (2)</b> 16:8,14  <b>strengths-based (1)</b> 17:2  <b>strive (2)</b> 15:25 37:9  <b>STRIVE/East (2)</b> 56:2 65:25  <b>striving (1)</b> 36:14  <b>strong (1)</b> 23:4  <b>Structured (1)</b> 25:2  <b>struggling (3)</b> 17:15 69:13 70:5  <b>student (4)</b> 35:8 54:25 55:2 71:20  <b>students (6)</b> 35:24 54:8,17 70:5,20  70:23  <b>Sturges (3)</b> 1:17 81:7,23  <b>Suarez (1)</b> 51:12  <b>sub-bullet (1)</b> 68:19  <b>subcontract (1)</b> 30:4  <b>subcontracting (2)</b> 28:17,19  <b>subjects (1)</b> 69:14  <b>submission (2)</b> 32:22 62:24  <b>submit (10)</b> 9:9,12,21,25 10:22  25:23 43:11,13,21 55:15  <b>submitted (6)</b> 3:25 10:10,13,15,17  10:19  <b>submitting (3)</b> 9:8,15 10:4  <b>subset (2)</b> 39:18 40:7  <b>successful (3)</b> 13:9 14:6 17:17  <b>successfully (1)</b> 10:19  <b>successors (1)</b> 64:15  <b>suggested (2)</b> 21:7,12  <b>suggesting (1)</b> 38:12  <b>sum (1)</b> 54:23  <b>summarize (1)</b> 11:14  <b>summary (6)</b> 6:22,25 8:3 10:8  30:15 74:21  <b>Super (1)</b> 33:6  <b>supervising (1)</b> 46:5  <b>supervisor (2)</b> 36:11,22  <b>supervisors (1)</b> 22:20  <b>supervisory (1)</b> 37:7  <b>support (25)</b> 3:9,10,11,12,13 13:3  13:4 15:18 18:13 19:9 23:3,22,24  25:19 30:5 31:14 32:21 35:19  41:22 42:22 46:23 59:3 69:11  71:5,12  <b>Supported (1)</b> 77:10  <b>supporting (1)</b> 3:14  <b>supportive (4)</b> 60:10,13,14 67:12  <b>supports (1)</b> 17:13  <b>supposed (1)</b> 63:14  <b>sure (20)</b> 7:23 8:15,23 9:3,6,14,17  10:3,12 12:18 15:19 19:12 37:10  46:11 50:2 58:6 61:19 66:6 76:4  79:12  <b>Suzanne (1)</b> 36:3  <b>system (7)</b> 5:4,15,17 6:12 7:20</p>
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**Neighborhood Development Areas Pre-Proposal Conference  
September 29, 2014**

<p>15:6 27:25</p> <hr/> <p style="text-align: center;"><b>T</b></p> <hr/> <p><b>T (2)</b> 81:1,1  <b>tab (4)</b> 6:16 7:4,14 8:2  <b>tab-based (1)</b> 6:12  <b>table (1)</b> 27:20  <b>take (4)</b> 4:3 29:12,24 59:22  <b>talk (3)</b> 51:24 64:12 70:24  <b>talking (5)</b> 28:24 47:16 51:22 56:8 65:9  <b>talks (2)</b> 63:9,13  <b>target (5)</b> 23:15 28:9 64:25 65:3 70:4  <b>targeted (1)</b> 64:12  <b>targets (2)</b> 21:4 63:17  <b>tasks (1)</b> 6:13  <b>tax (2)</b> 31:7,8  <b>taxes (2)</b> 53:22,22  <b>team (3)</b> 4:21,22 17:11  <b>technology (1)</b> 4:23  <b>tell (4)</b> 24:8 35:2 49:22 78:24  <b>ten (11)</b> 38:24 39:12,19,20,21 41:23 43:6 59:15 68:21 77:14,17  <b>tensile (1)</b> 23:16  <b>term (2)</b> 14:25 61:8  <b>terminology (1)</b> 64:14  <b>terms (5)</b> 15:8 21:2 23:20 37:3 53:17  <b>thank (32)</b> 11:2,3,7,8 21:13,14 26:3 26:4 27:22 30:9 31:11 32:12,19 35:16,25 39:22 46:19 51:18 55:5 55:24 58:19,22 62:4,19 63:6 67:7 72:15 76:14,15 77:5 78:3,20  <b>thanks (3)</b> 33:6 53:12 65:23  <b>theme (1)</b> 11:25  <b>Therese (3)</b> 1:17 81:7,23  <b>thing (2)</b> 8:6 39:4  <b>things (7)</b> 5:13 17:13 21:3,22 46:25 47:2 72:8  <b>think (10)</b> 15:9 29:7 41:16 44:11 48:15 57:12 59:10 62:6,9 75:13  <b>three (7)</b> 31:19 32:4,10 51:13 57:7 57:8 58:8  <b>thumbs (1)</b> 30:25  <b>tied (1)</b> 49:22  <b>time (20)</b> 3:23 4:3 8:8 22:20 23:9 23:13 26:22 27:2,7 46:2,10 47:14 60:3,4,21 61:11 62:9 63:2 70:21 80:5  <b>times (4)</b> 54:7,17,25 62:16  <b>today (2)</b> 6:8 11:8  <b>tool (3)</b> 17:24 18:4,7  <b>top (3)</b> 10:18 40:18 51:23</p>	<p><b>total (8)</b> 30:18 38:3 51:25 52:3,5 54:14,23 77:20  <b>totally (1)</b> 33:19  <b>track (3)</b> 14:20 25:11 47:10  <b>tracked (2)</b> 24:9,18  <b>tracking (2)</b> 24:14 47:18  <b>trainings (1)</b> 13:6  <b>transcript (2)</b> 1:14 81:12  <b>translated (1)</b> 16:19  <b>transportation (1)</b> 48:6  <b>true (1)</b> 81:12  <b>trying (2)</b> 72:8 76:20  <b>tune (1)</b> 71:15  <b>tuned (1)</b> 77:4  <b>turn (1)</b> 59:25  <b>tweak (1)</b> 7:24  <b>two (23)</b> 18:9 26:9 28:2 29:14 30:14 37:15,24 38:5 42:12,22 47:25 49:19 51:13 58:11 60:16 61:21 66:19 67:3,5 68:15,19 77:11,16  <b>two-week (1)</b> 68:3  <b>two-year (4)</b> 36:7 48:9 49:8,10  <b>type (2)</b> 15:7 52:13</p> <hr/> <p style="text-align: center;"><b>U</b></p> <hr/> <p><b>ultimately (1)</b> 17:11  <b>unclear (2)</b> 35:9 54:6  <b>undefined (1)</b> 65:6  <b>underneath (1)</b> 10:9  <b>understand (2)</b> 48:15 61:20  <b>understandable (1)</b> 27:11  <b>understanding (3)</b> 47:15 50:18 62:13  <b>understood (1)</b> 40:13  <b>undone (1)</b> 8:20  <b>unduplicated (1)</b> 52:3  <b>Unit (1)</b> 2:8  <b>units (1)</b> 50:16  <b>upload (5)</b> 9:12,19 33:22 34:4,25  <b>use (7)</b> 15:11 16:25 36:12 63:23 65:22 68:5 74:18  <b>user (4)</b> 9:10,14 10:2,3  <b>users (2)</b> 9:9 63:18  <b>usually (1)</b> 23:25</p> <hr/> <p style="text-align: center;"><b>V</b></p> <hr/> <p><b>vary (6)</b> 17:19 19:17,18 20:8 61:4 67:2  <b>vault (1)</b> 5:5  <b>verification (2)</b> 47:2,4  <b>vicinity (1)</b> 35:7  <b>video (1)</b> 10:23  <b>view (1)</b> 34:14</p>	<p><b>Village (1)</b> 58:25  <b>visit (1)</b> 59:19  <b>volunteer (2)</b> 73:10 75:8  <b>volunteers (8)</b> 74:2,3,4,18,19 75:3 75:10,21</p> <hr/> <p style="text-align: center;"><b>W</b></p> <hr/> <p><b>wages (3)</b> 13:5 53:21,22  <b>wait (2)</b> 62:5 75:11  <b>waiting (1)</b> 46:8  <b>want (20)</b> 7:3,21 9:6 11:16,18 13:8 17:23 18:11,20 20:21 21:3 27:6 36:16 44:17 49:25 51:19 52:25 70:3 73:19 74:22  <b>wanted (3)</b> 7:10 15:21 26:2  <b>Washington (3)</b> 26:18 47:24 72:17  <b>watch (1)</b> 10:23  <b>way (6)</b> 10:12 27:8 55:14 61:17,20 81:15  <b>we'll (9)</b> 4:12 5:23 11:5 13:12 16:21 24:8 40:23 76:22,23  <b>we're (17)</b> 3:3 6:8 14:16 19:20 27:13 33:24 36:6,12 37:9,20 43:7 51:22 61:23 76:20 77:14,16,25  <b>we've (3)</b> 21:9 49:6,12  <b>web-based (2)</b> 15:6 19:9  <b>website (4)</b> 5:22 10:20 15:16 18:5  <b>week (4)</b> 51:7 58:16,17 59:15  <b>weekly (1)</b> 59:5  <b>weeks (5)</b> 62:12,15 66:19 67:5 68:15  <b>Welcome (1)</b> 3:3  <b>Wendy (3)</b> 2:12 6:5 11:7  <b>West (1)</b> 57:25  <b>WHEDco (1)</b> 45:10  <b>WHEREOF (1)</b> 81:17  <b>whichever (1)</b> 16:22  <b>William (1)</b> 1:8  <b>within-entitled (1)</b> 81:11  <b>WITNESS (1)</b> 81:17  <b>wondering (7)</b> 29:11 30:19 55:14 60:25 62:23 66:2 78:23  <b>word (1)</b> 15:21  <b>work (25)</b> 3:14 4:18 11:24 12:5 13:5,25 17:22 37:3 41:2 43:2 46:23 53:23 58:3 59:15 60:10,13 60:15 62:12 67:12 68:21 71:11 72:9,11,12 77:10  <b>work-readiness (1)</b> 68:22  <b>working (3)</b> 36:17,20 38:15  <b>worry (1)</b> 34:19  <b>wouldn't (6)</b> 44:2 56:14 62:14 64:18 68:23 72:10  <b>write (2)</b> 25:6 27:4</p>
---	---	--

**Neighborhood Development Areas Pre-Proposal Conference  
September 29, 2014**

<p>wrong (2) 51:20,21 www.nyc.gov/hhsaccelerator (1) 10:21</p> <hr/> <p align="center"><b>X</b></p> <hr/> <p>X (3) 1:2,6 27:5 X-amount (1) 54:8 X-number (1) 65:15 XVI (3) 26:17 47:23 72:17</p> <hr/> <p align="center"><b>Y</b></p> <hr/> <p>yeah (9) 43:3,19 45:2 50:10 56:13 57:2 67:5 74:5 75:6 year (13) 9:5 23:10 31:18,22,24 32:6,8 42:3 48:11 60:21 61:22 70:22 77:20 year-and-a-half (3) 48:2,23 49:7 years (2) 49:19 50:8 York (10) 1:9,9,22 11:21 13:13 30:13 33:11 62:22 81:3,9 youth (22) 1:4 3:4,10,14 11:19 13:3,4 18:16 25:19 31:15 32:21 41:23 42:4,13,25 47:5 53:17 56:6 56:18 59:3 70:5 71:6 Yvonne (2) 2:11 74:24</p> <hr/> <p align="center"><b>Z</b></p> <hr/> <p align="center"><b>0</b></p> <hr/> <p align="center"><b>1</b></p> <hr/> <p>1 (3) 9:10 32:22 71:4 1,200 (7) 53:20 54:2,7,11,16,25 77:21 1,383 (1) 53:21 100 (1) 22:22 100,000 (2) 42:17,21 10543 (1) 1:22 12 (9) 33:15,17,19 34:3,4,6,8,21 35:3 139 (1) 1:21 13th (1) 81:18 14 (2) 62:11,15 14th (2) 3:25 63:3 15 (2) 68:12 71:7 150 (1) 34:15 156 (1) 1:8 16 (2) 13:7 59:3 1st (3) 46:12 48:11 49:9</p> <hr/> <p align="center"><b>2</b></p> <hr/> <p>2 (2) 9:9 10:2 2,500 (1) 54:9 2,583 (1) 53:20</p>	<p>2:00 (2) 1:11 3:24 20 (2) 42:25 77:20 20-year (1) 48:8 200 (1) 34:16 2014 (3) 1:10 3:7 81:18 2015 (2) 71:4,7 212 (1) 1:22 24 (2) 13:7 59:3 250 (1) 42:2 29 (1) 1:10</p> <hr/> <p align="center"><b>3</b></p> <hr/> <p>3-16 (1) 4:25 3:25 (1) 80:5 30 (2) 30:18,20 35 (2) 30:21 31:3 381-2061 (1) 1:22 381-2064 (1) 1:23</p> <hr/> <p align="center"><b>4</b></p> <hr/> <p>41 (1) 50:8</p> <hr/> <p align="center"><b>5</b></p> <hr/> <p>5 (1) 3:7 50,000 (3) 42:23 77:19,22</p> <hr/> <p align="center"><b>6</b></p> <hr/> <p align="center"><b>7</b></p> <hr/> <p>7.45 (1) 31:2 7.65 (1) 30:18 7th (1) 3:23</p> <hr/> <p align="center"><b>8</b></p> <hr/> <p>8 (1) 63:9 80 (1) 57:15</p> <hr/> <p align="center"><b>9</b></p> <hr/> <p>9/29/2014 (78) 3:1 4:1 5:1 6:1 7:1 8:1 9:1 10:1 11:1 12:1 13:1 14:1 15:1 16:1 17:1 18:1 19:1 20:1 21:1 22:1 23:1 24:1 25:1 26:1 27:1 28:1 29:1 30:1 31:1 32:1 33:1 34:1 35:1 36:1 37:1 38:1 39:1 40:1 41:1 42:1 43:1 44:1 45:1 46:1 47:1 48:1 49:1 50:1 51:1 52:1 53:1 54:1 55:1 56:1 57:1 58:1 59:1 60:1 61:1 62:1 63:1 64:1 65:1 66:1 67:1 68:1 69:1 70:1 71:1 72:1 73:1 74:1 75:1 76:1 77:1 78:1 79:1 80:1 914 (2) 1:22,23 95-DEPOS (1) 1:22 953-3767 (1) 1:22</p>
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